



The Mission of the Arbor Heights PTSA is to support the Students, the Families and the Staff of the Arbor Heights Elementary School Community.

2020 – 2021 Arbor Heights Elementary PTSA Standing Rules

Name: Arbor Heights PTSA – Unit 6.15.35

Incorporation Date: October 24, 1989

Community Served

PTSA's global purpose is to “work for the health, welfare, safety, education, care, and protection of children in the home, school and community.”

This PTSA serves the children in the Arbor Heights Elementary school community which includes the variety of residences and businesses in the enrollment area and the greater Seattle Public School District.

Corporate Status

This PTSA was incorporated on **October 24, 1989** and assigned **UBI 601 209 296**. The Treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTSA. The Employer Identification Number is located in the legal documents binder in the custody of the President.

Conformance with the WSPTA Uniform Bylaws

These Standing Rules are in addition to the current WSPTA Uniform Bylaws. Nothing stated in these rules may override any requirement in the WSPTA Uniform Bylaws.

Compliance with the Charitable Solicitations Act

This PTSA is registered under the Charitable Solicitations Act, registration number **272**. The Treasurer is responsible for filing the annual registration by May 31st to avoid penalties.

NOTE: The registration must be renewed annually, and must be received by the Secretary of State's Office no later than May 31st to avoid non-refundable late fees. (For more information see the current Money Matters section of the Leadership Packet)

Tax-Exempt Status

This PTSA was granted tax-exempt status under section 501 (a) of the Internal Revenue Code on October 11th 1994. A copy of the Letter of Determination is filed in the Legal Documents Binder maintained by the President.

A copy of the Letter of Determination is available from the Treasurer.

Responsibility for Filing IRS Tax Returns

The Treasurer is responsible for filing the appropriate federal tax return 990-N or Form 990 EZ or Form 990 in accordance with IRS guidelines. The final return shall be submitted to the Board for review no later the first Board of Directors meeting in November. A draft return shall be provided to the Board prior to the end of the fiscal year, June 30. Copies of the current and past years' returns shall be maintained in the Legal Documents Binder in the President's possession.

Registered Agent

The Arbor Heights PTA 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.

Membership for the PTSA

Membership at this PTSA shall be open to all people without discrimination. Membership is open to all Parents, Community members, Teachers, Staff, Grandparents, Guardians and any other persons that support and encourage the purpose of PTSA.

The students of Arbor Heights Elementary School shall be considered honorary members of this PTSA without voice, vote, or the privilege of holding office.

Membership Service Fees

The annual membership dues for this PTSA shall be set for the following year with the adoption of the operating budget. All paid members have a voice and vote at Arbor Heights PTSA general membership meetings. Membership dues shall be reviewed annually to ensure they adequately cover all National, State, and Council fees.

Elected Officers

The following elected officers shall form the Executive Board of Directors of this PTSA: 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. If an officer cannot fulfill the position due to a hardship, the Board can vote to appoint a new person to fill that office.

Board of Directors

The Board of Directors of this PTSA shall consist of the elected officers and any appointed committee chairs which may consist of, but not be limited to:

Fund Raising Chair

Event and Volunteer Chair

Communications Chair

Membership Chair

Diversity and Inclusion Chair

Legislative Chair

Cub Scout Pack 799, Charter Organization Representative

The president appoints and the executive committee approves appointments of the chairs. Any chair position may be held jointly by two (2) people, unless otherwise changed by the Board of Directors. Each member of the Board of Directors shall be a member of the PTSA. This PTSA's Board of Directors will meet monthly, on a date and time to be determined by the Board.

Decisions by the Board of Directors shall be made by a vote of the Executive Board. The vote of the non-Executive Board members is advisory except in the event a tie-breaking vote is required in which case the decision shall be made by a majority vote of the Board of Directors in attendance at the time of the vote.

Voting may take place at a meeting or by electronic transmission. If by electronic means, any vote cast must be received within the time frame identified in the notice of the vote.

General Membership Meetings

The members of the PTSA must meet to conduct certain types of business, including adopting a budget and electing officers for the following year. Meetings should be held only when there is an important reason to do so and the time spent will be valuable to the membership.

Adoption of the budget, adoption of standing rules, election of the nominating committee, and election of officers shall take place at general membership meetings. Arbor Heights PTSA must have at least three (3) general membership meetings to accomplish these items. All officers for the following year should be elected by April 30th. Quorum at all general membership meetings shall be 10 members to conduct business. This PTSA's general membership will generally meet the third Thursday of each month during which PTSA business shall be conducted unless changed in advance by the Board of Directors.

Budget Approval

This PTSA shall approve its annual operating budget in the spring of each year. The Board of Directors may reallocate funds budgeted for one purpose to another purpose by a majority vote.

The PTSA's Board of Directors will have pre-authorization to make unbudgeted spending decisions up to \$500.00 without a vote of the general membership as long as the funds to do so exist.

