

**SOMERSET ELEMENTARY PTSA
STANDING RULES 2011-2012**

I. NAME

The name of this association shall be Somerset Elementary PTSA, Local Unit # 2.3.80.

II. LEGAL STATUS

- A. The unit was recognized by the IRS as a tax-exempt organization on October 27, 1981, under Section 501(c)4. Effective August 29, 1994, the unit was recognized by the IRS as a tax-exempt organization under Section 501(c)3. Donations made to the PTSA are generally tax deductible.
- B. This unit was incorporated May 3, 1978. It is the responsibility of the treasurer of this unit to file an Annual Corporation Report. The unit's incorporation number is 2-2786024. The registered agent for this corporation is the Washington State PTA.
- C. This PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is SOP-T88-336. The treasurer is responsible for filing the annual registration.
- D. This PTSA's Federal Employer Identification Number (EIN) is located in the records binder kept by the treasurer.

III. MEMBERSHIP

- A. This PTSA serves the children in the Somerset Elementary School community. The elementary school community includes all faculty, staff, parents, residences and businesses in the Somerset Elementary School enrollment area.
- B. The students of Somerset Elementary School shall be considered honorary members of this PTSA unit, without vote or the privilege of holding office.
- C. The membership fees of this association shall be \$25.00 per family (which covers the cost of up to 2 adults) and \$10.00 for all faculty and staff members.

IV. EXECUTIVE COMMITTEE

- A. The elected officers shall be the members of the Executive Committee of this PTSA. There shall be a President, President-Elect [two-year commitment with second year as President], Vice President Ways & Means, Vice President Programs, Vice President Communications, Secretary, and Treasurer. All elected positions may be shared as "co-positions." Co-positions shall be entitled to one voice or written vote at all meetings. A majority of those voting positions on the committee shall constitute a quorum.
- B. The new officers shall take office on June 30 of the year in which they are elected; and
- C. The Vice-Presidents shall determine among themselves an order of seniority.
- D. If a vacancy occurs in the office of President, Vice President Ways & Means, Vice President Programs, Vice President Communications, Secretary, or Treasurer, the Executive Committee shall appoint an acting officer to serve until the next General Membership meeting, at which time an election will be held to fill the office. Each elected officer may serve up to two years consecutively in one Executive Committee position.
- E. Nominating committee procedures shall follow provisions in the WA State PTA Bylaws.

- F. The executive committee shall:
1. Appoint members of the Board of Directors (BOD) for a term of one (1) year;
 - a. Appointments shall be ratified by majority vote at the first general membership meeting;
 - b. New BOD members will not be appointed after the September BOD meeting unless a vacancy occurs, or is approved by 2/3 of the existing BOD;
 - c. Appointed directors shall not also hold elected office in this unit at the time of appointment.
 2. Review the standing rules annually;
 3. Refer recommendations to the BOD and/or general membership for action; and
 4. Provide the BOD at the first meeting of the school year with a comprehensive checklist of the status of all legal documents, filings, permits, and insurance required for the maintenance of this PTSA unit; and provide subsequent updates throughout the year.
- G. The duties of the Executive Committee, in addition to those set forth above, shall be to approve routine bills within the limits of the budget, and to oversee day-to-day functioning of the PTSA between meetings, as directed by the Board of Directors; ~~and~~
- H. Each year, all members of the Executive Committee must attend a WA State PTA training, and one member must attend PTA & the Law, as set forth in the WA State PTA bylaws; and
- ~~H.I.~~ The duties of elected officers shall include the following based on WA State PTA Uniform Bylaws. Additional information on elected officer responsibilities can be found at somersepts.org:
1. President. The President shall:
 - a. Preside at all meetings (see meetings);
 - b. Be an ex-officio member of all committees except the Nominating Committee and may designate a liaison;
 - c. Sign all binding agreements;
 - d. Disseminate and communicate all information received pertinent to PTSA programs;
 - e. Perform all duties pertaining to the office as specified in the Uniform Bylaws of the Washington State PTA;
 - f. Send to the WSPTA Office the names and addresses of newly elected officers for the upcoming year immediately upon election but no later than May 1;
 - g. Participate in the election of the region director;
 - h. Assure local unit representation to council meetings with written report back to BOD;
 - i. Create and send the agenda for the meetings to the Secretary for distribution;
 - j. Verify that every board member has submitted to a background check and received satisfactory results; and
 - k. Conduct surveys of the membership and publish results as available.
 2. President-Elect. The President-elect shall:
 - a. Assist the President when called upon;
 - b. Assist the Vice-Presidents when called upon;
 - c. Assist with the recruiting of members for committees and committee chair positions;
 - d. Provide, in conjunction with the Vice-Presidents-elect, a preliminary master calendar at the May BOD meeting of the upcoming year's school-wide

