

## Jerry Meeker PTSA

### Standing Rules

#### IDENTITY

1. The name of this local PTSA is Jerry Meeker PTSA 10.9.275. It was chartered on March 26<sup>th</sup>, 1982. The National PTA number is 00023462.
2. This PTSA serves the children in the Meeker Middle School community, which includes the residences and businesses in the Meeker Middle School enrollment area.

#### COMPLIANCE

3. This PTSA was incorporated on March 26, 1982 and assigned UBI # 601856228. The treasurer is responsible for filing the Annual Corporation Report to the Washington State Secretary of State's office no later than March 31<sup>st</sup>.
4. This PTSA's Federal Employer Identification Number (EIN) is located in the Treasurer's Notebook, and in the Legal Documents Notebook which is maintained by the Secretary.
5. This PTSA is registered under the Charitable Solicitations Act, registration number 2924. The treasurer is responsible for determining whether registration is required and filing the annual registration by May 31<sup>st</sup> to avoid penalties.
6. This PTSA was granted tax exempt status on May 4<sup>th</sup>, 1984 under Section 501(c)4 of the Internal Revenue Code and was amended on November 22<sup>nd</sup>, 2009 under section 501 (c)3. A copy of the letter of determination is filed in the legal documents notebook maintained by the Secretary and the treasurer's notebook.
7. The treasurer is responsible for filing the appropriate federal tax return Form 990, 990EZ, or 990-N prior to November 15 and providing a copy to the board of directors no later than November 1<sup>st</sup>. Copies of the current and past year's returns are located in the Legal Documents binder maintained by the Secretary, and also in the Treasurer's Notebook in the year the filing was made.
8. The CEO of WSPTA shall serve as the registered agent for the Jerry Meeker PTSA 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 Documents Binder maintained by the Secretary.
9. Per the *Washington State PTA Uniform Bylaws*, this PTSA Executive Committee will annually complete the WSPTA Standards of Affiliation Agreement in its entirety by the required deadline. Further they agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.

#### MEMBERSHIP

10. Membership in Meeker PTSA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, community members, and any other persons that support and encourage the purpose of PTA. Students of Meeker Middle School shall be considered honorary members of this PTSA without voice, vote, or the privilege of holding office, in order to participate in gaming activities.

11. The membership services of Meeker PTSA shall be \$11.00 per person, or \$20.00 per household. Of those amounts, \$1 per member is paid to the local PTA Council, \$5.75 per member is paid to Washington State PTA and \$2.25 per member is paid to the National PTA. All paid members have a voice and vote at Meeker PTSA membership meetings.

#### OFFICERS

12. The elected officers of this PTSA shall be President, Vice-President, Secretary, and Treasurer. These elected officers shall constitute the Executive Committee. A majority of those on the committee shall constitute a quorum. Any elected position may be held jointly by two people. Each co-position holder is entitled to voice and vote and at the board of director's meetings. In the event of co-treasure, one treasurer can NOT be a signer on the bank account.
13. The local PTA officers shall be elected prior to the end of the fiscal year for a term of one year and until their successors are elected. No elected officer shall serve more than two consecutive years in the same position.
14. This PTSA will ensure that each Executive Committee member attends a minimum of one WSPTA approved training opportunity during the PTA year. further, at least one member of the Executive Committee will attend PTA and the Law during the fiscal year.
15. Voting for officers or nominating committee positions may take place at a meeting, by mail, or be 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.

#### BOARD OF DIRECTORS

16. The Board of Directors of Meeker PTSA shall consist of the Executive Committee and appointed chairs of the following standing committees: Membership, Spirit Wear, and Hospitality. Committee Chairs are appointed by the president with the approval of the executive committee. Each representative must be a paid member in good standing. Meeting dates and times will be set by the Executive Committee at the beginning of the school year. Special meetings of the board may be held as necessary, at a date and time to be determined by the President, or upon written request of a majority of all members of the board. A majority of those currently serving on the board shall constitute a quorum.

#### MEETINGS

17. Adoption of the budget, adoption of the standing rules, election of the nominating committee, report and approval of the financial review, and election of the officers shall take place at a General Membership meeting. General Membership meetings shall be held at the direction of the Executive Committee. Per the WA State Uniform Bylaws, there must be a minimum of 10 members present to constitute a quorum. Meetings may be conducted in person, virtually, or hybrid. PTSA members participating in person or virtually will be considered present and entitled to vote.

#### BUDGET/FINANCIAL

18. A proposed annual operating budget for the upcoming year shall be prepared by the Executive Committee and shall be approved by the general membership in the spring of the current year.

