

INGLEWOOD MIDDLE SCHOOL PTSA 2.8.73

2017-2018 STANDING RULES

Approved on September 12, 2017

IMS PTSA shall adopt standing rules to govern out organization in conformity with the rules and regulations of the Washington State PTA (WSPTA) Uniform Bylaws, and such standing rules shall not be in conflict with WSPTA Uniform Bylaws. The Council shall be governed by all WSPTSA Uniform Bylaws not specifically addressed by these Standing Rules.

NAME

1. The name of this PTSA local unit is: INGLEWOOD MIDDLE SCHOOL PTSA 2.8.73. It was chartered in March DAY 1991. Its National PTA local unit number is 029281.

LEGAL STATUS

2. This PTSA serves the children in the Inglewood Middle School community.
3. This PTSA was incorporated on May 17, 1991 and assigned UBI 601-319-465. The Treasurer is responsible for filing the annual corporation report. This unit's Federal Employer Identification Number can be found in the secretary's legal documents binder.
4. This PTSA is registered under the Charitable Solicitations Act, registration number 2222. The Treasurer is responsible for filing the annual registration.
5. This PTSA was granted tax-exempt status under 501(c) (3) of the internal revenue code on May 17, 1991. A copy of the letter of determination is filed in the legal documents binder maintained by the secretary. The treasurer, is responsible for filing IRS Form 990 or Form 990 EZ prior to November 15 if required. Copies of the current and past years' returns are located in the legal documents binder maintained by the secretary.
6. The IMS 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 documents binder maintained by the secretary.
7. Per the Washington State PTA Uniform Bylaws, we will annually review and complete sign, and submit the WSPTA Standards of Affiliation agreement by the required date no later than October 31st.

MEMBERSHIP

8. Membership of this PTSA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members and any other persons that support and encourage the purpose of the PTSA. Students under the age of 18 may join this PTSA and are entitled to a voice and vote; however they are not allowed to hold elected positions within the PTSA.
9. The membership service fees for this PTSA shall be \$20 for 2 people, \$15 for one person, \$10 for staff members. All paid members have a voice and vote at IMS PTSA general membership meetings.
10. The students of Inglewood Middle School shall be considered honorary members of this unit without voice, vote, or the privilege of holding office. However, the students may assist on committees. If a student joins PTSA, they shall have a vote at meetings.

OFFICERS

11. The elected officers of this PTSA shall be President, Vice President of Fundraising, Secretary, and Treasurer. The officers elected must be members of IMS PTSA and will constitute the Executive Committee. In the event that the President position is deemed vacant, the Vice President of Fundraising shall assume the role of President.
12. Two (2) people may hold any elected position, except the position of Treasurer. Shared positions shall be entitled to two (2) votes at a Board of Directors' meeting.
13. Officers shall be elected before June at a general meeting for a term of one year and shall assume office July 1. No person shall serve in the same office for more than two (2) consecutive terms.
14. All Executive Board Members shall attend at least one training session per year, and at least one officer shall attend PTA and the Law each year, in accordance with Washington State PTA bylaws.
15. An elected office shall be declared vacant if the officer misses two (2) consecutive meetings unless excused by the presiding officer.

16. An officer of this PTSA may be removed from office by a two-thirds vote of the membership present at a regularly scheduled meeting or at a meeting called for such purpose, should there be cause for removal, such as violation of the ethics, policies, or principles of PTSA.

(number change)

BOARD OF DIRECTORS

17. The Board of Directors of this PTSA shall consist of the elected officers and the following Directors: Communications, Volunteers, Legislative Advocate, ASB Liaison, Membership, and Programs. The principal shall be a non-voting, honorary member who serves in an advisory capacity.
18. The Board of Directors shall attend all board and general membership meetings.
19. Voting delegates from IMS PTSA to the Lake Washington PTSA Council shall be the President. Additional delegates and alternates shall be determined by the president.
20. The vote of this PTSA for the position of the Washington State PTA Region Director shall be the president unless otherwise designated.
21. The voting delegates to the annual WSPTA convention shall be determined by the Board.
22. The voting delegates to the Legislative Assembly shall be the Legislative Advocate and others as appointed by the Board.
23. All board members must be current members of Inglewood PTSA and are an approved LWSD volunteer.

MEETINGS

24. The Board of Directors meetings will be held monthly, unless otherwise indicated. The quorum shall be a majority of the Board.
25. The regular general membership meetings of this unit shall occur 4 times a year with the date and time set at the September board meeting. The purpose of these meetings is to adopt the annual budget, adopt the standing rules, elect the nominating committee, and elect officers.
26. The quorum for general membership meetings shall be ten (10).
27. The annual operating budget shall be approved in spring at the last general membership meeting by a majority vote of the PTSA members.
28. Any non- allocated expenditure from unit funds in excess of \$1,000 must be approved by the general membership by a majority vote. Allocations to the budget in amounts up to \$999 may be approved by a majority vote of the Board of Directors. Allocations exceeding \$1,000 must be approved by a majority vote of the Membership quorum.
29. A special membership meeting may be called by the president, a majority of the board of directors, or by five percent of the local PTSA membership currently enrolled in the WSPTA membership database. Notification of place, date, time and purpose of the meeting shall be provided to members at least ten days before the special meeting in a manner specified in the standing rules.

(number changes)

FINANCES

30. This unit shall conduct a bi-annual financial review of its finances.
31. A minimum of three signatures of elected officers shall be on the signature card for this unit's authorized bank account. The officers shall be the Treasurer, President and one designated officer.
32. This unit shall keep two (2) copies of each of its legal documents in two (2) separate locations. The Secretary shall be responsible for maintaining the original copy and providing an updated copy to the Treasurer.
33. All reimbursement shall include a receipt and shall be submitted to the Treasurer within 30 days of purchase. All requests for reimbursement must be received by June 15th.
34. Bank statements must be reviewed and initialed by a non-check-signing elected officer.

COMMITTEES

35. The committee chairs of this PTSA may include, but not be limited to: Financial Review, Awards, Dance Chaperones, DATA Week, Health Screening, Health Room, Pictures, Reflections, 8th Grade Celebration, August Prep Days, Netbooks, Nominating Committee, Scholarship, Special Needs, Staff Appreciation
36. All committee chairs must be current members of Inglewood PTSA and an approved LWSD volunteer.

STANDING RULES

36. These Standing Rules shall be adopted annually by a majority vote at the first Membership meeting.

37. The Standing Rules may be amended at any regular Membership meeting by a two-thirds vote or, if previous notice is given, by a majority vote.