Legal Documents

The original copy of any legal documents shall be kept secure by a designated board member. Copies are to be made for the President and the Secretary and kept in a legal documents notebook. All elected officers shall have reasonable access to the legal documents upon request.

Financial Reviews

A financial review committee, minimum of three (3) members appointed by the President, will review the financial books at the end of the school year. Members of this committee shall not include the Treasurer or any person authorized to sign on the PTSA bank accounts for the period that is being reviewed or any individuals living in the households of an authorized signer.

Bank Accounts

The PTSA 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. All PTSA funds should be promptly deposited into a PTSA bank account. Credit, debit and ATM cards are not allowed for these accounts, as per WSPTSA Bylaws.

Signature Cards

The Board of Directors shall determine who the signers on the PTSA bank account shall be and should be reviewed annually. Signers on the account shall not sign checks made out to themselves or their family members. If two members of the Board live in the same household they shall not both be signers on the account.

Independent Review of Bank Statements

The PTSA's monthly bank account statements shall be reviewed by a person appointed by the Board. This 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 Board. If there are no concerns or apparent discrepancies, the review should be noted in the monthly financial report.

PTSA Finances

All reimbursement requests for authorized expenses must include a receipt and reimbursement Voucher and be submitted to the Treasurer within 60 days of purchase. All requests for reimbursement must be received by June 1st or they will be considered a donation to the PTSA. All requests for reimbursement must be supported by a line item in the PTSA budget.

Should the PTSA receive an NSF check, a service fee imposed by the PTSA's bank will be charged. If the Not Sufficient Funds ("NSF") check or checks are not paid for by June 1st, then the PTSA will not accept any checks from this individual in the future.

Gambling Activities

Activities such as bingo, raffles, or carnivals must be conducted in strict compliance with Washington State Laws. Activities by nonprofit organizations are allowed if participants are members of the organization. The students of Arbor Heights Elementary School are allowed participation in such activities as honorary members of this PTSA.

Recognition of Individual Volunteers with Washington State PTA Awards

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. The Board of Directors shall determine the number of recipients.

One or more Outstanding 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. The Board of Directors shall determine the number of recipients.

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. The Board of Directors shall determine the number of recipients.

An Honorary Life Membership Award may be presented annually to an individual who has made a significant contribution to the growth and development of the PTSA. A committee appointed by the President shall select the recipient.

Voting Delegates to Council

Voting delegates from Arbor Heights PTSA to the Seattle Council PTA shall be the President, Vice President, and Secretary. The alternates shall be the Treasurer and the Legislative Chair.

Vote for Region Director

The vote of this PTSA for the position of Washington State PTA Region 6 Director shall be determined by the Board of Directors. This vote is taken every two years.

Voting Delegates to the State PTSA Convention

The Arbor Heights PTSA will send as many voting delegates and as many visiting delegates to the WSPTA convention as it is entitled to and the budgeted amount for the convention can sustain. All delegates for the WSPTA convention shall be selected by the Board of Directors. Registration shall be paid for by Arbor Heights PTSA. Persons attending a convention paid for by the unit will submit a summary of notes and handouts from the classes and general sessions attended to the Board of Directors.

Voting Delegates to the State PTSA Legislative Assembly

Arbor Heights PTSA will send as many voting delegates and as many visiting delegates to the WSPTA Legislative assembly as it is entitled to and that the budgeted amount will sustain. Registration fees shall be paid for by Arbor Heights PTSA. The Legislative Chair or designee for Arbor Heights PTSA will be one of the voting delegates representing Arbor Heights PTSA at the Legislative Assembly.

Washington State PTSA Standards of Affiliation

Per the Washington State PTA Uniform Bylaws, we 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 PTSA.

Online Financial Safety

Arbor Heights PTSA may use online banking or other online financial tools to conduct PTSA business. In order to safeguard PTSA funds, the following controls will be followed:

- Prohibit sharing of usernames and passwords for banking or other financial tools;
- Update access levels on a timely basis after an officer resigns or ends his or her term;
- Do not respond, pay, or transfer funds to unsolicited requests;
- Ensure online payments have a corresponding approved expense request, consistent with check payments;

Acceptable Social Media Use

Arbor Heights PTSA may use social media or other communications platforms to conduct PTSA business, which may include, but are not limited to:

- PTSA website
- PTSA Facebook page
- Zoom

Social media or other communications tools are to be used to further the PTSA's mission. Content for social media or other communications tools will:

- Be civil, cordial and relevant;
- Not include documents not intended for members only;
- Not endorse, promote or solicit on behalf of a business, product or service;
- Not include comments and posts used as advertising space;
- Not endorse a candidate or political party;
- Not post photographs and/or videos including children without express permission from the the child's parent/guardian;
- Not break the law or encourage others to do so.

Social media or other communications tools may include participation by others. It is the responsibility of the PTSA to moderate participation on its social media or other communications tools and remove content that is:

- Off topic;
- Graphic, obscene, explicit, or racial;
- Advertisements, endorsements, or promotions;
- Suggesting or encouraging illegal activities;
- Personal information.