

**Richard Bennett Elementary PTSA
Local Unit Number 2.3.22, Bellevue Council, Region 2
Standing Rules 2011-2012**

Revisions Approved: General Membership Meeting, May 10, 2011
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 general membership 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.

Executive Committee

The Executive Committee shall consist of the elected officers. In the case of an all new Executive Committee, a member from a previous Executive Committee may be called on to 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. 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 30th day from the start of the school year.

No current school district employee may serve on the board, to avoid any actual or perceived conflict of interest.

Voting

Each member of the Board of Directors shall have one vote. A valid vote on a motion requires a majority of the currently serving board members. 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 principal of the school and/or a designated staff member may serve as an advisor to the board, without vote. Any board member may request that the principal/staff member not attend a board meeting, due to the topics on the agenda, but the decision to close the meeting is made at the discretion of the Executive Committee.

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 or a majority of board members may ask for an emergency board meeting to be held. Ten (10) days written notice is required, or written consent from each board member.

Proxy voting is not allowed. Electronic voting (e.g. by email or online voting mechanisms) is not allowed.

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, up to a limit of \$2,000, with any larger amount requiring a vote by the General Membership. 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 at least 30 days before preceding the election of officers. Members of the Nominating Committee shall be current local unit PTSA members, and shall not have served on this committee in the last year. .

The President(s) are ex-officio members of every committee except the Nominating Committee. The school principal is not eligible to serve on 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. Where these local Standing Rules contradict State or National PTSA bylaws, the State or National bylaws shall take precedence.

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 three (3) separate copies of its legal documents in three (3) locations. The original copy is to remain with the Treasurer. The President(s), Vice President(s), and/or 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.