

Gateway Middle School PTSA 7.3.72

Standing Rules 2009-2010

ARTICLE I - NAME AND GENERAL INFORMATION

The name of this local unit shall be Gateway Middle School PTSA 7.3.72 of Everett, WA serving the students and community of Gateway Middle School service area. This unit was chartered by the WSPTA on August 23, 1994.

This PTSA was incorporated by the state of Washington on January 21, 1997 and was assigned corporation number 2-550845-8. IRS recognition of tax-exempt status 501(c)(3) was approved March 2, 2000. Federal EIN Number is 91-1652960.

This PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The Charitable Solicitations Act registration number is contained in this PTSA's legal documents and available upon reasonable request for inspection. The Treasurer is responsible for filing the annual corporate registration and IRS Form 990 or 990EZ prior to November 15th.

The Registered Agent for this PTSA is the Washington State PTA, 2003 – 65th Avenue West, Tacoma, WA 98466-6215.

Copies of legal documents are to be made for the President(s) and Secretary and maintained in a legal documents notebook. The accounting period shall be July 1st through June 30th.

ARTICLE II - MEMBERSHIP AND DUES

Any individual willing to promote the objectives and the basic policies of this association as found inscribed on the reverse of each membership card, may become a member of this association subject only to compliance with the provision of these standing rules. Membership in the association shall be available without regard to sex, race, color, creed or national origin.

Each member of the association shall pay annual dues set by the Board. 2009-2010 dues are \$12.00 for individual members, \$20.00 for family membership. The 2009-2010 Gateway Staff membership fee is \$8.50. Such annual dues include the following amounts payable to: The National PTA = \$1.75, The State PTA = \$5.25, Everett Council = \$0.50, and an annual fee of \$35.00 to Everett Council. Each member shall have one voice and one vote. Active PTSA members in good standing shall be entitled to serve in any of its elective positions. Final payment of dues of the Board of Directors shall be October 20th of each year. All students are recognized as honorary members.

The association shall conduct an annual membership campaign beginning in the fall of the school year and shall make membership available throughout the year.

Final deadline for the payment of dues by the Executive Committee Members shall be October 31st of each year or seven (7) days after their appointment or election.

Gateway Middle School PTSA 7.3.72

Standing Rules 2009-2010

All ASB member students of Gateway Middle School in good standing shall be considered honorary members of this PTSA without voice, vote or the privilege of holding office.

Voting delegates to the Everett Council shall be the President, Principal and two (2) delegates appointed by the Board.

ARTICLE III – OFFICERS AND THEIR ELECTION

The elected officers of the unit, the Executive Committee, shall consist of the President, Vice President – Volunteers, Vice-President – Ways & Means, Secretary, Treasurer and Membership Chair(s). Any elected position other than the Treasurer may be held by two (2) persons. These elected officers make up the Executive Committee.

The Executive Committee will be elected by annual ballot at a general meeting in the spring. If there is only one nominee for any office, it will be the order of the Secretary to move that the nominating ballot by the elective ballot. Nominees for President shall have been an active member for one (1) year in a local PTSA/PTA.

Officers will assume their official duties on July 1st and shall serve for the term of one year. An elected officer shall not be eligible to serve more than two (2) consecutive terms in the same office.

A majority of the Executive Committee will constitute a quorum. The Executive Committee and Board of Directors will meet on a regular basis agreeable to the majority of the Board. The meeting schedule and times will be set at the first Board meeting of each year.

The Nominating Committee will nominate at least one eligible person for each office to be filled and report its nominees at least fifteen (15) days prior to the general meeting scheduled for election of officers, at which time additional nominations will be taken from the floor. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

Installation of new officers will take place at a general meeting.

If a vacancy occurs in an office, the Board of Directors will elect an acting officer to serve until the next general meeting, where nominations shall be taken from the floor to fill the un-expired term. The acting officer is elected by a majority vote.

Gateway Middle School PTSA 7.3.72

Standing Rules 2009-2010

ARTICLE IV – DUTIES OF OFFICERS

All Officers shall:

Perform the duties prescribed in the parliamentary authority in addition to those outlined in these standing rules and or amendments and those assigned from time to time.

