

Standing Rules for Ben Rush PTA 2.8.52

(adopted June 10, 2021)

Ben Rush Elementary PTA shall adopt standing rules to govern our organization in conformity with the Washington State PTA (WSPTA) Bylaws and Lake Washington PTSA Council, and such standing rules shall not be in conflict with WSPTA Uniform Bylaws. Ben Rush PTA shall be governed by all WSPTA Uniform Bylaws not specifically addressed in these standing rules.

Name

1. The name of this council shall be Ben Rush PTA 2.8.52.

Purpose

2. The Ben Rush PTA serves the children in the Ben Rush Elementary School community, which includes the residences and businesses in the Ben Rush enrollment area.

Membership, Voting and Service Fees

3. Membership is open to all people without discrimination.
4. The students of Ben Rush Elementary shall be considered honorary members of this PTA without voice, vote, or the privilege of holding office.
5. The membership service fees for the Ben Rush PTA shall be twenty-two dollars (22) per family, fourteen dollars (14) per individual and ten dollars (10) for staff.
6. The Ben Rush PTA may not use funds to pay for or purchase PTA memberships. This includes using PTA funds for partial or full membership scholarships. This PTA may however set up a restricted line item in the budget specific to membership scholarships, which is funded solely by donations. These funds may be used to pay for partial or full assistance for PTA memberships. Unused funds in the membership scholarship budget may carry over year to year but may only be used to cover the cost of PTA memberships.

Legal Status

7. Ben Rush PTA is a non-profit corporation with tax-exempt status, Section 501 (c)(3), granted on December 26, 1996. A copy of the determination letter is available from the treasurer. The Employer Identification Number (EIN) is listed in the legal document section of the President and Treasurer notebooks.
8. Ben Rush PTA was incorporated as a non-profit corporation by the State of Washington in February 19, 1974, and assigned UBI number 601850475.
9. Ben Rush PTA is registered under the State Charitable Solicitations Act, Charity ID #434.
10. Ben Rush PTA will keep at least two copies of its legal documents notebook in two separate locations.
11. WSPTA shall be the registered agent for this council.

Financial

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12. All financial matters and binding agreements require the signatures of 2 elected officers.
13. The signatures of at least two (2) elected officers (i.e. Executive Committee) shall be on the signature card for this PTA's authorized bank account. The signatures of two (2) elected officers must be on every check issued from this authorized bank account.
14. All reimbursement requests shall include a receipt and shall be submitted to the Treasurer within sixty (60) days of purchase. All requests for reimbursement must be received by the last day of the school year.
15. The PTA shall conduct a financial review of its books and records, per National PTA Guidelines, after the close of each fiscal year ending in June 30th. In addition, the PTA shall conduct a similar mid-year review for the 6-month period ending December 31st. This mid-year review should be done in January of each year.
16. A non-signer PTA member shall be appointed to review and sign the monthly bank statement each month, or review on-line and send a confirmation e-mail to the Treasurer.
17. Should the PTA receive a non-sufficient funds (NSF) check, a service fee in the amount charged to Ben Rush PTA by the bank will be charged to the check writer, in addition to any bank penalties the PTA may accrue. If the NSF check or checks are not paid for by the last day of the school year, then the PTA will not accept any check from this individual in the future.
18. PayPal and Square are the accepted collection methods for on-line payments to the Ben Rush PTA.

Officers and their Election

19. The Executive officers of the Ben Rush PTA shall be:
 - a. President, Vice-President, Secretary, Treasurer
20. Officers shall be elected in accordance with the WSPTA Uniform Bylaws for a term of one year. They shall assume office on July 1. All executive committee positions may be held jointly by two (2) people, but are entitled to one (1) vote. If co-officers cannot agree on a unanimous vote, their vote is forfeited.
21. If a vacancy occurs in the PTA office, the executive committee may appoint a member to fill the vacancy until the next membership meeting, as specified in the WSPTA Uniform Bylaws, Article 5, Section 6.
22. The executive committee may remove from office any member of the Board of Directors (BOD) by $\frac{2}{3}$ vote of membership, as specified in the WSPTA Uniform Bylaws, Article 5, Section 6.
23. The elected officers (President, Vice-President, Secretary, Treasurer) must attend one WSPTA approved training session each school year as specified in the WSPTA Standards of Affiliation agreement. At least one officer must attend PTA & the Law during their term.

