

**Richard Bennett Elementary PTSA  
Local Unit Number 2.3.22, Bellevue Council, Region 2  
Standing Rules 2008-2009**

**Revisions Approved:** February 10, 2009 General Membership Meeting  
**Vote count:** unanimous

**Name**

The name of this association shall be the Richard Bennett Parent Teacher Student Association, Local unit Number 2.3.22, Bellevue Council, Region 2, a unit of the Washington Congress of Parents and Teachers (WCPT).

**Business and Tax Status**

The Employer Identification Number (EIN) acquired May 17, 1979.  
The incoming treasurer shall review IRS requirements for filing Form 990EZ annually, and shall file said form when required at the end of his/her term.

This association is a tax-exempt not-for-profit corporation, established August 24, 1979 with a non-profit status of 501 (c)(3).

**Incorporation**

This association was incorporated September 5, 1977, File No. 0-271369.

**Organization and Fees**

This association is a volunteer membership organization concerned with the welfare and benefit of children and youth. Annual membership fees shall be \$10.00 per person or \$15.00 per couple, with service fees from that amount forwarded to the Bellevue Council and the Washington State PT A.

**Officers**

The elected officers of this PTSA shall be at least four elected officers, President, Vice President, Secretary, and Treasurer. Two (2) people may hold the elected President position. Up to three (3) people may hold the elected Vice President position. Two (2) people may hold the elected Treasurer position. These officers shall be elected at the March or April PTSA meeting and installed prior to July 1. It is recommended that one of the Executive Committee members (typically a VP) will oversee and coordinate all fundraising goals and programs for the school year, working with the committees or individuals in charge of each fundraising event.

No person shall serve for more than two consecutive years in the same position. An officer who has served more than eight months shall be said to have served a full term. Each elected position holder shall be entitled to voice and vote at Board of Directors Meeting. All officers shall read and adhere to the Uniform Bylaws and the Standing Rules and attend workshops as required by the State PTA (Article VI, Section 1 (a), 1 (b), Uniform Bylaws of the WCPT).

**Executive Committee**

The Executive Committee shall consist of the elected officers and the school principal, or his or her appointed representative. In the case of an all new Executive Committee, a member from a previous year Executive Committee shall serve as an advisor. The individual to serve in this role will be named by the new Executive Committee at the general membership meeting in which officers are elected. As an advisor, this individual will be available to participate in Executive Committee meetings and other communications, and can provide history and context on events or decisions that occurred before the new Executive Committee assumed office. The Executive Committee shall prepare the agenda for each Board of Directors and General Membership meeting. Any new business requiring action to be included on the agenda shall be submitted to the Executive Committee at least one week prior to the scheduled Board of Directors and General Membership meeting.

## **Board of Directors**

All Board of Directors and Committee Chairpersons must be current PTSA members.

The Board of Directors shall, at a minimum, consist of the elected officers of the association, the principal of the school, one designated faculty representative, and an immediate past executive board member of the association. Committee chairpersons are welcome to join the Board of Directors and can do so by voicing their intent either at the first Board of Directors meeting prior to the start of the school year or in writing to the Executive Committee by 30<sup>th</sup> day from the start of the school year.

## **Voting**

Each member of the Board of Directors shall have one vote. A valid vote on a motion requires a majority of the entire board. Executive Committee members, Board of Directors and Committee chairpersons shall read collected materials pertaining to their committee responsibilities and adhere to the Uniform Bylaws and Standing Rules.

The students of Richard Bennett Elementary School shall be considered honorary members of this PTSA without voice or the privilege of holding office.

In circumstances, which require decisions in the interim between board meetings, the Executive Committee, upon recommendation by board member(s), may ask for voting by electronic mail. In these circumstances, the following steps will occur:

## **Electronic Voting via E-mail**

- The voting and discussion will take place via e-mail, using the official e-mail addresses recorded by the Secretary for each board member. Board members are responsible for notifying the Secretary of any changes in their e-mail address or phone numbers.
- After a motion has been made, seconded, and forwarded to the Executive Committee, the Secretary will send an e-mail summarizing the motion and requesting a vote to the board members. The dates for the discussion period and the date a vote is required will be included in the e-mail sent by the Secretary.
- The discussion will last for a period of days determined by the Executive Committee depending on the circumstances of the motion.
- All discussion will be for the benefit of the whole board; replies will be made using Reply All or similar mechanism to send to everyone on the mail thread.
- Board members are asked to check their e-mail daily. In addition, a receipt-response mechanism will be used in the board motion delivery. The secretary may call by telephone those who have not responded to ensure receipt.
- After the time for discussion is completed, the question will be called, and members will be asked to vote, clearly indicating their vote as Aye, Nay, or Abstain.
- The President or a designate will declare the outcome of the vote based on the votes received.
- A valid vote needs a majority of the entire board to vote for or against the motion.
- The e-mail vote will be recorded into the minutes at the next regular meeting of the Board of Directors. The Secretary will attach hard copies of the votes cast by e-mail to the minutes of that board meeting.
- As with all board business, e-mail discussion and voting is subject to the same level of confidentiality and support as any board discussion and/or vote.

