



## **Boston Harbor PTA 4.5.10 Standing Rules**

(Adopted June 2018; Revised August 2021)

The name of this Parent Teacher Association is Boston Harbor PTA (hereinafter “BH PTA”) 4.5.10. The PTA was originally incorporated on 12/17/1984. Corporation and UBI numbers are located in the Treasurer’s records. The treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA. The PTA is registered under the Charitable Solicitations Act, registration #520. The Treasurer is responsible for filing the annual registration by the required deadline to avoid penalties. The Treasurer will notify the board and membership of filings at the next membership meeting.

This PTA was granted tax-exempt status under section 501-3. The current Treasurer, with assistance from the outgoing Treasurer, is responsible for filing the appropriate tax forms prior to November 15, if required.

### **MEMBERSHIP & FEES**

The membership service dues for this PTA shall be **Fifteen Dollars (\$15.00) per person or Twenty Five Dollars (\$25.00) per family (2 people)**. Membership dues from this total are allocated as follows:

\$5.75 Washington State PTA

\$2.25 National PTA

The balance supports Boston Harbor PTA activities and operations

The membership dues for the PTA shall be established through the budget process and adopted for the subsequent year along with the overall PTA budget. The membership dues must be sufficient to cover the per-member dues assessed by the Washington State PTA and the National PTA. Any remaining balance will become part of the general operating funds of the BH PTA.

Students of Boston Harbor School shall be considered honorary members of BH PTA without voice, vote, or the privilege of holding office in order to participate in gambling activities.

## **MISSION**

Actively collaborate with the administration to create a welcoming and positive environment by providing resources to enhance the learning experience; strengthen community relationships; and support students, families, and staff at BHS through our programs and activities.

## **EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the elected officers. The elected officers for the BH PTA shall be President, Vice President of Membership/Activities, Vice President of Fundraising, Vice President of Communications, Treasurer, and Secretary. All offices, with the exception of Treasurer, may be held jointly by two (2) people. Each co-position is entitled to one vote per position at a board of directors meeting, with the individual holders rotating voting privileges (every other meeting).

Officers for the BH PTA shall be elected annually at a general membership meeting for a term of one (1) year. No person shall be elected to serve in the same office for more than two (2) consecutive terms. Each elected officer must follow all rules and by-laws of the local, state and national PTA including attending one mandatory training session per calendar year as passed by the Washington State PTA in May 2011. Each elected officer shall be a member of the BH PTA.

## **STANDING COMMITTEES**

The three (3) BH PTA standing committees shall be Membership/Activities, Fundraising, and Communications. Each standing committee shall have committee chairs to lead BH PTA programs and activities. The Vice President of Membership/Activities, the Vice President of Fundraising, and the Vice President of Communications shall supervise the committee chairs whose responsibilities fall under their area of authority. Additional information about the standing committees and committee chairs shall be found in the BH PTA Standing Committees Roles & Responsibilities document.

## **BOARD OF DIRECTORS**

The Board of Directors of BH PTA shall consist of the Executive Committee and the committee chairs of the three (3) standing committees. All members of the Board of Directors shall be members of the BH PTA.

The Board of Directors shall:

- 1) Meet as needed to transact necessary business between meetings of the membership and other such business as may be referred by the membership;
- 2) Per the Washington State PTA Uniform Bylaws, we will annually review, complete, sign, and submit the WSPTA Standards of Affiliation Agreement the by the required deadline.

- 3) Review the budget prior to its annual submission to the general membership;
- 4) Approve committee plans on an ongoing basis based on current budget forecasts and financial conditions; and
- 5) Present recommendations to the general membership for action.

A majority of those currently serving on the board shall constitute a quorum for the purpose of this section. A quorum must be present at any board meeting to conduct business.

### **GENERAL MEMBERSHIP MEETINGS**

BH PTA's general membership shall meet no fewer than four (4) times per year with a recommendation of September, February, April and June of each school year. Any change made to scheduled general membership meetings shall be communicated to the membership at large. Meeting agendas will be set by the president prior to the meeting.

