

INTERLAKE HIGH SCHOOL PTSA - STANDING RULES FOR 2018-19

To Be Approved by Vote of Membership on Oct 29, 2018

1. WHO, WHAT & WHY

1.1 **Name:** The name of this unit shall be Interlake High School PTSA. This unit is part of the Bellevue PTSA Council and Washington State PTA. Our unit # is: 2.3.150. We are also part of the national PTA and our national id number is: 0000023050.

1.2. **Purpose:** The Interlake PTSA is a vibrant association of people from diverse backgrounds, working together toward a common vision that every student's potential should become a reality. This PTSA serves students, families, teachers and staff within the Interlake High School community. PTA's global purpose is to work for the health, welfare, safety, education, care, and protection of children in the home, school, community, and place of worship.

1.3. **Incorporation:** This PTA was incorporated on in the State of Washington on February 4, 1981, as Interlake High PTSA Bellevue Council 65.3.150 with a name change November 19, 2001, to Interlake High School Parent Teacher Student Association. This corporation was assigned UBI number: 601-884-616. The treasurer is responsible for filing the annual corporation report. The registered agent for this corporation is the Washington State PTA. The Employer Identification Number is located in the legal documents binder located at corporate headquarters: 16245 NE 24th Street, Bellevue, WA 98008.

2. COMPLIANCE

2.1. **Charitable Organization:** This PTA is registered under the Washington Secretary of State Charitable Solicitations Act, registration number 2260. The Treasurer is responsible for filing the annual registration by May 31 to avoid penalties.

2.2. **Tax-Exempt Status:** This PTA was granted tax-exempt status under section 501(c)(3) of the internal revenue code on October 21, 1971. A copy of the letter of determination is filed in the legal documents binder maintained by the elected officers of Interlake PTSA and located at corporate headquarters: 16245 NE 24th Street, Bellevue, WA 98008. This unit's Tax Identification number is available on request.

2.3. **Federal Tax Return:** The treasurer is responsible for filing the appropriate Federal tax return Form 990, Form 990 EZ, or Form 990-N prior to November 15 and providing a copy to the Board of Directors no later than November 1 for review prior to submission

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to the IRS. Copies of the current and prior years' returns are located in the legal documents binder maintained by the elected officers of Interlake PTSA and located at corporate headquarters: 16245 NE 24th Street, Bellevue, WA 98008.

2.4 **Bellevue Business License:** The Interlake PTSA will file a business license and adhere to the renewal policies for doing business in the City of Bellevue. The Interlake PTSA will comply with, file and pay appropriate city taxes as required by the city for retail revenue.

2.5. **Registered Agent:** The Interlake 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. Copies of the signed documents making such designation are available in the legal document binder maintained by the president.

2.6. **WSPTA Compliance:** Per the Washington State PTA Uniform Bylaws, we will annually review, complete, sign, and submit the WSPTA Standards of Affiliation Agreement by the required deadline, currently October 31. 2

3.MEMBERSHIP

3.1. **Eligibility:** Membership at this PTSA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members, and any other persons that support and encourage the purpose of PTA. Membership is limited to one year and needs to be renewed annually.

3.2. **Fees:** The membership service fees of this unit shall be \$40.00 per family (up to 4 members per household), \$30.00 for couples/individuals (up to 2 members per household), \$10.00 for teacher/staff (not part of a family unit or additional students on top of a family or couple membership) and \$100.00 per corporate sponsorship. All paid members have a voice and vote at Interlake High School PTSA general membership meetings. Fees are not tax-deductible but donations beyond fees are tax deductible.

3.3 **Scholarships:** Funds may be donated or made available for membership scholarships. Such donations are considered restricted funds. Individuals and families may make a direct request to the membership chair for membership fee scholarships.

3.4 **Membership Records:** The Membership chairperson will maintain a complete list of current year members and by the end of the fiscal year will close membership, file a copy in the Interlake PTSA permanent records, and submit a copy to the Washington State PTA in accordance with their year-end requirements.

