

# Daniel Bagley PTA Standing Rules

## SECTION I: General Information and Documentation

1. The name of this PTA unit shall be Daniel Bagley PTSA, local number 6.15.40.
2. This unit was incorporated as a nonprofit corporation in the State of Washington on December 15, 1984. It is the responsibility of the unit to file an Annual Corporation Report prior to March 1 annually. The unit's incorporation number is 2-354416-6.
3. The unit's Federal Employer Identification Number is 91-1283709.
4. This unit was recognized by the IRS as a tax exempt organization on October 17, 1985, under Section 501(c)(3). The tax-exempt status of the PTSA was confirmed on August 12, 1997, and reconfirmed in fall 2001. The IRS informed the PTA that no further application was required as long as appropriate annual filings with the IRS are completed.
5. This unit shall keep at least two copies of each of its legal documents in two separate locations. Legal documents include but are not limited to
  - a. A current copy of the Washington State PTA Uniform Bylaws.
  - b. A current copy of the PTSA's standing rules
  - c. A copy of incorporation information and materials as follows:
    - (1) PTSA's Articles of Incorporation, including any and all amendments.
    - (2) Certificate of Incorporation, including any and all amendments.
    - (3) Annual Corporation Renewal form for past five (5) years.
  - d. A copy of Internal Revenue Service information and materials as follows:
    - (1) Letter assigning the PTSA Employer Identification (Tax Payer Identification) Number.
    - (2) Application for Tax Exempt Status.
    - (3) Letter of Determination (Recognition) of Tax Exempt Status.
    - (4) Form 990 or 990EZ for the past ten (10) years.
    - (5) All correspondence with the IRS.
  - e. A copy of the Certificate of Insurance.
  - f. A copy of any and all Hold Harmless Agreements.
  - g. A copy of Charitable Solicitations Act information and material as follows:
    - (1) PTSA registration form for past five (5) years.
    - (2) Letter from Secretary of State's Office acknowledging registration.
  - h. Bank account information:
    - (1) List of bank(s) where PTSA has an account and account numbers.
    - (2) A current list of authorized signatures and a list from previous three (3) years.
  - i. A list of any equipment owned by the PTSA.
  - j. A current copy of the *PTA and the Law* handbook.
  - k. A current copy of *Washington State PTA Money Matters* booklet.
  - l. A copy of all current contracts in addition to all contracts signed by the PTSA for the prior three (3) years.
  - m. A copy of all grant agreements executed for the benefit of Daniel Bagley Elementary School.
6. The PTSA shall require the signature of two elected officers, in their capacity as PTSA officers, on any and all legal documents and contracts.

## SECTION II: Membership

7. The membership fees of this unit shall be enough to cover the combined membership service fees and assessments imposed by the National PTA, the Washington State PTA, and the Seattle Council PTSA plus a small assessment not to exceed \$2.50 to benefit the Daniel Bagley PTA. The PTA Board will vote on the dues annually and inform Daniel Bagley families of the individual fees at the beginning of the school year. Members may join the unit at any time but dues shall cover an annual cycle consistent with the budget year (July 1–June 30).
8. The students at Daniel Bagley Elementary School shall be considered honorary members of this unit without voice, vote or privilege of holding office.
9. A quorum for a general membership vote shall consist of 20 percent of the current year's members.

## SECTION III: Officers

10. The elected officers of this unit shall be president, vice-president, secretary, and treasurer. The positions of president, vice-president, secretary and/or treasurer may be shared between two people. Duties of the officers are outlined in Article 5, Section 7, of the Washington State PTA Uniform Bylaws.
11. The elected officers shall have official signing authority for all official business transactions, including the authority to be a signer on the PTA bank account, insurance documents, grant applications and tax returns.
12. A PTSA Officer nominating committee shall be elected in accordance with Article 5, Section 5, of the Washington State PTA Uniform Bylaws. The nominating committee shall consist of at least three (3) members.
13. Officer elections shall take place in conjunction with the spring Art Walk and/or during a two-week period in May or June for the coming year. Officers shall be elected by a quorum of the membership.
14. The elected officers shall constitute the Executive Committee. A majority of those on the committee shall constitute a quorum. The executive committee shall:
  - a. Select members of the Board of directors for a term of one (1) year.
  - b. Review the standing rules annually.
  - c. Refer recommendations to the Board and/or general membership for action.

## SECTION IV: PTSA Board

15. The PTSA Board shall consist of the Executive Committee and up to six (6) of their appointees. On an annual basis, in either a Board meeting or general meeting, the Executive Committee shall nominate and appoint other PTSA members who demonstrate a commitment to the work of the PTSA Board.
16. A majority of those on the Board shall constitute a quorum.
17. A vote by a quorum of the PTSA Board may determine whether any specific issue requires a membership vote for approval (with the exception of PTSA budget changes which are governed by line 20 below).