## **Meetings**

The PTSA Board of Directors shall meet at least twice a year in addition to the organizing meeting prior to the start of the school year. Each Board member will be given a copy of the standing rules and access to the Uniform Bylaws prior to the start of the school year.

A minimum of three general membership meetings are required per year per Bylaws – one to approve the budget, one to elect a nominating committee and one to elect officers. All meeting dates will be advertised at the

beginning of the year, displayed on the Bennett Elementary PTSA web site and posted on the PTSA Bulletin Board at Bennett Elementary.

### **Notebooks**

Each member of the Executive Committee and the Board of Directors shall keep a notebook of activities and recommendations pertaining to his/her office or committee.

This notebook, with its accumulated local, state and national materials, shall be turned over to the Vice President(s) no later than the last day of school.

The incoming and outgoing Executive Committees shall prepare a preliminary budget for approval at the last PTSA General Membership meeting of the year. It shall be revised and presented at the first PTSA General Membership meeting of the school year for adoption by the unit.

### **Legislative Assembly and State Convention**

Expenses for one or more delegates to attend the State Convention shall be included in the annual budget.

The Bennett Legislative Chairperson, or a substitute appointed by the Executive Committee, will be the voting delegate from Bennett at the Legislative Assembly.

### **Budget Expenditures**

The Board of Directors, with a majority vote to approve, shall have authority to reallocate the budget as deemed necessary. No member of this association shall exceed budgeted Association funds without prior Board of Director approval.

At the start of the fiscal year, this association shall carry forward a minimum of fifteen percent (15%) of its expense budget in addition to any expenditure anticipated prior to the start of the next school year.

### **Nominating Committee**

A Nominating Committee shall be elected no later than January according to the Uniform Bylaws of the WCPT, Article V, Section 1 a-c, Section 2a and 3a.

The President(s) are ex-officio members of every committee except the Nominating Committee.

### **Golden Acorn**

A Committee shall be appointed to determine if there is a suitable Golden Acorn recipient for the year. When possible, this committee includes those who received Volunteer of the Year Awards or Acorn Awards from the previous year.

### **Financial Statements**

The Treasurer shall present a financial statement at each regular PTSA meeting and at such other times as requested by the President(s). The Treasurer shall close the books at the end of the fiscal year and submit them for audit to at least three (3) members of an Audit Committee appointed by the President(s). The Committee shall not include any person who was authorized to sign on the bank account during the period under audit. A reasonable date for transfer of signature authority and to finish the audit is July 15.

### **Parliamentary Authority**

The parliamentary authority of this association shall be Roberts Rules of Order Newly Revised.

### **Standing Rules**

The Standing Rules will be read and amended as necessary and approved each autumn by the General Membership. The Standing Rules may be amended by a majority of members in attendance at any General Membership meeting in which a minimum of ten business days notice is given.

## **Voting Delegates**

Voting delegates to the Bellevue PTSA Council shall be the (Co-)President(s) and two authorized delegates. The Executive Committee will appoint the two authorized delegates and two alternates.

## **Legal Documents**

This association shall keep at least five (5) separate copies of its legal documents in five (5) locations. The original copy is to remain with the Treasurer. The President(s), Vice President(s), and Secretary shall maintain additional copies.

## **Minutes**

The minutes of all meetings shall include an attendance sheet indicating membership status of each attendee and the minutes shall state if a quorum was present. The quorum for General Membership meetings shall be 10 members.

## **Secretary and Treasurer Responsibilities**

The Secretary and Treasurer will place a stamp of approval on all original copies of budgets, Standing Rules, Minutes, attendance records from each meeting and all voted changes. This stamp should reflect items voted on, the date of the vote and the final vote count including abstentions.

## **Supplies**

No Bennett PTSA supplies, material and equipment shall be used for personal business.

## **Issues Process**

The Bennett PTSA Issues Process can be activated when the following steps have been taken; however, it is recommended that the complainant should discuss his/her concern with the responsible party:

- a. A member in good standing submits a written request for consideration of an issue to the Executive Committee.
- b. This request must be made two weeks before a General Board meeting.
- c. The President(s) shall appoint through lottery, no fewer than five and not more than seven members to this committee who shall select their chairperson and spokesperson from among themselves.
- d. The Committee shall be charged to study said issue thoroughly, to solicit input from all involved members, to update the General Membership, to recommend a course of action, and maintain an atmosphere of confidentiality.
- e. A recommendation to the General Membership from the Issues Committee may be accepted by a majority vote at any subsequent General Membership meeting; it then becomes the official Bennett PTSA position on the issue.

## **Contracts**

When a contract is executed on behalf of Richard Bennett PTSA, there must be two signatures, both of which must be elected officers.