



Discovery PTSA 2.6.9

DISCOVERY PTSA STANDING RULES 2019-2020

I. NAME

1. The name of this unit shall be Discovery PTSA, local unit number 2.6.9
2. This PTSA was incorporated on July 9, 1991, and assigned a corporation number, the corporation number can be found with the Secretary's records. The Treasurer is responsible for filing the Annual Incorporation Report due by **July 31**. The registered agent for the corporation is the Washington State PTA.
3. This unit's employee number is available from the Secretary.
4. This unit was recognized by the IRS as a non-profit, tax-exempt organization on June 5, 1991, under section 501 (C) 3.
5. The PTSA is registered under the Charitable Solicitations Act, registration number 1288. The Treasurer is responsible for filing the annual registration by **November 15**.

II. BASIC POLICIES

1. The Treasurer shall be responsible for maintaining the PTSA's Legal Documents Notebook. An original copy shall be kept at the Treasurer's home with an electronic copy at another site designated by the President and Treasurer.
2. This Unit shall conduct a financial review of its books and records in January or February of each year, in addition to the required financial review at the close of the fiscal year. Signers on the bank account may not serve on the review committee.
 - a) In the event of a change in Treasurer mid-year, a financial review shall be conducted before the transition.
3. The signatures of at least three (3) elected officers shall be on the authorized signature card for this unit's bank account. A Board member who is not on the authorized signature card shall review and sign the monthly bank statement.

4. This unit shall approve its annual operating budget in the spring of each year at a general membership meeting.
5. All reimbursement requests shall include a receipt and shall be submitted to the Treasurer within 30 days of purchase. All requests for reimbursements must be received by June 15. Exceptions to be reviewed on a case by case basis.
6. All contracts and binding agreements require signatures of 2 executive officers.
7. The current Treasurer is responsible for filing IRS Form 990 or Form 990 EZ prior to November 15, if required. The current Treasurer should present it to the Board of Directors for their information by November 1.
8. Should the PTSA receive a NSF check, a \$12 service fee will be charged.

III. MEMBERSHIP

1. The membership fees of this unit shall be \$35.00 for a family membership and \$20.00 for a single membership.
2. The membership fees for Discovery staff shall be \$10 per person.
3. The students of Discovery Elementary School shall be honorary members of this unit without vote or privilege of holding office.

IV. Officers

1. The Nominating Committee shall be elected according to the bylaws for the local PTA or PTSA Section 5 Article 5.
2. The elected officers of this unit shall be no less than President, Vice President, Secretary, and Treasurer. Additional elected positions may include Director of Programs and Volunteers, Director of Fundraising and Director of Communications as well as any others deemed necessary by the President. These elected positions shall constitute the Executive Committee of the PTSA.
 - (a) Officers shall be elected in March for a term of one year and shall assume office on July 1.
 - (b) Any elected position may be held jointly by two (2) people. Each co-position holder shall be entitled to a voice and a vote at a Board of Directors meeting.
 - (c) The presiding officer of a meeting has no vote, unless it is to break a tie. This unit may allow voting by email, online voting tool, and/or by mail for the purpose of voting by the board of directors, when a vote is needed before the next scheduled board meeting.

- (d) In the event the President cannot perform the President's duties, the Vice President, then the Treasurer will assume the President's responsibilities.

3. The Board of Directors shall consist of the elected officers and appointed committee chairpersons.

4. This PTSA Board of Directors shall meet monthly.

- (a) Members of the Board of Directors are required to attend regularly scheduled meetings on a date and time determined by the board.
- (b) An office chair position shall be declared vacant if that person misses three (3) consecutive meetings not excused by the President.

5. Committees and Chairpersons shall be created and/or appointed as deemed necessary by the Board of Directors. All committee chairpersons shall be PTSA members.

6. The PTSA President is an ex-officio member of all committees except for the Nominating Committee.

7. During the PTA year, at least one member of the Executive Committee will attend PTA & the law, and all elected Executive Committee members will attend at least one training outlined in the WSPTSA Bylaws.

V. MEETINGS

1. Adoption of the budget, adoption of standing rules, and election of officers shall take place at General Membership Meetings. There shall be no fewer than three (3) General Membership Meetings each school year.

2. A Special Meeting will be held in January for the sole purpose of the election of the Nominating Committee.

3. Extra budgetary fund allocations or reallocations over \$500 shall be addressed at general membership PTSA meetings.

4. The quorum for general membership meetings shall be no less than ten (10) members.

VI. AWARDS

1. Golden Acorn Award - One or more Golden Acorn Award shall be presented annually to an outstanding volunteer.

2. Outstanding Educator Awards – One or more Outstanding Educator Awards may be presented annually to an outstanding teacher or educator.

3. Outstanding Advocate Award – One or more Outstanding Advocate Awards may be presented annually to recognize and honor individuals for their advocacy work on behalf of children and youth.

VII. SURVEYS

1. An online survey should be compiled and distributed by **May 31**, with a deadline at the end of the school year.
2. The results should be distributed among the incoming board members to assist with the planning and management of the subsequent school year.

VIII. VOTING DELEGATES

1. Voting delegates to the Issaquah PTA and PTSA council shall be the President and three authorized delegates.
2. Voting delegate(s) to the annual state PTA convention shall be elected. See Article 12, Section 2b in the bylaws.
3. Voting delegate to the Legislative Assembly shall be the Legislative Chairperson, unless otherwise designated by the board.
4. The vote for this unit for the Region 2 Director shall be by Board of Directors action.

IX. STANDING RULES

1. These standing rules shall be adopted annually by a majority vote at the first general meeting of the school year.
2. The Standing Rules may be amended at any regular PTSA meeting by a two-thirds vote, or if a previous notice is given, by a majority vote.