



**Eastlake High School PTSA 2.8.88**  
**Standing Rules 2017-2018**  
Approved: 9/27/2017

**Legal Status**

1. The name of this local PTA is the Eastlake High School PTSA 2.8.88. It was chartered on April 5, 1993.
2. This PTSA serves all Eastlake students, staff and parents without regard to physical location.
3. This PTSA was incorporated on May 11, 1993, and assigned UBI #601 468 689. The Treasurer is responsible for filing the annual corporation report prior to May 31<sup>st</sup>. The Employer Identification Number is located in the legal documents binder.
4. This PTSA is registered with the Secretary of State under the Charitable Solicitations Act, Registration Number 1380. The Treasurer is responsible for filing the annual renewal prior to May 31<sup>st</sup>.
5. This PTSA was granted tax-exempt status under Section 501(c)(3) of the Internal Revenue Code on April 15, 1994. A copy of the Letter of Determination is filed in the legal documents binder.
6. The Treasurer, with assistance from the immediate past Treasurer, is responsible for filing IRS Form 990EZ prior to November 15<sup>th</sup>. Copies of the current and past years' returns are located in the legal documents binder.
7. The Treasurer shall be responsible for maintaining the original copies of all legal documents and providing updated copies to the Secretary. Copies of all signed contracts will be kept with the legal documents binder. This PTSA shall keep at least two copies of its legal documents notebook in two separate locations, one of which can be electronic, to be maintained by the treasurer and secretary. All contracts shall be signed by two elected officers.
8. This PTSA has designated the Washington State PTA as its registered agent with the Washington Secretary of State's Office, the Washington Department of Revenue, and the United States Internal Revenue Service.

**Membership and Service Fees**

9. Membership in this PTSA shall be open to all people without discrimination. Membership is open to all Parents, Community members, Teachers, Staff, Grandparents, Guardians, Students and any other persons who support and encourage the purpose of PTSA.
10. The dues for this PTSA shall be \$18 for an individual, \$28 for two adults per household, \$12 for a student membership and \$12 for a faculty/staff membership. All paid members have a voice and vote at Eastlake HS PTSA Membership meetings.

11. Students of Eastlake HS may join this PTSA. Each student member is entitled to a voice and vote. Students who are 18 years of age or older may hold elected positions. Students who do not join the PTSA are considered honorary members of this PTSA without voice, vote or the privilege of holding office.

### **Elected Officers and Board of Directors**

12. The elected officers of this PTSA shall be: President, Vice-President of Volunteers, Vice-President of Ways & Means, Vice-President of Membership, Secretary, and Treasurer. The officers of this PTA shall be elected annually, prior to the end of the fiscal year, June 30<sup>th</sup>, for a term of one PTSA year beginning July 1.

13. Any elected position may be held jointly by two people. Each position holder shall be entitled to voice and vote at meetings.

14. Voting for officers or nominating committee positions may take place at a meeting, by mail, or by electronic transmission. If voting takes place by mail or electronic transmission, the name of each candidate is to be contained in the notice of the meeting and any vote cast must be received within the time frame identified in the notice of the meeting. The Nominating Committee shall be elected annually in accordance with the Washington State PTA Bylaws at a Membership meeting. Nominating Committee serves until election of officers takes place. NC is required to have a committee of three plus two alternates. The board may appoint a replacement NC member. A member may serve no more than two consecutive terms in NC.

15. This PTSA shall comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Bylaws.

16. The Board of Directors shall consist of elected officers and appointed standing committee chairpersons. The principal, the appointed student representative and the staff representative shall be non-voting, honorary members and will serve in an advisory capacity. All members of the Board of Directors must be current Eastlake High School PTSA members. Board of Directors meetings will be held monthly on a date and time to be determined by the Board.

17. Appointed Standing Chair shall include but not be limited to:

Special Needs	Emergency Preparation
Baccalaureate	Legislative Advocate
Community Liaison	Senate Representative
Website	Assistant Treasurer
Community Service	Communications

Each appointed position can have multiple chairs, but only two can vote. All have voice. At the first Board meeting of the year it will be determined and noted in the minutes who the two voting members will be for the PTSA year ending June 30<sup>th</sup>.

