

Liberty High PTSA

Supporting our Kids and Community

Standing Rules 2015-16

- 1) The name of this PTA local unit is Liberty High PTSA 2.6.50. Its National PTA local unit number is 00026132.
- 2) This PTA serves the children in the Liberty High School community, which includes the residences and businesses in the school enrollment area.
- 3) This PTA was incorporated on May 15, 1989 and assigned UBI #601 180 313. 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 in the custody of the president.
- 4) This PTA is registered under the Charitable Solicitations Act, registration number 2688. The Treasurer is responsible for filing the annual registration by May 31st to avoid penalties.
- 5) This PTA was granted tax-exempt status under section 501(c)(3) of the internal revenue code. A copy of its determination letter is available from the treasurer.
- 6) The treasurer is responsible for filing the appropriate Federal tax return forms prior to November 15th and providing a copy to the board of directors no later than November 1st. Copies of the current and past years' returns are located in the legal documents binder.
- 7) The Liberty 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.
- 8) This PTSA shall keep two copies of the Legal Documents Binder in two separate locations. The Secretary is responsible for maintaining both binders.
- 9) Students of Liberty HS may join this PTSA. Student members are entitled to voice and vote; however students under the age of 18 are not allowed to hold elected positions within the PTA. All students of LHS are honorary members with voice but no vote.
- 10) The dues for this PTA shall not exceed \$15.00 per individual membership, \$25.00 per family and \$10.00 for staff and community members (non LHS parent), per year. All paid members have a voice and vote at general membership meetings.
- 11) The elected officers of this PTA shall be president, vice president, secretary, and treasurer. Any elected position may be held jointly by two (2) people. Each co-position holder shall be entitled to voice and vote at a board of directors' meeting, except in the case of Co-Presidents. Only the individual not presiding over the meeting has a vote. No officer can serve more than two consecutive terms in the same position.

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12) Each elected officer will attend a minimum of one WSPTA-approved training opportunity during the PTA year. Further, at least one elected officer will attend PTA and the Law during the PTA year.

13) The board of directors of this PTA shall consist of the elected officers and the chairs of the following standing committees: Advocacy, Member At-Large, ISF Rep, Membership/Donations/Marketing, Newsletter, Senior Events, and Ways and Means. This PTA's board of directors will meet at least 4 times during the school year at a date and time to be determined by the board. Quorum for a board meeting is simple majority (50%+1).

14) An office/board position shall be declared vacant if that person misses three meetings without prior approval from the President.

15) The President(s) are ex-officio members of all committees, except the Nominating Committee.

16) Adoption of the budget, amendments to the budget, adoption of standing rules, election of the nominating committee, and election of officers shall take place at general membership meetings. There must be at least 10 members present in order to conduct business. Meetings shall be held at the direction of the board of directors.

17) The Nominating Committee shall comprise of at least three PTSA members. Members may not serve on the Nominating Committee more than two consecutive terms.

18) This PTA shall approve its annual operating budget in the spring of each year. The board of directors has authority to reallocate any funds budgeted for one purpose to another purpose by a two-thirds vote. The annual carryover funds shall be a minimum of \$5000.

19) PTSA financial books shall be subject to a financial review twice annually, covering July 1 through December 31 and January 1 through June 30. The mid-year review must be completed by January 31 and the year-end review by August 31. These reviews should be conducted by a committee of at least three (3) PTSA members appointed by the President and approved by the Board. No signer on the bank account for that period shall be on the Financial Review Committee.

20) All checks require two signatures of authorized signors. All contracts require the signature of two elected officers.

21) 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 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.

22) All reimbursement requests for authorized expenses must include a receipt and be submitted to the treasurer. All requests for reimbursement should be received by June 1st or they may be considered a donation to the PTA.

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- 23) One or more Golden Acorn awards may be presented annually to an outstanding volunteer(s). A committee appointed by the president shall select the recipient(s). The board of directors shall determine the number of recipients.
- 24) One or more Outstanding Advocate awards or Outstanding Student Advocate awards may be presented annually to recognize advocacy work on behalf of children and youth. A committee appointed by the president shall select the recipient(s). The board of directors shall determine the number of recipients.
- 25) One or more Outstanding Educator awards may be presented annually to an outstanding teacher or educator. A committee appointed by the president shall select the recipient(s). The board of directors shall determine the number of recipients.
- 26) This PTA is a member of the Issaquah Council and has two (2) votes on council business. The president shall submit to the council the names and positions of the two (2) voting delegates and two (2) alternates, as determined by the board of directors.
- 27) The vote of this PTA for the position of Washington State PTA Region 2 Director shall be determined by the board of directors.
- 28) The voting delegates to the annual WSPTA convention shall be determined in the following order: Incoming president, ongoing president, incoming vice president, incoming secretary, incoming treasurer, ongoing vice president, ongoing secretary, ongoing treasurer. The board of directors will determine how many delegates the budget will allow.
- 29) The voting delegate(s) to the WSPTA Legislative Assembly shall be determined in the following order: Advocacy rep, president, vice president, secretary, treasurer. The board of directors will determine how many delegates the budget will allow.
- 30) Changes to these Standing Rules may be done at any general membership meeting with a 2/3 vote.

Approved: October 4, 2016

President: _____

Shelly Russell, PTSA President