4.GOVERNANCE

4.1. **Officers:** Elected officers of this unit shall be President, Vice President, Secretary, and Treasurer. Together, these elected officers comprise the Executive Committee.

4.2. **Co-Presidents and Co-Officers:** Two (2) people may jointly hold any elected position. Each co-position holder shall be entitled to voice and vote at the Board of Directors' meetings. In the event of co-treasurers, one treasurer CAN NOT be a signer on the bank account but will instead reconcile accounts and ensure financial compliance.

4.3. **WSPTA Training Requirements:** 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. Our PTA will make sure that each Executive Committee member attends a minimum of one WSPTA-approved training opportunity during the PTA year, giving priority to classes that emphasize best practices in governance of a non-profit organization. At least one member of the Executive Committee will attend PTA and the Law during the PTA year.

4.4. **Elections Process:** Voting for elected officers or nominating committee positions may take place at a meeting, by mail, or by electronic transmission per the *WSPTA Uniform Bylaws* (Article 5, Section 4). 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. Officers shall be elected by ballot prior to the end of the fiscal year for a term of one year and until their successors are elected. A majority vote is necessary to elect. The election may be by voice vote if only one candidate is nominated for an office.

If a vacancy occurs in an officer role, the executive committee may appoint a member to fill the vacancy until the next membership meeting. At the next membership meeting, nominations shall be made from the floor with the consent of the nominee. The election shall be by ballot vote. A majority vote is necessary to elect. The election may be by voice vote if only one candidate is nominated for an office. The newly elected officer shall immediately assume the duties of the officer.

An officer of a local PTA or council may be removed from office, with or without cause, by a two-thirds vote of the membership present at a regularly scheduled meeting or at a special membership meeting called for such purpose,

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4.5. **Board of Directors:** The Board of Directors of this PTA shall consist of the elected officers and the chairs of the following standing committees: Communications, Membership, Family & Community Engagement, Nominating, a designated former elected officer of the Interlake PTSA who can provide historical context. This PTA's Board of Directors will meet monthly on a date and time to be determined by the Board of Directors.

4.6. **Term Limits:** No elected officer may serve more than two terms in the same capacity. However, if an elected officer wishes to serve in a different capacity, that individual may be elected to a different position and then serve for up to two years in that new elected officer capacity. Committee chairs may serve no more than four years in the same position.

4.7 **Board of Directors Meetings:** There shall be a minimum of five (5) Board of Directors of director meetings each fiscal year. The President shall set meeting dates and times. A quorum for meetings is a majority of the Board of Directors. The Board of Directors may conduct its meetings in-person or by means of conference, telephone, or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting. In the absence of the Secretary, a board member must be designated to take minutes of the meeting.

4.8. **Membership Meetings:** The PTA will hold at least three general membership meetings each year. Adoption 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 any one of the general membership meetings. There shall be an annual meeting of the members to be held at a time and place fixed by the Board of Directors for the purpose of conducting business. Written notice of the place, day and time of the meetings shall be delivered not less than ten (10) nor more than fifty (50) days prior to the date of the meeting to each member. There must be at least 10 members present at each general membership meeting in order to conduct business. Only paid members of the PTSA are able to vote at membership meetings.

4.9 **Nominating Committee:** The purpose of the Nominating Committee is to identify and recommend candidates to stand for each elected position, as well as potential candidates for non-elected Board of Directors positions. The Nominating Committee will consist of three Interlake PTSA members approved by a majority vote of the PTSA membership in attendance at a general membership meeting. The PTSA President, school Principal or Vice Principals may not serve on the Nominating Committee. The Nominating Committee will observe all policies and procedures set forth by PTA bylaws

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and best practices. The Nominating Committee is discharged from service after new officers are elected.

