



CARL SANDBURG ELEMENTARY

DISCOVERY COMMUNITY SCHOOL

Carl Sandburg Elementary and Discovery Community School PTSA

2022-2023 Standing Rules

Name

The name of this local unit shall be the Carl Sandburg Parent Teacher Student Association (PTSA); the local unit number is 2.8.55. This PTSA was chartered on March 7, 1975. The PTSA serves the children in the Carl Sandburg Elementary and Discovery Community School community.

Legal Status

The Carl Sandburg PTSA is a non-profit corporation recognized by the State of Washington on November 8, 1973 and recognized by the IRS as a non-profit tax-exempt organization effective November 1996, under Section 501 (c) 3. A Letter of Determination will be made available upon request. The current Treasurer(s) with the assistance of the immediate past Treasurer(s) shall be responsible for filing required tax forms in accordance with federal and state guidelines.

This unit's Federal Employer Identification Number (EIN) is located in the Legal Documents Binder maintained by the Secretary and is available upon request.

The registered agent for this incorporation is the Washington State PTA. It is also the responsibility of this PTSA to annually review the Application to register as a Charitable Organization in November.

Per the Washington State PTA Uniform Bylaws, this unit 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.

This unit shall keep at least two (2) copies of its legal documents in separate locations. The Secretary shall be responsible for maintaining these documents. The second copy of these documents shall reside with the banking treasurer.

Membership And Service Fees

The membership dues of this PTSA shall be \$15.00 for an individual; \$20.00 for a two-person "family" membership where both persons reside in the same household; or \$10.00 for teachers, administrators, and staff. An additional \$1 may be collected per credit card/online membership transaction to offset processing fees.

Membership in this PTSA shall be open to all people without discrimination. Membership is open to all parents, grandparents, guardians, teachers, staff, students, community members, and other persons that support the purpose of the PTSA.

The students of Carl Sandburg & Discovery Community School shall be considered honorary members of the PTSA, without voice, or privilege of holding office.

Officers And Their Election

The officers of the Sandburg PTSA shall be:

1. President
2. Vice President – Fundraising
3. Vice President – Communications
4. Vice President – School Services
5. Vice President – Family and Community Engagement
6. Vice President – Enrichment
7. Vice President – Membership
8. Treasurer (Banking)
9. Treasurer (Reporting)
10. Secretary

All officers shall be elected at a general membership meeting prior to June 15th for a term of one year, or until their successors are elected, WSPTA Uniform Bylaws, Section 6. Any officer may be elected for up to two consecutive terms for the same position. Any elected position may be held jointly by two people except Treasurer (Banking) and Treasurer (Reporting). Each co-position holder shall be entitled to voice and vote at all meetings. They shall be elected according to the Washington State PTSA (WSPTA) Uniform Bylaws, Article 6, Section 6. Officers shall assume the office on July 1.

To be elected to office, a person must be a member of the Carl Sandburg PTSA at least fifteen (15) days preceding the election., WSPTA Uniform Bylaws, Article 6 Section 5.

The Nominating Committee shall be elected according to WSPTA Uniform Bylaws, Article 6, Section 5.

Members will be notified of General Membership meetings electronically via email and/or PTSA newsletter

Duties Of Officers

The elected officers of this PTSA shall be: President, Secretary, Vice President - Fundraising, Vice President - Communications, Vice President - School Services, Vice President - Family And Community Engagement, Vice President - Enrichment, Vice President – Membership, Treasurer (Banking), and Treasurer (Reporting).

These officers shall constitute the Board of Directors (Board). Duties of these officers are outlined in Section 7 of the WSPTA Uniform Bylaws.

If for any reason the President(s) is unable to serve, the line of succession is as follows; VP of Fundraising, VP of Communications, VP of Family And Community Engagement, VP of Enrichment, VP of School Services, and VP of Membership.

Approved by general membership on 11/10/22

The President(s) will maintain a list of all online accounts and passwords. It will be the responsibility of each officer who controls online accounts and passwords to obtain login and password information from their predecessor upon taking office. The officer will change the password(s) and provide the updated account access information to the president(s).

Up to two appointed teacher representatives and a DCS liaison will participate in Board of Director meetings with a voice, but not a vote. All Board members must be members of the Carl Sandburg PTSA.

This PTSA will comply with the Standards of Affiliation training requirements as stated in the most recent WSPTA Standards of Affiliation agreement. All Elected Officers shall sign and abide by the Carl Sandburg PTSA Code of Ethics Agreement.

Committee Chairs

Committee chairs are appointed by the President(s) with approval of the Board.

All Committee Chairs must submit a plan of action for their event, program or activity for approval by their overseeing Board member prior to its commencement. The Committee Chair will also adhere to the proposed budget. If there are any changes, those must be submitted to the Board in advance for approval.

MEETINGS

Dates and times of the meetings of this unit shall be established by the Board at the beginning of each school year. General membership meetings shall be held to adopt the annual budget, approve the standing rules, review and approve the financial audit, elect a Nominating Committee and elect officers. The Board will meet a minimum of five (5) times throughout the year. Additional meetings shall be held at the discretion of the Board.

A quorum is established at a Board Meeting when a majority of all Board members are present (50% + 1). A quorum must be present to conduct business. Motions are passed by a majority vote so long as a quorum is present.

Membership meetings of the PTSA shall be held at least three (3) times during the year. A quorum is established at a General Membership Meeting when at least ten (10) members are present. A quorum must be present to conduct any business (this includes voting as well as discussion). Motions are passed by a majority vote so long as a quorum is present. Membership meeting dates will be published in the PTSA Newsletter at least 10 days prior to the meeting. All members have a voice and vote at Membership meetings.