activities/events, fundraisers, EC meetings, BOD meetings and relevant school district events;

- e. Participate in the January mid-year and July year-end financial review.
3. Vice President Ways & Means. The VP Ways & Means shall:
 - a. Manage and serve as an ex-officio member of all Fundraising committees;
 - b. Present a master fundraising calendar for the school year to the BOD in September and at other such times as required by the President or BOD. The calendar shall include recommended fundraisers with target goals to achieve budget goals;
 - c. Recruit and support committee chairs for each fundraiser
 - d. Update the BOD after each fundraiser;
 - e. Maintain a fundraising log to facilitate long-term strategic planning;
 - f. Assist the President when called upon; and
 - g. Perform the duties of the President in the absence or ability of that officer to serve according to the designated order of Vice-President seniority determined for that executive committee term.
 4. Vice President Programs. The VP Programs shall:
 - a. Manage and serve as an ex-officio member of all Programs committees;
 - b. Present a master programs (events/activities) calendar for the school year to the BOD in September and at other such times as required by the President or BOD;
 - c. Recruit and support committee chairs for each Program committee;
 - d. Coordinate the following yearly activities: Welcome Back Coffee to be held the first week of school, and Back to School Event (Streetfair, Potluck, or BBQ);
 - e. Update the BOD after each Program event/activity;
 - f. Maintain a Program log to facilitate long-term strategic planning;
 - g. Assist the President when called upon; and
 - h. Perform the duties of the President in the absence or ability of that officer to serve according to the designated order of Vice-President seniority determined for that executive committee term.
 5. Vice President Communications. The VP Communications shall:
 - a. Manage and serve as an ex-officio member of all Communications committees;
 - b. Relay to the BOD and all committee chairs the protocol for communicating to the membership and school community;
 - c. Recruit and support committee chairs for each Communications committee;
 - d. Coordinate all General Membership Meetings including Fall, Winter, and Spring meetings;
 - e. Manage databases (collect, input, and update data) for communications including eBlast and Superstar News, as well as class specific contacts and Student Directory information;
 - f. Keep the PTSA website updated (in conjunction with website manager);
 - g. Assist the Legislative Committee Chair in reporting on key issues and events;
 - h. Conduct and publish surveys of the membership in conjunction with the President;
 - i. Assist the President when called upon; and

- j. Perform the duties of the President in the absence or ability of that officer to serve, according to the designated order of Vice-President seniority determined for that executive committee term.

6. Secretary. The Secretary shall:

- a. Keep accurate records of meetings with the school Principal, executive committee meetings and meetings of the Board of Directors;
- b. Notify the President of any unfinished business;
- c. Be responsible for correspondence as designated by the President;
- d. Keep a complete roster of the membership of all standing and special committees;
- e. Maintain a complete roster of all members;
- f. Serve as an ex-officio member of the Membership committee;
- g. Perform such other duties as directed by the President;
- h. Distribute agenda to the Board of Directors prior to each meeting;
- i. Distribute meeting minutes within one week of each meeting;
- j. Have available all relevant paperwork at Executive Committee, Board of Directors, and General Membership meetings;
- k. Maintain the master Somerset PTSA Calendar or designate another PTSA member to do so;
- l. Update the bulletin boards at the school; and
- m. Compile the documents needed to meet the WA State PTA Standards of Excellence and submit the entry forms.