In accordance with Washington State PTA Uniform Bylaws, the general membership of the PTA shall conduct business that includes, but may not be limited to, the following:

- 1) Adoption of standing rules for BH PTA. Standing rules shall be reviewed, updated and approved annually. Rules may **be provided for public review at the May meeting** and presented for **approval at the June meeting**. Rules cannot contradict State PTA and government laws and shall govern the entire BH PTA. Adoption of standing rules, and any changes throughout the year, must be voted on by the general membership and passed with a majority vote, if a quorum is present.
- 2) Election of the nominating committee. The nominating committee will consist of at least three (3) members, which shall be elected at a general membership meeting, with a majority vote if a quorum is present, at least thirty (30) days prior to the election of officers. Typically **this activity occurs at the February meeting**. Neither the president nor the school principal is eligible to serve on the nominating committee. No person shall serve two (2) consecutive years on this committee.
- 3) Election of officers. The election of BH PTA officers typically **occurs at the April meeting**. The nomination of candidates shall be submitted to the membership in writing at least fifteen (15) days prior to the election. A majority of all votes is necessary to elect, if a quorum is present.
- 4) Adoption of the budget. The general membership of the BH PTA shall approve its annual operating budget in the spring of each year, for the following year. This activity **shall occur no later than the June meeting**.

A quorum is required to conduct business. A quorum of the general membership is defined as no less than ten (10) BH PTA members. Voting by absentee or electronic ballot is prohibited with two (2) exceptions as follows:

- 1) Election of the nominating committee positions, only when a quorum isn't otherwise present; and
- 2) Election of officers, only when a quorum isn't otherwise present.

In accordance with Washington State PTA Uniform Bylaws, proxy voting is not allowed under any circumstance.

## **PTA FINANCES**

Any unbudgeted expenditure made by the PTA exceeding \$50 must be approved by a majority vote of those present at the board meeting\*. Unbudgeted expenditures under \$50 may be approved by only two board members. The Board of Directors may reallocate funds during the year as necessary for continuity of PTA operations. All reallocated expenditures must be approved with a majority vote by the board. A majority of those currently *servicing* on the board shall constitute a quorum for the purpose of this section. \*A quorum must be present at any board meeting to conduct business.

- Funds allocated to particular projects or supplies that are specifically designated to carry over to the next fiscal year will remain a designated budget item for that specific project/supplies in the PTA budget, until spent or removed as a designated budget item by a majority vote of the membership present at the general membership meeting.
- BH PTA will keep no less the \$3,500 in reserve as carryover funds for the next school year. This amount will be divided between the checking account and the savings account, at the discretion of the treasurer.
- The BH PTA shall maintain its original legal documents in a secure location, under the supervision of the treasurer. Copies are made and maintained in a legal documents notebook for review as needed by other board members.
- The BH PTA's monthly bank account statements shall be provided unopened to a person appointed by the Board of Directors. 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 to the executive committee any concerns or discrepancies identified in the review. If no concerns or apparent discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the Treasurer.
- BH PTA will maintain signatures on file for three elected officers, who shall include the president(s) and treasurer, and another elected officer, as determined by the president, as needed.
- All reimbursement requests shall be submitted to the treasurer, on the approved form with corresponding purchase receipt attached. Reimbursement requests shall be for

purchases in accordance with the approved BH PTA operating budget, or shall have approval by the Board of Directors for an unbudgeted expenditure, as referenced in this section.

- All reimbursement requests shall be submitted within 60 days of the purchase date; all requests for reimbursement must be received by the last day of school. Exceptions to this timeframe will require approval of the president.
- A special "Think Big" fund, first adopted in October, 2005, refers to the process of partnering with school staff and administration to identify and fund a project that may require a two-year period for completion when monies above the routine operating funds are available (surplus funds). When such a surplus is present, the BH PTA shall incorporate a "Think Big Grant Fund" into the annual budget. School staff and administration as well as members of the BH PTA at large will then research and propose potential projects to the PTA general membership for approval.
- It is the intent of this process to allocate surplus monies raised as soon as possible, to allow those families who participated in fundraising efforts to experience the benefit of these efforts.
- If a suitable project for the Think Big Grant Fund is not identified when a surplus is first available, the surplus will stay in Think Big Grant Fund budget line until a new project can be determined and approved by the general membership.
- BH PTA will conduct an annual end-of-year financial review as defined in the Washington State PTA Treasurer's *Money Matters Handbook*. This shall be conducted by a financial review committee, consisting of three (3) BH PTA members appointed by the president(s) at a general membership meeting. The three financial review committee members must not have had check-signing privileges during the current year being reviewed. The financial review shall be completed after the end of each fiscal year (June 30) but no later than September 30 or when a new treasurer is put in place.