18. All other voting rules and procedures are governed by Washington State PTA Uniform Bylaws.
19. An Office or Board position shall be considered vacant if that person misses two consecutive meetings unless excused by the president.

#### SECTION V: Budget

20. The budget year runs from July 1 to June 30. By March 1 of each year, the treasurer shall form and lead a budget committee of at least four people. The committee shall prepare a proposed budget for the following year to present to the PTSA Board by the May Board meeting. The Board will present its approved budget to the membership for voting in conjunction with the spring Art Walk and/or during a two-week period in May or June. In preparing the budget, the budget committee shall get feedback from the membership about spending priorities through surveys and other methods as appropriate. The budget shall reflect the spending goals of the membership as well as the fundraising activities for the coming year.
21. The PTSA Board shall have limited authority to make changes to the budget during the year without a vote from the membership. The Board may approve budget changes of up to 25 percent per line item. Total changes exceeding \$2,500 or 10 percent of the budget, whichever is smaller, must be presented to and approved by the membership.

#### SECTION VI: Meeting Schedules

22. General membership meetings of this unit shall be held at least three (3) times during the year. The Board shall determine the meeting time and place in order to maximize participation by the membership.
23. Board meetings shall be held monthly at a time convenient to the current Board. These meetings shall be open to the general membership. The secretary shall record minutes from both the Board meetings and the General membership meetings including discussions, decisions and action items. Meeting minutes shall be posted for general membership review within two weeks. The secretary shall also serve as the timekeeper during all meetings.
24. The order of business for meetings of this unit shall be:
  - a. Call to order
  - b. Approval of minutes
  - c. Financial report
  - d. Reports
  - e. Unfinished business
  - f. New business
  - g. Program
  - h. Announcements
  - i. Adjustments

The president may modify this as necessary.

## SECTION VII: Committees

25. The standing committees shall be reestablished each year by June 30. At a minimum they shall include Fundraising, After-School Programs, Recognition, Family Events and Membership. Other committees will be established to reflect and implement the PTSA's goals for the following year.
26. All fundraising activities shall be reviewed and decided on annually, in conjunction with the spring budgeting process (see Section V, 20). All fundraising activities shall be under the general supervision of the Fundraising Chairperson and the President. Subcommittees for fundraising will be established to carry out specific fundraising goals.
27. All committee chairs shall be current PTSA members. Committee chairs that demonstrate a commitment to serving on the Board shall be given priority appointment.
28. Golden Acorn Award(s) shall be presented annually to an outstanding volunteer(s) as finances allow or if regarded as a priority by the Board.

## SECTION VIII: Council Level and State PTA Protocol

29. Voting delegates to the Seattle PTA/PTSA Council shall be the president and up to three (3) authorized delegates (See Article IV, Section 2, in PTA Uniform Bylaws).
30. The vote for this unit for the service area vice-president shall be by Executive Committee action.
31. The voting delegates to the annual State PTA Convention shall be elected according to the PTA Uniform Bylaws (Article XII, Section 2b).
32. Voting delegates to the State PTA Legislative Assembly shall be the legislative chair unless otherwise designated by the Board.

## SECTION IX: Governance

33. Changes to the standing rules must be approved by a majority vote of the membership. Each year the Executive Committee shall review the standing rules and propose any changes by the November General Meeting.
34. Parliamentary authority shall be *Robert's Rules of Order Newly Revised*.
35. These standing rules are used in conjunction, but not in conflict with the Uniform Bylaws from the Washington State PTA.

## SECTION X: Fundraising

[also see: Section V, 20, and Section VII, 26]

36. All money raised through PTA activities will go into the PTA general fund. With board approval exceptions can be made for fundraising events to benefit specific Daniel Bagley programs—such as Art; Health and Fitness; Library; and Technology—that benefit or have the potential to benefit all students. The PTA does not support, endorse, or allow use of its tax deductible status for fundraising activities that are solely for a particular classroom at Daniel Bagley.

37. All parent fundraising is bound by the PTA Standing Rules. Cash donations handled by any Bagley parent are subject to internal control procedures. It is the responsibility of any parent conducting fundraising to abide by these procedures and rules.

Proposed September 1998, Approved October 1998. Revisions Proposed October 2000, Revisions Approved November 2000. Revisions Proposed November 2001, Revisions Approved December 3, 2001. Revisions Proposed October 13, 2007, Revisions Approved October 25, 2007. Revisions Proposed May 29, 2009, Revisions Approved June 5, 2009. Revisions Proposed May 21, 2012, Revisions Approved June 1, 2012.