7. Treasurer. The Treasurer shall:

- a. Serve as chair of the budget committee;
- b. Present the budget to the membership;
- c. Keep accurate records at all times;
- d. Provide a quarterly backup of records on disc (or other storage media) to the President;
- e. Receive, issue receipts and deposit promptly in an authorized account all monies, and disburse according to the approved yearly budget;
- f. Present a written financial statement at each executive and BOD meeting and at such other times as required by the President or board of directors;
- g. Close all books as of December 31 and submit the books and records to a mid-year financial review in January of each year. The review committee will include no fewer than three (3) members appointed by the President; or the review may be done by an external qualified accountant. The review committee will not include persons authorized to sign on the PTSA bank account, or living within the same household as those authorized to sign, for the period being reviewed;
- h. Close all books as of June 30 and submit the books and records to a financial review committee in July of each year with the same provisions as the mid-financial review listed below.
- i. Perform such other duties as directed by the President;
- j. Work with the VP Ways & Means and Fundraising committees and serve as an ex-officio member of those committees;
- k. Maintain the credit card machine and associated accounts;
- l. File IRS Form 990 or Form 990EZ or Form 990-N, and/or other appropriate tax-related forms prior to November 15th and showing a copy to the board by November 1st of each year;

- m. File annually for licenses required to run PTSA activities such as resellers permit, gambling license, etc; and
- n. Maintain an updated calendar for the timing/deadlines of these treasurer/financial related applications and renewals.

V. BOARD OF DIRECTORS

- A. The PTSA Board of Directors will include all elected officers and appointed Directors. Appointed Directors shall number no fewer than the number of elected officers and should be no greater than twice that number.
- B. Each Board member shall be a Somerset PTSA member in good standing, including a satisfactory background check as required of school volunteers.
- C. A Board member is expected to act as a fiduciary for the PTSA membership. Additional information on BOD responsibilities can be found at somersetptsa.org.
- D. A Board member unable to fulfill his/her obligations must submit a resignation in writing to the Executive Committee (a resignation via email sent to the President is acceptable); or may be removed from the BOD by a 2/3 vote of the BOD.
- E. A Board member is required to attend at least 6 BOD meetings during the school year, and not be absent for more than 2 consecutive meetings, and must also attend all PTSA General Meetings (generally 3 per year). A board seat shall be declared vacant through resignation, removal or absence from three (3) consecutive meetings unless previously excused by the presiding officer.
- F. The BOD will review the master calendar of events for this PTSA as presented by members of the Executive committee at each BOD meeting.
- G. No member of the PTSA BOD or any of its Committees shall derive any personal profit or gain by reason of his or her participation in the PTSA. Each individual shall disclose to the PTSA any personal interest which s/he may have in any matter pending before the PTSA and shall refrain from participation in any decision on such matter.
- H. A teacher shall serve on the BOD. If a teacher is not an elected officer, the principal shall nominate a teacher to serve as an appointed Director.

VI. ~~Committees~~ COMMITTEES

- A. All committee chairs shall be current PTSA members in good standing, including a satisfactory background check as required of school volunteers.
- B. The duties of committee chairs shall include the following. Additional information on specific committee chair responsibilities can be found at somersetptsa.org.
 - 1. Communicate regularly with the appropriate Vice-President;
 - 2. Provide written reports to the BOD including:
 - a. At the beginning and end of the year;
 - b. One month prior to an event and after an event;
 - c. At BOD meetings as appropriate or requested
 - 3. Follow budget request guidelines;
 - 4. Serve as an advisory council to the BOD;
 - 5. Provide volunteer support for PTSA activities;
 - 6. Assist in disseminating information to the general membership; and
 - 7. Keep or update a notebook of activities and recommendations pertaining to the committee. This notebook shall be turned over to the successor or to the President at the end of the term.