Duties of Officers

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24. Ben Rush PTA shall comply with all the duties outlined in the WSPTA Standard of Affiliation Agreement in order to remain a PTA in good standing.
25. All PTA officers members shall execute the duties of their offices as described in the WSPTA Uniform Bylaws, Section 7, and shall perform additional duties as listed in these standing rules, job descriptions, and as requested by the president(s). See Appendix for job descriptions for the Executive Board.
26. In the event that the president(s) is unable to serve, the Vice-President shall serve in their place.
27. Legal duties of the treasurer:
 - a. Files the annual corporation report by February 28th of each year to avoid penalties.
 - b. Files the appropriate federal tax Form 990 in a timely manner.
 - c. File the annual charitable solicitations registration by May 31st.

Board of Directors

28. The board of directors shall be composed of the four (4) executive committee positions and ~~five (5)~~ 6 PTA appointed chair positions.
 - a. Fundraising Chair, Membership Chair, Communications Chair, Hospitality Chair, Volunteer Chair, and **Special Events Chair**.
29. Any director or chair position may be held jointly by two (2) people. Each co-position is entitled to one (1) vote at a board of directors meeting, with the co-position holders rotating voting privileges. If co-directors/chairs cannot agree on a unanimous vote, their vote is forfeited.

Committees

30. All committee chairpersons, directors and elected officials must be current members of this PTA unit.
31. Committee chairs are appointed by the president(s) with the approval of the PTA Board of Directors.
32. The Nominating committee shall be elected according to the WSPTA Uniform Bylaws by the November membership meeting. It shall comply with all the duties of a nominating committee as stated in the WSPTA Uniform Bylaws. The nominating committee shall provide a report to the membership at least fifteen (15) days prior the membership meeting at which the election is held.
33. Golden Acorn and Outstanding Educator Award committees will consist of previous recipients of the award and people nominated by the board of directors. These awards shall be presented annually to outstanding volunteers and/or educators in the Ben Rush community.
34. Officers and chairs shall submit all files and records for transition to either the president(s) or the incoming officers and chairs by a date set by the board of directors.

Meetings

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35. The Executive committee will determine the meeting dates and times of both board and general PTA meetings.
36. A quorum is required to conduct business at each meeting.
 - a. Board of Directors meeting – a quorum is defined as 50% + 1 of the current board member roster. For example, if there are 12 board members, then 7 people would constitute a quorum.
 - b. General membership meetings – a quorum is defined as no less than ten (10) must be present to take a vote at any Ben Rush PTA general meeting.
37. Decisions by the board are valid if done by e-mail – a majority vote of the full board – would constitute approval. Emails would be printed and the decisions announced at the next board meeting so as to be recorded in the minutes. While meeting in person is the preferred manner, alternative methods of meeting (conference call, online platforms, etc) may be used when circumstances prevent in-person meetings for enough time so as to impede accomplishing essential Board business.
38. The Board of Directors can reallocate undesignated funds up to \$1000 with approval by a majority vote of the board of directors. Reallocations exceeding \$1000 must be approved by majority vote of the membership.
39. General PTA meetings
 - a. Adoption of budget, adoption of standing rules, election of nominating committee, and the elections of officers shall take place at general membership meetings. Meetings shall be held at the directions of the Board of Directors. While meeting in person is the preferred manner, alternative methods of meeting (conference call, online platforms, etc) may be used when circumstances prevent in-person meetings for enough time so as to impede accomplishing essential Board business.
 - b. The Executive Committee's nominating committee shall be elected by the general membership by December.
 - c. The Executive Committee shall be elected by the general membership by the end April.
 - d. The PTA shall approve its annual operating budget for the upcoming fiscal year by its lastly scheduled general meeting for the school year. Committee plans shall be reviewed throughout the year based on current budget forecasts and financial conditions.

Policies/Voting/Delegates

40. Voting delegates:
 - a. LWPTSA – shall be the President and three (3) authorized delegates: Vice-President, Secretary and Treasurer. All alternates shall be appointed from the board of directors.
 - b. WAPTA Convention – shall be elected by majority vote of the Executive Committee, in accordance to State Bylaws.
 - c. WAPTA Region Director – shall be determined by the board of directors.
 - d. WAPTA Legislative Assembly – shall be the Legislative chair, unless

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otherwise determined by the board of directors.

41. Ben Rush PTA Standing rules shall be reviewed each year and adopted at the first membership meeting in the fall by a majority vote. The standing rules may be amended at any scheduled general membership meeting.

Online Access

42. A list of active accounts and programs is kept with the president on the admin site of the president@benrushpta.org account,
43. The transition policy and list of active accounts is in the Board Handbook and must be provided to the financial review committee, minus passwords and account numbers.
44. List of current passwords(maintained in the email account) will be transitioned to the incoming president after June 30th, changed and given to any other board members whose role requires access.