5. LEGAL DOCUMENTS

5.1. **Contracts:** All contracts must be signed by two elected officers, one of whom must be the President. No contracts may be signed that obligate the PTA outside of the current fiscal year. Any contracts for the upcoming fiscal year must be held for approval by the incoming elected officers.

5.2. **Document Retention:** The PTA shall maintain a legal documents binder. All original copies of legal documents shall be placed in the legal binder. The legal binder shall be kept at the corporate headquarters: 16245 NE 24th Street, Bellevue, WA 98008, in the PTSA cabinet. Copies are also to be made for the secretary and treasurer and kept in separate legal documents notebooks passed down from secretary to secretary and treasurer to treasurer. In addition, electronic copies of all legal documents will be made and placed in the Interlake PTSA online folder for additional safekeeping.

6. FINANCIALS

6.1. **Annual Operating Budget:** This PTA shall approve its annual operating budget prior to July 1 of each year. The Board of Directors may reallocate funds budgeted for one purpose to another purpose by a majority vote.

6.2. **Financial Review:** A financial review committee, comprised of a 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 PTA bank accounts for the period that is being reviewed or any individuals living in their households.

6.3. **Bank Accounts:** The PTA 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. In the event that the Board of Directors deems it appropriate to change banks or close accounts, at least two officers must participate in the transference of funds from one institution to another and provide written Board of Directors approval to the bank for the closing of any account or transference of funds to a new institution.

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6.4. **Signing Authority:** The Board of Directors shall determine which elected officers shall have signing authority on the PTA bank account. Since all disbursements require two signatures, it is recommended that three elected officers are authorized signers.

6.5. **Independent Review of Bank Statements:** 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 of Directors 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. (Note: If there are co-treasurers, one of the treasurers can act in this capacity with the other having check signing privileges.)

6.6. **PTA Finances:**

a. **Opening Bank Balance:** The approved budget of this unit shall include at least \$1,000 held in the savings account as a beginning balance for the following year.

b. **Committee Budget Requests:** It is the responsibility of each Committee Chair to propose a budget for the Board of Directors' approval for their line item spending, at the beginning of each fiscal year.

c. **Income Reconciliation:** All PTSA monies raised must be counted by a minimum of two committee members within 24 hours. Both members must sign documentation indicating the amount of money raised and forward it to the treasurer promptly. All funds will be promptly deposited, generally within 24 hours and no later than 72 hours from the end of the event. Electronic income reconciliation (e.g., matching funds, PayPay, etc.) shall also be reconciled by two parties. In all cases, the two parties may not reside at the same address or have any other conflict of interest.

d. **General Fund Assessment:** All monies raised by PTSA-sponsored functions may have an amount assessed not to exceed 10% of the net proceeds to put directly into the PTSA general fund. Scholarship donations shall be excluded.

e. **Electronic Banking:** The PTA will adhere to the rules and best practices of WSPTA with respect to the use of credit cards, debit cards, online banking, e-checks, and other means of making financial transactions. For purposes of electronic income collection, a separate deposit account is recommended to minimize loss in event of a security breach.

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f. **Expense Reimbursement:** All reimbursement requests for authorized expenses must include a receipt and be submitted to the treasurer within 60 days of purchase. Each expense reimbursement request should carry the signature of the Committee Chair, when applicable. All requests for reimbursement must be received by June 1st or they will be considered a donation to the PTA. The only exception to this requirement is for expenses incurred for Senior Class graduation-related events. Such Senior Class receipts must be submitted no later than June 20th in order to be paid by end of the fiscal year. If not received by this date they will be considered a donation and will not be reimbursed.

g. **Class Funds:** All monies donated to and raised for each graduating class will become Restricted Funds and will remain in that class's PTSA account balance until used for their Senior Party and/or other graduation-related events. The Board of Directors shall determine distribution of any excess funds remaining in the senior class account after the end of the senior year and after payment of all outstanding invoices. The Board of Directors may choose to distribute all or a part of the funds to the remaining classes or use them for other PTSA budget items as the Board deems appropriate. Any monies from the prior year's senior class fund not explicitly distributed by the Board of Directors on or before September 30 shall be distributed to the current year's senior class fund.

h. **Non-Sufficient Funds:** Should the PTA receive an NSF check, the payor will be responsible for covering the fees imposed by the PTA's bank. If an NSF check and fee is not paid by June 1, then the PTA will not accept any checks from this individual in the future. If two or more NSF checks are received from the same payor during the fiscal year, the PTA will not accept further checks from the individual responsible.