Keep a notebook of activities and recommendations pertaining to his/her office of chairmanship. This notebook along with accumulated state and national material and an annual committee report shall be turned over to the President by June 15th of each year.

The duties of the Executive Committee are outlined in a separate document Gateway Middle School PTSA Officers' Job Descriptions.

ARTICLE V – BOARD OF DIRECTORS

The Board of Directors will consist of the Executive Committee of the Association, the chairpersons of the standing committees, the school Principal, the Assistant Principal, Associated Student Body (ASB) Advisor(s), an ASB student representative and at least one Teacher Representative to PTSA. A minimum of 10 Board Directors members will constitute a quorum. The Board of Directors will meet on a regular basis agreeable to the majority of the Board. The meeting schedule and times will be set at the first Board meeting of each year. The ASB student representative is an honorary member without voice, vote or the privilege of holding office as described in Article II.

Special meetings of the Board of Directors may be called by the President or by five (5) members of the Board of Directors with three (3) days notice being given. Any elected Officer, by a majority vote of the board, shall constitute dismissal from that body if the person misses two (2) consecutive board meetings (without advising a member of the Executive Committee) or fails to fulfill their duties.

Duties of the Board:

- A. To transact necessary business in the intervals between general meetings and such other business as may be referred to the Board.
- B. To create new standing committees and to approve their plans.
- C. To present recommendations for action at the general meetings.
- D. To approve routine bills above the limits of the budget and to reallocate funds for operation expenses; and
- E. To determine meeting dates and their locations.

Gateway Middle School PTSA 7.3.72

Standing Rules 2009-2010

ARTICLE VI – GENERAL MEMBERSHIP MEETINGS

General meetings of the association shall be held at least three (3) times during the school year to cover the following business:

- (a) to approve the budget;
- (b) to approve the Standing Rules when revised;
- (c) to elect a Nominating Committee; and
- (d) to elect the officers for the ensuing year.

A minimum of fifteen (15) days, and not more than fifty (50) days, notice should be given regarding a date for these meetings.

A minimum of ten (10) members in good standing, shall constitute a quorum for the transaction of business in any general meeting, all members having been notified of the meeting.

ARTICLE VII – DELEGATES

Delegates to the WSPTA Annual Convention shall consist of the incoming President and at least one other newly elected officer, recommended by the incoming President. The delegates' expenses shall be paid in full. The vote of this PTSA for the position of Washington State PTA Region Director shall be determined by the Board of Directors.

Voting delegates to the Everett PTSA Council will be the President(s), the Principal, Legislative Chair and at least one (1) delegate or alternate. Four (4) voting delegates are allowed at each Council meeting. The vote of this unit for the Service Area Vice President will be by the Board of Directors.

The delegate(s) to the Legislative Assembly shall be the chairperson of the committee and shall vote on behalf of and as dictated by the Gateway PTSA membership. If such delegate cannot attend, then the delegate shall be appointed by the Board of Directors and if it fails to do so, then by the President.

ARTICLE VIII – STANDING & AD HOC COMMITTEES

Standing and Ad Hoc Committees shall consist of the following:

Audit Committee	Guardian Wear	Reflections
8 th Grade Reception	Guardian Awards	Staff Appreciation
Book Fair	Legislation	Standing Rules
Box Tops	Membership	Student of the Month
Budget	Newsletter	Student Store
Dance Chaperones	Nominating	Webmaster
Emergency Preparedness	PTSA Awards	Yearly Goals & Spending

Gateway Middle School PTSA 7.3.72

Standing Rules 2009-2010

Standing Committee Chairpersons are appointed for a term of one (1) year by the President and approved by the Executive Committee. No person shall serve in the same position for more than two (2) consecutive terms unless no other member accepts appointment to the position. The Board of Directors must approve, by majority vote, appointment of any person serving in the same position for more than two (2) consecutive terms. Any appointed chairperson, by a majority vote of the board, shall be declared vacant if the person misses two meetings or fails to fulfill their duties. Chairpersons are responsible to keep committee expenses within budget, or to seek approval prior to the event for any overages. Each committee should have two (2) members in addition to the chair unless approved by the Executive Committee. All Standing and Ad Hoc Committee Chairpersons will keep a notebook of activities and recommendations pertaining to his/her committee. This notebook along with an annual committee report shall be turned over to the President by June 15th of each year.

