

# Bellevue Big Picture PTSA

## STANDING RULES

Adopted August 2011, Approved September 2018

### I. NAME and PURPOSE

1. The name of this PTSA local unit is Bellevue Big Picture PTSA, local unit number *0203149*, and National PTA # 02681625.
2. This PTSA serves the students, parents, faculty and staff of Bellevue Big Picture School, placing the needs of children first.

### II. CORPORATE STATUS

3. This PTSA was incorporated on *August 8, 2011*. The assigned Federal Employer Identification Number and UBI numbers can be found in the legal documents notebook.
  - a. The treasurer is responsible for filing the Annual Corporation Report.
  - b. The registered agent for this corporation is the Washington State PTA.
4. This PTSA has registered under the Charitable Solicitations Act, registration number *32633*.
  - a. The treasurer is responsible for filing the annual registration prior to November 15<sup>th</sup>.
  - b. WA State PTA will serve as the registered agent.
5. This PTSA was granted tax-exempt status under section 501(c)(3) effective 08/31/2011.
6. The current treasurer, with assistance from the outgoing treasurer, is responsible for filing IRS Form 990, Form 990EZ or Form 990N prior to November 15<sup>th</sup>, if required.
7. Per the Washington State PTA Uniform Bylaws, we will annually review the Washington State PTA Standards of Affiliation agreement in its entirety and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.

### III. MEMBERSHIP

8. The membership services fee for the unit shall be set by the Executive Committee and approved by General Membership as part of the annual budget. The minimum membership fee will cover the National, State, Council and local unit fees. The current membership fees are \$15 per person, \$25 per couple, and \$10 for students and Big Picture staff.
9. The students of Big Picture School shall be considered honorary members of this PTSA without vote or the privilege of holding elected office (unless they are 18 years of age).

### IV. OFFICERS & ELECTIONS

10. The nominating committee shall be elected, in accordance with the Uniform By-laws of the Washington State PTA, by February 1. The nominating committee is responsible for recognizing and recruiting candidates for the elected officers of this PTSA.

11. The elected officers of this PTSA shall be President, Vice President, Treasurer, and Secretary. These elected officers shall constitute the Executive Committee. All elected officers must be members of this PTSA.
12. Any elected position may be held jointly by two (2) people. Each co-position holder shall be entitled to voice and vote at a board of director's meeting. In the event that there are co-presidents one will be designated as the meeting facilitator and will cast any tie-breaking vote. In the event of co-treasurers, one treasurer can NOT be a signer on the bank account.
13. Our PTA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Standards of Affiliation Agreement.
14. The officers shall be elected at a general membership meeting prior to June 30 for a term of one (1) year or until their successors are elected. No person shall serve in the same office for more than two (2) consecutive terms. An officer having served (8) or more months shall be considered to have served a full term. Officers shall assume their duties on July 1.
15. An office or board position can be declared vacant if that person or their representative misses three (3) consecutive board of directors' meetings, unless excused by the president, or if an officer does not adhere to the Code of Conduct signed at the beginning of their term.

#### **V. ORGANIZATION & MEETINGS**

16. The board of directors of this PTSA shall consist of the elected officers and the following:
  - a. Membership Chair/Outreach Chair
  - b. Fundraising Chair
  - c. Grants Chair
  - d. Legislative Chair
  - e. BSF Ambassador
  - f. Hospitality/All School Events Chair

Additional members may sit on the board, such as Staff Appreciation chair, Communications Chair, other committee chairs, as deemed necessary.

Every effort will be made to have one middle school student, one high school student and one teacher on the board.

17. All board members must be members of this PTSA. The principal is an ex-officio member of the board without a vote.
18. The board of directors will meet monthly, unless the board decides it is not necessary for that month. The date and time for the meetings is to be determined by the board.
19. A quorum for the board of directors meetings shall be a majority of those currently serving on the board.
20. There shall be at least three (3) General Membership meetings during the year. Adoption or changes of the budget, adoption of standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at general

membership meetings. The time and place for the meetings shall be set by the board of directors.

21. The quorum for general membership meetings shall be 10 members.
22. 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.
23. This unit shall keep at least two (2) copies of each of its legal documents in two separate locations. The treasurer and secretary shall maintain the documents.
24. This PTSA's standing rules may be amended at any regular general membership meeting by a two-thirds (2/3) vote, or if previous notice is given, by a majority vote (if a quorum has been established).
25. The number of recipients for WSPTA recognition awards will be determined by the Board of Directors. Awards that will be considered include: Golden Acorn (outstanding volunteer), Outstanding Advocate, Outstanding Educator and Outstanding Student Advocate. A committee appointed by the President shall solicit for nominations and select recipients.

## **VI. FINANCES**

26. This PTSA shall approve its annual operating budget in the spring of each year.
27. The board of directors, upon majority vote, has the authority to reallocate funds, up to \$2,000, within the budget.
28. Each committee will submit a Plan of Action committee report (spending plan) to the Board of Directors for approval per WSPTA bylaws.
29. This PTSA unit shall conduct a financial review of its books and records end of January and end of July.
30. The signatures of President and Treasurer shall be on the signature card for this PTSA's authorized bank and investment accounts. All checks require two (2) signatures.
31. The PTA's monthly bank account statements shall be provided unopened to a person appointed by the board of directors. Such person will be appointed by the board at the beginning of the fiscal year, and shall not be a signer on the account. The reviewer shall promptly report any concerns or discrepancies identified in the review to the executive committee. If there are no concerns or apparent discrepancies, the reviewer shall initial and date the account statements and provide them to the treasurer.
32. All contracts require two executive committee member signatures, preferably the president and the treasurer.
33. All reimbursement requests shall include a receipt and shall be submitted to the treasurer within 60 days of purchase (subject to the discretion of the treasurer). All requests for reimbursement must be received by June 30<sup>th</sup>.
34. Should the PTSA receive a NSF check, any bank penalties will be charged back to the individual. If the NSF check(s) are not paid within 10 days of notification or by June 1<sup>st</sup>, then the PTSA will not accept any checks from this individual in the future.

## **VII. PTSA COUNCIL, REGION & STATE PARTICIPATION**

35. Voting delegates to the Bellevue PTSA Council shall be the President and three (3) delegates. The Board of Directors will designate the members who will be the voting delegates to council for this local unit, one of which should be the Legislative/Advocacy Chair.
36. The vote of this PTSA for the position of Washington State PTA Director shall be determined by the board of directors.
37. The voting delegates to the annual WSPTA convention shall be determined by the Board of Directors and should include incoming officers. Delegates shall be appointed after the nominating committee publishes the slate and preferably before the WSPTA Convention early-bird discount expires.
38. The voting delegate(s) to the WSPTA Legislative Assembly shall be the Legislative Chair and/or any other member(s) designated by the board of directors.

## **VIII. MISCELLANEOUS**

39. Photography and videography taken at PTSA events may be used in newsletters, pamphlets, and/or on the PTSA website. By attending PTSA events, you give consent to use photos/videos for PTSA purposes only.