



## **Legal Status**

1. The name of this local PTSA is Eastlake High School PTSA 2.8.88. It was chartered 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 (EIN) is filed in the legal documents binder and PTSA digital library.
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.
5. This PTSA was granted tax-exempt status under Section 501©(3) of the Internal Revenue Code on April 15, 1994. A copy of the Letter of Determination is filed in the legal documents binder and PTSA digital library.
6. The treasurer, with assistance from the immediate past treasurer, is responsible for filing IRS Form 990EZ prior to November 15. Copies of the current and past years' returns are filed in the legal documents binder and PTSA digital library.
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 filed in the legal documents binder and PTSA digital library. This PTSA shall keep at least two copies of all legal documents in two separate locations, one of which can be electronic, to be maintained by the treasurer and secretary. All contracts must be signed by two elected officers.
8. This PTSA has designated the Washington State PTA (WSPTA) 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. The dues for this PTSA shall be:
  - \$18 for an individual
  - \$28 for two adults per household
  - \$12 for a student membership
  - \$12 for a faculty/staff membership.

All paid members have a voice and vote at Eastlake High School PTSA (EHS PTSA) membership meetings.

10. Membership in this PTSA shall be open to all people, without discrimination, including parents, grandparents, guardians, community members, teachers, staff, students, and any other persons who support and encourage the purpose of the PTSA.

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 or vote or the privilege of holding office.

**Elected Officers and Board of Directors**

12. The elected officers of this PTSA shall be: President, Secretary, Treasurer, Vice-President of Volunteers, Vice-President of Ways & Means, and Vice-President of Membership, The officers of this PTSA shall be elected annually, prior to the end of the fiscal year, June 30, for a term of one PTSA year beginning July 1. All elected officers will attend an applicable training per the WSPTA Bylaws. Further, at least one member of the Executive Committee will attend PTA & the Law during the PTA year.
13. Any elected position may be held jointly by two people. Each position holder shall be entitled to voice and vote at meetings. No person shall serve in the same office for more than two (2) consecutive terms. Elected positions may only be held by members of the Eastlake community: current or past student parents or guardians, Eastlake staff or current students over 18.
14. Voting for officers or Nominating Committee (NC) 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 NC shall be elected annually in accordance with the WSPTA Bylaws at a membership meeting. The NC serves until election of officers takes place. The NC is required to have three (3) members. The Board of Directors may appoint a replacement NC member. A member may serve no more than two consecutive terms in the 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 (herein referred to as “board”) shall consist of elected officers and appointed chairpersons. The school 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 must be current EHS PTSA members. Board meetings will be held monthly on a date and time to be determined by the board. Appointed chairpersons shall include but not be limited to:

Community Liaison	Emergency Preparation
Community Service	Legislative Advocate
Communications	Senate Representative
Family & Community Engagement Chair	Diversity, Equity, and Inclusion

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.

17. Other committees approved by the board shall be considered ad hoc.
18. An office or chair shall be declared vacant if that person misses three consecutive board 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 membership meeting (or a meeting called for such purpose) should there be cause for removal, such as violation of the EHS PTSA Code of Conduct.

19. If for whatever reason, a president(s) is unable to fulfill the duties of the position, the Ways & Means vice president shall serve in that role until the president can either resume the role or another president is duly appointed and elected.
20. Board meetings shall be held monthly throughout the school year. The treasurer shall provide a monthly financial report to the board for all months of the year, including those months that school is not in session.
21. A majority of elected and appointed board members shall establish a quorum for voting purposes at a board meeting.

### **Membership Meetings**

22. Membership meetings of this PTSA shall be held on a designated Wednesday, unless changed by the board, with a minimum of three (3) meetings per year. Meeting in-person is the preferred manner of conducting business; however, when circumstances prevent in-person meetings long enough to impede accomplishing essential PTSA business, alternative methods of meeting (conference calls, online platforms, etc.) may be used.
23. Any vote may be taken by an electronic media polling feature, by a show of hands (using the "raise hand" feature), by a vote in the "chat" tool, at the discretion of the presiding officer.
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 \$1,000 may be approved by a majority vote of the board. Reallocations exceeding \$1,000 must be approved by a majority vote of the membership quorum.
25. A membership meeting quorum shall consist of 10 members present. Ten 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 Board president, will review the financial books twice a year. Members of this committee shall not include the treasurer, any person authorized to sign on the PTSA bank accounts (for the period being reviewed), or any individuals living in their households. During the financial review any person authorized to sign on PTSA bank accounts shall be available to the committee by phone but will not be physically present at the review.
27. This PTSA shall establish one or more accounts in financial institutions as determined by the board. 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). The Secretary, 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 by the financial institution when the login and passwords for these accounts are changed. Login and passwords will be changed every year at a minimum 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.
31. Records must be submitted for financial review, no later than 30 days after the end of the fiscal year, June 30.
32. For its annual budget, this PTSA shall establish a minimum carry-over of \$16,000.

### **Recognition**

33. 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. The Awards and Recognition committee shall determine the recipients.

### **Voting**

34. Voting delegates at Lake Washington PTSA Council meetings shall be up to three (3) elected or appointed EHS PTSA board members.
35. The vote of this PTSA for the position of WSPTA Region Director shall be determined by the board.
36. This PTSA will send as many voting delegates to the WSPTA convention as its budgeted amount will sustain. This PTSA is entitled to four (4) 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. Registration and hotel will be paid for by this PTSA. Persons attending convention paid for by the unit will present to the board a summary from the classes and general sessions attended.
37. This PTSA will send as many voting delegates to the WSPTA Legislative Assembly as its budgeted amount will sustain. Registration, hotel and WSPTA meal fees will be paid for by this PTSA. The Legislative Chair will be one of the voting delegates representing this 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**

38. After all expenses are paid, any funds remaining in senior-activity accounts shall be moved into this PTSA's general operating fund.

### **Standards of Affiliation**

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

### **Standing Rules**

40. These Standing Rules shall be adopted annually by a majority vote at the first membership meeting.
41. 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.