Ad Hoc Committees and Chairpersons will be appointed by President with approval by the Executive Committee as needed to meet the needs of the association. No person shall serve in the same position for more than two (2) consecutive terms unless no other member accepts appointment to the position. The Board of Directors must approve, by majority vote, appointment of any person serving in the same position for more than two (2) consecutive terms. Any appointed chairperson, by a majority vote of the board, shall be declared vacant if the person misses two meetings or fails to fulfill their duties. Chairpersons are responsible to keep committee expenses within budget, or to seek approval prior to the event for any overages. Each committee should have two (2) members in addition to the chair unless approved by the Executive Committee. Ad Hoc Committee Chairpersons will be invited to attend Board of Director meetings as needed. Ad Hoc Committee Chairpersons will keep a notebook of activities and recommendations pertaining to his/her committee. This notebook along with an annual committee report shall be turned over to the President by June 15th.

Budget Committee shall consist of at least the in-coming and out-going Executive Committee, with input from appropriate Board of Director members. The Budget Committee will prepare a preliminary budget for the coming year. This budget will be presented to the general membership for approval in the spring, prior to the last day of school.

Emergency Preparedness shall consist of at least two (2) members, in addition to the chairperson.

Nominating Committee will be elected at a general meeting at least one (1) month preceding the election of officers. It will consist of at least three (3) members, but not more than seven (7). The members of the Nominating committee shall have paid their membership fees at least one (1) month preceding their election. No person will be eligible to serve two (2) consecutive years on this committee and shall adhere to all Washington State PTA guidelines.

Gateway Middle School PTSA 7.3.72

Standing Rules 2009-2010

PTSA Awards Committee (Golden Acorn, Outstanding Educator, and Outstanding Advocate) shall consist of a cross section of PTSA members, which may include faculty members, past award recipients and students. The committee will consider only names submitted in writing by the unit members by the stated due date. Award presentations will be made at a general meeting or school assembly.

Standing Rules Committee shall consist of at least two (2) of the out-going and two (2) or more of the in-coming members of the Executive Committee.

Yearly Goals & Spending shall consist of at least four (4) members, in addition to the chairperson.

ARTICLE IX – BUDGET AND FINANCE

Changes to the approved budget will be submitted to the Board of Directors at the first fall meeting for approval and will then be submitted to the general membership at the first general membership meeting.

The monies of the Gateway PTSA will be handled with two (2) signatures: the President(s) and/or the Treasurer(s) and/or those of a minimum of one (1) or a maximum of two (2) alternates from the Executive Committee.

The Treasurer will have the authority to pay all the budgeted expenses up to **120%** of the approved budget line item. All non-budgeted expenses shall be brought before the Board of Directors for approval.

The PTSA shall maintain a separate reserve account in the amount of \$2,000 to be replenished each school year.

Permission is granted to the Board of Directors to re-allocate up to \$500.00 from one Budget line item to another.

All reimbursement requests shall include a receipt and shall be submitted to the Treasurer within 60 days of purchase. All requests for reimbursement must be received by the last full day of school of the school year.

Requests for non-budgeted PTSA funds in an amount over \$250.00 shall be made in person with accompanying written documentation. In-person presentations shall be scheduled through a member of the Executive Committee for the next scheduled monthly meeting of the Executive Committee and Board of Directors.

Should this PTSA receive a NSF check, the bank's service charge fee will be charged in addition to the original check amount. If the NSF check or checks are not paid by June 30th, then the PTSA will not accept any checks from this individual in the future.

Gateway Middle School PTSA 7.3.72
Standing Rules 2009-2010

ARTICLE X – PARLIMENTARY AUTHORITY

The State PTA By-Laws and Robert's Rules of Order, Revised, will govern the Association in all cases in which they are applicable and in which they are not in conflict with these Standing Rules.

ARTICLE XI – STANDING RULES

These Standing Rules may be read by request at any of the general meetings. The Standing Rules shall be reviewed annually by the Standing Rules Committee. The Standing Rules may be amended or rescinded at any general meeting by a majority vote.

Revised: September 17, 2009, as approved by the general membership.

Approved: _____