Special meetings of the Board or the General Membership may be called with ten (10) calendar day notice by the President, or by a majority of the Board. Members of the Board will be notified via email to the address on file with the Secretary.

Agenda items for consideration at either the Board or General meeting shall be submitted to the President and/or Secretary no later than seven calendar days prior to the meeting at which they will be discussed. Items submitted later than this will be considered at the discretion of the Board.

Meeting in person is the preferred manner of conducting business; however, when circumstances prevent or impede in accomplishing essential PTSA business, alternative methods of meetings (conference call, online platforms, etc.) may be used.

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FISCAL RESPONSIBILITIES

The Board shall approve a proposed annual operating budget for the upcoming school year each spring at a regularly scheduled Membership meeting by a majority vote of the membership. Reallocation and spending of funds from one budget line item to another in amounts up to \$1,000 may be approved by a majority vote of the Board. Reallocations and spending exceeding \$1,000 must be approved by a majority vote at a General Membership meeting. Changes to line item names and how they are organized in the budget may be approved by a majority vote of the Board. New budget line items must be approved by a majority vote at a General Membership meeting.

The PTSA shall conduct the required financial review of its books and records at the close of the fiscal year (June 30) and in January (mid-year audit). These financial reviews shall be presented to and approved by the General Membership.

The signatures of up to four (4) elected officers shall be on the Authorized Signature Card for the PTSA bank accounts. Newly elected officers will commence the right to be placed on the Authorized Signature Card of any PTSA bank accounts when their term begins. The previous years' officers will be removed as authorized signers for any PTSA bank accounts when their term ends. Only the Banking Treasurer signature will be allowed. Only one (1) member per household may be an authorized signer.

The monthly banking statements shall be provided unopened to the non-signatory Board Member or to a person appointed by the Board. Such a person shall be appointed at the beginning of the fiscal year, and shall not be a signatory on the account. This person shall promptly report any concerns or discrepancies identified in a review to the Board. Each monthly statement shall be signed and dated by this person and kept as financial records.

The Banking Treasurer shall keep Carl Sandburg Elementary PTSA money in a FDIC insured banking institution in accordance with current FDIC insurance limits to the best of their ability.

Banking fees associated with non-sufficient funds (NSF) checks shall be paid by the check writer. Banking fees associated with lost checks shall be paid by the check recipient. This rule may be waived at the discretion of the Board. The Board reserves the right to refuse checks from anyone, especially those with a history of writing NSF checks.

Requests for reimbursement or payment from the PTSA must be in writing and include original receipts and/or invoices for goods or services purchased. Written approval from the Board member who is responsible for oversight of the program, activity or event must be included on the request. All current fiscal year (July 1 to June 30) requests for reimbursements or payments from the PTSA must be submitted by June 15 or at the discretion of the Banking Treasurer.

If a PTSA event or program will spend and/or receive funds, the chair of the committee, event or program must submit a budget (the expected income and expenditures) for approval by their overseeing Board member in advance of spending any money or entering any binding contracts.

All PTSA events, programs and activities must stay within their approved budget. Any possible budget overruns must be submitted in writing and be approved by the Board and General Membership in advance to be eligible for reimbursement (up to the Board limit of \$1,000).

All contracts and binding agreements must be reviewed by the Board member responsible for oversight of the program, activity or event and shall require the signature of that overseeing Board member and the President. No contracts can be signed by a non-board member. Contracts are to be kept in a Contracts Binder maintained by the Secretary.

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Delegates & Voting

Voting delegates to the Lake Washington PTSA Council shall be one vote as President and three (3) additional delegates as determined by the Board. All delegates must be elected officers.

The voting delegate(s) to the annual State PTA Convention shall be elected officers and/or individuals appointed by the Board.

The voting delegate to the Legislative Assembly shall be the Legislative Chairperson, or if there is no Legislative Chairperson, the Board shall appoint a representative. Additional voting delegates shall be appointed by the Board.

While in person voting during membership meetings is preferred, should circumstances prevent in-person meetings from being held, voting for essential business may take place via email by the process described in the LWPTSA Council Policy.

Code of Conduct and Social Media Use

Elected officers of this PTA shall follow a board code of conduct. Officers, chairpersons, and volunteers shall adhere to the Lake Washington School District Volunteer Handbook policies.

Members of this PTA shall not use their own personal social media platforms to cyberbully, insult, embarrass, target, or post threats of physical or verbal abuse towards any individuals, including school board officials, school administrators, teachers, PTA members, volunteers, or other individuals that are associated with Sandburg Elementary or Discovery Community School.

This PTA shall have a social media policy which shall be reviewed yearly by the board of directors.

Standing Rules

The Standing Rules shall be reviewed each year and adopted annually by a majority vote at the first General Membership meeting.

These Standing Rules may be amended at any time. If the membership has been given ten days notice to the date of the meeting and the intended change, then the change can be approved by a majority vote of the members present (if a quorum has been established). If no notice was given prior to the meeting, then 2/3 vote of the members present is required (if a quorum has been established).

These Standing rules shall be in compliance with the Washington State PTA Bylaws. If there is a conflict between the two, the Washington State PTA Bylaws shall be the authority.

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

If a member of the Board has a real or perceived potential for benefiting financially from the action of the Board, this Board member shall make this conflict of interest known and abstain from discussion in

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the matter and voting in the matter. The conflict of interest and the member's abstention shall be noted in the meeting minutes. The mere existence of a conflict of interest does not require the Board to forgo an opportunity, if it is otherwise in the best interest of the Board to take that action.