



Standing Rules for Boston Harbor PTA

Approved June 15, 2022

Name and Identification

The name of this PTA is Boston Harbor PTA (hereinafter "BHPTA", Washington State PTA number 4.5.10. It was chartered on 12/17/1984. Its National PTA number is 4.5.10.

PTA Purpose and Community

This PTA serves the children in the Boston Harbor Elementary school community, which includes the residences and businesses in the Boston Harbor school enrollment area.

Incorporation

This PTA was incorporated on 12/17/1984. The treasurer is responsible for filing the annual corporation report. The registered agent for this corporation is Washington State PTA. The Employer Identification Number (EIN) is kept in the legal document notebooks in the custody of the PTA president and secretary.

Charitable Solicitations

This PTA is registered under the Charitable Solicitations Act, registration number 520. The treasurer is responsible for filing the annual registration by May 31 to avoid penalties.

Tax-exempt Status

This PTA was granted tax exempt status under section 501(c)(3) of the Internal Revenue. A copy of the letter of determination is filed in the legal document notebooks maintained by the president and secretary.

IRS Filing

The treasurer is responsible for filing the appropriate federal informational return prior to November 15 and providing a copy to the board of directors no later than December 1. Copies of the current and past years' returns are kept in the legal document notebooks maintained by the president and secretary.

Registered Agent

This PTA has designated Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the Internal Revenue Service. Copies of the signed documents making such designation are available in the legal document notebooks maintained by the president and secretary.

Standards of Affiliation

Per the *Washington State PTA Uniform Bylaws*, this PTA will annually complete the *Washington State PTA Standards of Affiliation* agreement in its entirety, and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA. The secretary is responsible for filing required documentation.

Membership

Membership in BHPTA 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 purposes of PTA.

Students of Boston Harbor Elementary shall be considered honorary members of Boston Harbor PTA without voice, vote, or the privilege of holding office, to participate in gambling activities. This clause does not grant the privileges of making motions, participating in debate, voting, or any other benefits of PTA membership. It is necessary to conduct any gaming activities where students will be involved.

Membership Dues and Council Fees

The dues for BHPTA shall be \$15.00 per individual adult membership, and \$25.00 per household membership. All paid members may make motions, participate in debate, and vote at PTA membership meetings.

As of July 1, 2020, the state and national PTA membership dues are \$5.75 and \$2.25, respectively. The balance of membership dues support BHPTA's annual activities and operations.

Membership Meetings and Quorum

Adoption of the budget, adoption of standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at membership meetings.

A calendar of membership meetings adequate to accomplish the business of the association shall be determined by the board of directors.

Each member will receive notice of the place, date, and time of meetings no less than ten (10) days prior to the date of the meeting. A quorum of at least ten (10) members must be present to conduct business, including:

Adoption of the budget

This PTA shall approve its annual operating budget prior to July 1 each year. The board of directors has authority to reallocate any funds budgeted for one purpose for another purpose

by a two-thirds vote. Amendments to the approved budget outside of the reallocation of funds must be approved by majority vote at a membership meeting.

Adoption of standing rules

Standing rules are adopted by the BHPTA membership to govern the PTA's operation. The standing rules must be within to scope of and may not conflict with the Washington State PTA Uniform Bylaws. The standing rules shall be adopted annually by majority vote at the first membership meeting of the school year. The standing rules may be amended at a membership meeting by majority vote when proposed amendments are provided to the membership at least thirty (30) days prior to the vote.

Election of the nominating committee

A nominating committee shall be formed each year to identify PTA members to serve on the executive committee of the Board of Directors for the following school year. The nominating committee will consist of at least three (3) members, which shall be elected at a membership meeting by majority vote if a quorum is present. The BHPTA President and school principal are not eligible to serve on the nominating committee and no person shall serve on the committee two (2) consecutive years. The nominating committee must be formed at least thirty (30) days before the election of officers.

Financial Review Committee Report

A financial review committee with a minimum of three (3) members appointed by the president will review the financial records and present a report at the regularly scheduled membership meeting immediately following the review. Members of this 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 households.

Election of officers

The elected officers of the BHPTA shall be president, vice president, secretary and treasurer. The nominating committee shall submit names of candidates to membership in writing at least fifteen (15) days prior to the election, which shall take place at the June meeting. A majority of all votes is necessary to elect.

Board of Directors

The board of directors of this PTA shall consist of the elected officers and the chairs of the following standing committees: Fundraising, Membership, Communications, and Activities.

Any position of the board of directors may be held jointly by two people, except treasurer which may only be held by one (1) person. Each co-position holder shall be entitled to make motions, participate in

debate, and vote at a meeting of the executive committee or board of directors. No member of the board of directors shall serve more than two (2) consecutive terms in the same position. Each member of the board of directors shall be a member of the BHPTA.

Board of Director Meetings

The president shall set a calendar of regular board meeting dates and times. Special meetings of the board of directors may be called by the president or upon written request of the majority of members of the board of directors. Notification of place, date, time, and purpose of the meeting shall be delivered to each member of the board of directors at least five (5) days prior to the special meeting. Quorum for board meetings is a majority of the sitting board.

The right to make motions, participate in debate, and vote at PTA board of directors' meetings shall be limited to members of the board of directors, unless a motion to suspend the rules is approved by a two-thirds vote.

Committees

The executive committee shall establish committees. Committee chairpersons shall be appointed by the president and approved by the executive committee for a term of one year. All committee chairpersons must be current members of this PTA. A committee chair may be removed from their position by a vote of the board of directors.

Finance

Monthly Financial Reports

The treasurer will submit a monthly financial report to the board of directors.

Legal Documents

The original copy of any legal document shall be kept in a secure location, under the supervision of the secretary. Copies are to be made for the president and secretary and kept in legal document notebooks.

Bank Account

This PTA shall establish one or more accounts in financial institutions as determined by the board of directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal.

The board of directors shall determine which officers shall have signing authority on the PTA bank account.

Independent Review of Bank Statements

The PTA's monthly bank account statements shall be provided 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 discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer.

Payments and Reimbursements

All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the treasurer within 60 days of expenditure. Any requests for reimbursement not submitted prior to the date determined by the treasurer prior to the end of the school year, will be considered a donation to the general fund of this PTA.

No authorized signer will sign a check to themselves or any member of their household. Two authorized signers must sign all PTA checks.

NSF Checks

Should the PTA receive an NSF check, a service fee in the amount of \$25.00 will be charged, in addition to any fees imposed by the PTA's bank. If the NSF check is not paid by June 1, the PTA will not accept any checks from this individual in the future. If more than two (2) NSF checks are received from the same individual during the fiscal year, the PTA will not accept further checks from the individual responsible.

Think Big Fund

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 multi-year period for completion when monies above the routine operating funds are available (surplus funds). When a surplus is present, the BHPTA shall incorporate a "Think Big Grant Fund" into the annual budget. School staff and administration and members of the BHPTA will then research and propose potential projects to the PTA membership for approval.

Policy Review

This PTA shall maintain a policy for online logins and passwords. This policy shall be reviewed and approved yearly by the board of directors. This policy shall reside with the treasurer.