19. The Executive Committee has the authority to reallocate up to \$200 within the total amount of the approved budget; however, a majority vote at a General Membership meeting is required to reallocate funds exceeding this amount. All reallocations must be accounted for and reported at the next General Membership meeting.
20. This PTSA shall maintain a fireproof safe-box. The original copy of any legal documents shall be kept in this safe-box. Copies are to be made for the President, Treasurer, and Secretary. The Secretary will keep his/her copy in the Legal Documents notebook. Only elected officers will have access to the contents of the fireproof safe-box.
21. A financial review committee with a minimum of three members appointed by the president will review the financial records of this PTSA yearly. Members of the 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 household. The report of the committee will be presented at the regularly scheduled membership meeting immediately following the review.
22. This PTSA shall keep one or more accounts in financial institutions as determined by the Board of Directors. The signatures of at least three current elected officers shall be on the signature card at the bank. Any checks or withdrawals made from the account(s) or binding agreements (contracts), require the signature of at least two of the three signers.
23. As a condition of bonding insurance, the PTSA's monthly bank statement(s) shall be provided to a non-signer appointed by the Board of Directors. The reviewer shall promptly report any concerns or discrepancies to the Executive Committee. If there is nothing to report, the reviewer will initial and date the bank statements and provide them to the Treasurer. The treasurer will keep the signed copy in the Treasurer's notebook.
24. All reimbursement requests for authorized expenses must include a receipt and be submitted to the treasurer within 60 days of purchase. All requests for reimbursement must be received by the final day of school in June, or expenditures shall be considered a donation to the PTSA.
25. Should the PTSA receive an NSF check, any fees imposed by the PTA's bank will be charged to the check writer in addition to paying the original amount of the written check. If the NSF check is not paid by June 1<sup>st</sup>, the PTSA will not accept checks from this individual in the future. If more than 2 NSF checks are not received from the same individual during the fiscal year, the PTSA will not accept further checks from the individual responsible.

#### AWARDS

26. Golden Acorn and Outstanding Educator Award(s) may be awarded annually. The President appoints the awards committee, per WSPTA Uniform Bylaws. The awards committee will determine the number of recipients and whether other awards will be considered on an annual basis, based on the yearly grant awards budget.

#### WSPTA CONVENTION & LEGISLATIVE ASSEMBLY

27. This PTSA is a member of the Tacoma PTA Council and has a vote on council business.
28. Voting delegates to the PTA Council shall be four (4) of the officers and the Chair of the Legislative Committee.
29. The vote of this PTSA for the Washington State PTA Area Vice President shall be determined by the Board of Directors.

30. The voting delegate(s) to the annual WSPTA convention shall be determined by the Board of Directors. The number of votes is based upon the number of memberships paid by the end of January preceding the convention. Registration for the Convention will be paid for by the PTSA. Persons attending convention paid by the unit must submit a board report/ summary about the WSPTA Convention.
31. The voting delegate to the annual WSPTA Legislative Assembly shall be the Legislative Chair or alternate elected by the Board of Directors. The Board of Directors will then determine the number of additional delegates to be funded by the PTSA. Individuals attending the assembly paid for by the unit must submit a board report / summary about the WSPTA Legislative Assembly.

#### POLICIES, CODE OF CONDUCT, & SOCIAL MEDIA

32. This PTSA shall maintain policies for money handling, online banking, and after-school classes. These policies shall be reviewed and approved yearly by the Board of Directors. These policies shall reside with the secretary.
33. This PTSA follows a code of conduct and adheres to Tacoma School District's Volunteer Handbook policies.
34. Meeker PTSA shall maintain a policy for board standards of conduct. This policy shall be reviewed and signed yearly by members of the Board of Directors. Signed copies of this policy shall reside with the Secretary. Board members in violation of this policy may be subject to board action, up to and including removal from office with a three-quarters vote of the executive committee.
35. This PTSA may collaborate with other non-PTSA organizations (including but not limited to ASB and Booster Clubs). The PTSA will only handle PTSA funds and will sign a contract with the other organizations to clearly establish whether it is a PTSA activity or the other organization's activity.
36. Meeker PTSA shall not volunteer, nor solicit for volunteers, for a non-PTSA event/program which solely involves money handling (such as counting funds for a school ASB fundraiser or ticket sales). A PTSA member may volunteer with other non-PTSA organizations under his/her own authority and should not be considered to be representing the PTSA.
37. Members of the Meeker PTSA 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 Meeker Middle School.
38. This PTSA will adhere to a moral and ethical code of conduct in alignment to the Tacoma School District and WSPTA's standards when using social media (including but not limited to Meeker PTSA's Facebook and Twitter accounts) when posting, promoting, and corresponding through such platforms.

#### STANDING RULES

39. The standing rules of Meeker PTSA shall be adopted annually by majority vote at the fall General Membership meeting. The standing rules may be amended at a membership meeting by a two-thirds vote of the membership present. If notice of the change has been provided to members within 30 days of the meeting, a majority vote of the members present is allowed.

Adopted, 3/2/2022