- C. New PTSA Committees may be created with a majority vote by the BOD.
- D. For the 2011 -2012 school year, in addition to those set-forth in the rules and bylaws, there shall be the following committees and liaisons are planned, but are subject to change as determined by the BOD, for reasons including, but not limited to, volunteer availability, resource allocation, and legal or insurance compliance:

Communication

Bellevue Schools Foundation	Room Parent
Database/Directory	Pride Team
eBlast	PTSA Website
Family to Family	Somerset Matters Staff Parent Action
<u>Green Team</u>	<u>Network</u>
Historian/Photographer	Superstar News
Legislative Affairs	Survey
Membership	

Programs

Art Imagination	<u>Math Imagination</u>
<u>Back-to-School & Fall Festival</u>	Math Olympiad
<u>Book Fair</u>	Movie Nights Math Club
Care & Share	PhD (Parenthood Development)
Chess Club	Pizza and Bingo Night
Child Safety/Emergency Prep	Playground Planning
<u>CHAT: Community Hour and Talktime</u>	Recess / Walkabout
Festival of Cultures	Reflections
Field Day	Roots of Empathy
Fifth Grade Activities	Scholastic Book Fair
Fifth Grade Drug & Alcohol Education	School Pictures
GAMES	Snow Ski Program
Health Room	Staff Appreciation
Health and Wellness	<u>Talent/Variety Show</u>
Knitting Club	<u>Walkabout</u>
Library Volunteers	Young Authors
<u>Math Adventures</u>	Young Scientist Week

Fundraising Ways & Means

Auction	
Boxtops/Labels	
Corporate Donations/ <u>Sponsorships</u>	Rummage Sale School Pictures
Gift Wrap	School Supplies
Cookie Dough	<u>Spring Fundraiser</u>
Grant Writing	Walk-a-thon
<u>Rummage Sale</u>	Superstar Spiritwear
	<u>Yearbook</u>

Formatted: Indent: Left: 0.25"

Formatted: Indent: Left: 0"

VII. PTSA Activities/Events ACTIVITIES & EVENTS

- A. Somerset PTSA activities/events are those that are voted on and approved by the BOD, and scheduled and organized by a PTSA member, usually under the auspices of a PTSA committee
- B. The majority of volunteers organizing or assisting at any PTSA activity, event, or function, must be members of this or another Washington State PTSA.

VIII. MEETINGS

- A. Regular meetings of the Board of Directors shall be held once each month from September through May, unless otherwise ordered by the Executive Committee. The date of each meeting will be determined by the incoming Executive Committee. All Board of Directors' meetings shall be open to the general membership and shall be so stated in the newsletter.
- B. A quorum for Board of Directors meetings shall be a majority of the members of the Board of Directors, as required by the WSPTA Uniform Bylaws.
- C. There shall be at least three General Meetings each year for the express purpose of:
 - 1. Approval of changes to the Standing Rules, Election of the Nominating Committee, Ratification of Board of Directors members (Fall)
 - 2. Election of the officers (Winter)
 - 3. Approval of the budget (Spring)
- D. A quorum for General Membership meetings shall be 15.
- E. Notice of the general meetings and agenda items, including proposed changes to the Standing Rules and the proposed budget, shall be given not less than 14 days prior to the general meeting.
- F. The presiding officer shall be the President, although the Vice-Presidents, in order of succession may preside as needed, including when the President is absent or wishes to partake in debate. A Chair pro tem may also be appointed by the President or elected by the assembly by majority vote.
- G. The presiding officer may only vote when the vote is by ballot or whenever his/her vote will affect the result.

IX. VOTING

- A. Motions may be adopted during Board of Director meetings by a majority vote.
- B. Motions may be adopted during General Membership meetings by a majority vote.
- C. In those cases where it is not feasible to vote at a monthly Board of Directors meeting, an e-mail vote of the Board may be taken by the Secretary.
 - 1. The Secretary will e-mail the motion to be adopted and each Board member will have two business days in which to vote. A hard copy of the motion will be provided the same day to those Board members with no e-mail access. The two-business day's response time will still be applicable;
 - 2. A motion may be adopted via e-mail with a majority vote of the Board;
 - 3. In keeping with Roberts Rules of Order Newly Revised, actions taken on the basis of this type of individual/personal approval will be ratified at the next regular meeting;
 - 4. A live meeting will be arranged for further discussion if two Board members (comprising two votes) make a formal request to the secretary within the two-day discussion time period; and