7. VOTING

7.1. **Voting Delegates to PTA Council:** Voting delegates to the Bellevue PTSA Council shall be the President or Co-Presidents and additional authorized delegates up to a total of four delegates.

7.2. **Vote for Area Vice President:** The vote of this PTA for the position of Washington State PTA Area Vice President shall be determined by the Board of Directors.

7.3. **Voting Delegates to the State PTA Convention:** The Interlake PTSA will send as many voting delegates and as many visiting delegates to the WSPTA convention as the budgeted amount for convention can support. The Board of Directors shall approve all delegates and/or voting delegates for the WSPTA convention. Registration and hotel

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may be paid for by Interlake PTSA. Persons attending at the expense of the Interlake PTSA will submit to the Board of Directors a summary of notes and handouts from the classes and general sessions attended at the WSPTA Convention.

7.4. Voting Delegates to the State PTA Legislative Assembly: The Interlake PTSA will send as many voting delegates and as many visiting delegates to the WSPTA Legislative Assembly that the budgeted amount for legislative assembly can support. Registration, hotel, and WSPTA meal fees may be paid for by Interlake PTSA. The legislative chair for Interlake PTSA will be one of the voting delegates representing the PTSA at the legislative assembly; the Board of Directors will determine the rest of the voting delegates. Persons attending at the expense of the Interlake PTSA will submit to the Board of Directors a summary report about the WSPTA Legislative Assembly.

8. GRANTS, SCHOLARSHIPS AND AWARDS

8.1. Teacher Grants: The Interlake PTSA may make grants to teachers through a grants process. These grants are for classroom enhancements as well as other appropriate activities and events for the purpose of enhancing student well-being. A grants committee will be created to review the grant applications, and make recommendations for funding to the Board of Directors for approval. Funds for these grants are part of the annual operating budget of the PTSA and are approved on an annual basis.

8.2. Student Organization and Club Grants: The Interlake PTSA may make grants to student clubs through a grants process. These grants are for supporting clubs' missions for appropriate activities and events. A grants committee will be created to review the grant applications, and make recommendations for funding to the Board of Directors for approval. Funds for these grants are part of the annual operating budget of the PTSA and are approved on an annual basis.

8.3 Grant Restrictions: The Interlake PTSA does not provide grants for transportation or use Bellevue School District buses for events. In the event that transportation is required for an event, including Senior Party, the Interlake PTSA shall be named the insured at the highest possible limits and should include the protection of the Executive Officers and members of the Board of Directors.

8.4. Student Scholarships: The Interlake PTSA may award up to three (3) scholarships for graduating seniors. The recipient(s) will be a graduating senior(s) who plan to continue their education at an accredited college, university, technical or trade school. Funds for these scholarships are part of the annual operating budget of the PTSA and are approved on an annual basis.

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8.5. **Awards:** Golden Acorn award(s), Outstanding Educator award(s), and Outstanding Advocate Outreach Champion may be given in any year by the PTSA. Any funds necessary for these scholarships are part of the annual operating budget of the PTSA and are approved on an annual basis.

9. POLICY REVIEW:

9.1 **Policy Guideline Development:** The PTSA has developed and/or may develop policy guidelines for any or all of the following: Financial Reimbursement Requests; Senior Party; Student Scholarships; Teacher Grants; Teacher Awards, matching grants, or any other program with an impact on the budget of the PTSA.

9.2 **Amendment:** The 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 majority vote.