18. Other committees approved by the Board shall be considered Ad Hoc.
19. An office or chair shall be declared vacant if that person misses three consecutive Board of Director meetings, unless excused by the President(s). An officer may be removed by a 2/3 vote of the membership present at a regularly scheduled meeting or a meeting called for such purpose should there be cause for removal, such as violation of the EHS PTSA Code of Conduct.
20. If for whatever reason, the President(s) is unable to fulfill the duties of the position, the Vice President of Ways & Means Assistant President shall serve in that role until the President can either reassume the role or another President is duly appointed and elected.
21. Board of Directors meetings shall be held monthly throughout the school year. The Treasurer shall provide a monthly financial report to the Board of Directors for all months of the year, including those months that school is not in session.
22. A majority of members present at a Board of Directors meeting shall establish a quorum for voting purposes.

### **Membership Meetings**

23. Membership meetings of this PTA shall be held on a designated Wednesday of the month unless changed by the Board of Directors, with a minimum of three meetings per year.
24. This PTSA shall approve its annual operating budget at a Membership Meeting in the spring of each year. Reallocations to the budget in amounts up to \$1500 may be approved by a majority vote of the Board of Directors. Reallocations exceeding \$1500 must be approved by a majority vote of the Membership quorum.
25. A Membership Meeting quorum shall consist of ten members present. 10 days notice is required for special board meetings and delivery of notice will be by email to board members.

### **Finances**

26. A financial review committee, minimum of three (3) members appointed by the President, will review the financial books twice a year. Members of this committee shall not include the Treasurer or any person authorized to sign on the PTSA bank accounts for the period that is being reviewed or any individuals living in their households.
27. This PTSA shall establish one or more accounts in financial institutions as determined by the Board of Directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal. The signature of at least three elected officers shall be on the authorized signature card for the PTSA bank account(s). An elected officer, who is not an authorized check signer, shall inspect and initial bank statements each month, in addition to the Treasurer.

28. Online access to any financial account held by this PTSA shall be established by the Treasurer who will maintain the login and passwords for these accounts. The executive board will be notified when the login and passwords for these accounts are changed. Login and Passwords will be changed at a minimum every year or when there is a change in Treasurer.
29. All reimbursement requests for authorized expenses must include a receipt and be submitted to the Treasurer within 60 days of purchase. All requests for reimbursement must be received by June 15 or they will be considered a donation to the PTSA.
30. Should the PTSA receive an NSF check, the fee imposed by the PTSA's bank will be charged to the check-writer.
- Records must be submitted for financial review, no later than 30 days after the end of the fiscal year.

### **Recognition**

31. Up to two Golden Acorn, Silver Wolf and Alpha Wolf Awards may be awarded each year to outstanding volunteers, as well as one Outstanding Educator and one Outstanding Advocate award, unless more are approved in advance by the Board of Directors. The Awards and Recognition committee shall determine the recipients.

### **Voting**

32. Voting delegates to the Lake Washington PTSA Council shall be three or more authorized delegates, based on Council rules and determined by the Board of Directors.
33. The vote of this PTSA for the position of Washington State PTA Region Director shall be determined by the board of directors.
34. EHS PTSA will send as many voting delegates to the WSPTA convention as the budgeted amount for convention can sustain. EHS PTSA are entitled to four voting delegates for up to 200 members and one more for each additional 100 members for both legislative assembly and convention. All delegates for the WSPTA convention will be selected by the Board of Directors. Registration and hotel will be paid for by EHS PTSA. Persons attending convention paid for by the unit will present a summary from the classes and general sessions attended to the Board of Directors.
35. EHS PTSA will send as many voting delegates to the WSPTA Legislative Assembly as the budgeted amount will sustain. Registration, hotel and WSPTA meal fees will be paid for by EHS PTSA. The Legislative Chair for EHS PTSA will be one of the voting delegates representing EHS PTSA at the Legislative Assembly. A vote for this unit will be in the best judgment of the designated voting delegate(s)

### **Surplus Senior Activities Funds**

36. Funds remaining in all the Graduating Senior Activities Fund after all expenses have been paid, will become PTSA general operating funds on the 30<sup>th</sup> of June following said graduation.

**Standards of Affiliation**

37. EHS PTSA shall comply with all duties outlined in the WSPTA Standards of Affiliation Checklist in order to remain a PTA in good standing.

**Standing Rules**

38. These Standing Rules shall be adopted annually by a majority vote at the first Membership meeting.

39. The Standing Rules may be amended at any regular Membership meeting by a two-thirds vote or, if previous notice is given, by a majority vote.