5. If one voting member makes a request to the secretary for further discussion, then the secretary informs the other members of the Board of the request in case there is a second similar request.
- D. Voting delegates to the Bellevue PTSA Council shall include the President and President-Elect. Additional delegates and alternates shall be appointed by the President.
- E. The vote of this PTSA for the position of Washington State PTA Region Director shall be determined by the Board of Directors.

X. BUDGET

- A. Budgeted expenditures must be presented in writing to the Executive Committee. Budgeted proposals in excess of \$500 will be presented and approved in advance by a majority vote at the meeting of the Board of Directors.
- B. Proposals for unbudgeted expenditures must be presented in writing to the Executive Committee. Unbudgeted proposals in excess of \$300.00 will be presented and approved by a majority vote at the meeting of the Board of Directors. In addition, the BOD can reallocate the budget at any time.
- C. The Budget Committee is composed of all of the current and incoming Executive Committee Members.
- D. The budget shall be proposed by motion to the general membership at the spring general meeting.
- E. The Secretary shall give notice of the proposed budget via posting the proposed budget in front of the PTSA office and other appropriate means not less than 14 days prior to the spring general meeting.
- F. The Budget Committee should make their best efforts to propose a budget that provides that net proceeds from the Auction be spent as follows: 25% in the academic year of the auction; 50% during the following academic year (non-Auction year); and 25% in the following academic year. Auction funds raised with a designated purpose, such as Raise the Paddle funds, shall be considered separate from general Auction proceeds, and shall be distributed at the discretion of the BOD.

XI. ORGANIZATION

- A. Contracts pertaining to this PTSA association must be signed by two elected officers not living in the same household, one of whom must be the President, and are subject to the approval of the majority of the Executive Committee.
- B. All checks for payment made on behalf of this PTSA must include the signatures of two members of the Executive Committee, preferably with one signature being the President and the other being the Treasurer. Any check for payment that does not include a signature of a President must be photocopied and be immediately provided to the President.
- C. Payment to a vendor in excess of \$200 must be paid directly from the Somerset PTSA bank account. An advance approval by the Executive Committee is required if for any reason the committee member needs to use his/her personal account for the payment.

- D. All proposals to raise funds or collect goods on behalf of Somerset PTSA must be presented in writing to the Executive Committee prior to being presented and approved by a majority vote at a meeting of the Board of Directors.
- E. The payor of any returned check to the PTSA for NSF (non-sufficient funds) will be liable for the amount of the original check plus the returned check fee of \$20.00 assessed by this PTSA.
- F. The PTSA shall keep a copy of each of its legal documents available for each elected officer. The Treasurer shall be responsible for maintaining the original documents and providing updated copies to the other officers.
- G. The Executive Committee shall have the discretion to determine which officers shall be included on the authorized signature card for this PTSA's bank account. Monthly bank statements must first be reviewed by a non-signatory officer.
- H. The Bylaws for the local units are published by the Washington Congress and shall govern all matters not listed in these Standing Rules.

XII. AWARDS

One or more Golden Acorn and Crystal Apple awards shall be presented annually to an outstanding volunteer(s). An Outstanding Educator award shall also be presented. A Selection committee appointed by the Executive Committee shall select the recipients. The Selection Committee shall determine the number of recipients. Nominations shall be made by the membership at large. Nomination forms shall be available at the January General Membership meeting and in the Superstar News. The Selection Committee should include prior recipients, if possible, and a staff representative.

XIII. STANDING RULES

These Standing Rules shall be reviewed by each incoming Executive Committee and presented for adoption annually at the first General Membership meeting, by a majority vote of those attending, if a quorum is present. These Standing Rules may be amended at any General Membership meeting by a two-thirds (2/3) vote, or if previous notice (not less than 14 days) is given, by a majority vote.

Rev. 6/11