

**2016 – 17 STANDING RULES of
NEWPORT HIGH SCHOOL PTSA**

Approved by General Membership on 2/8/2017

ARTICLE I: IDENTITY

Section 1. The name of this local unit shall be Newport High School PTSA (hereinafter called the NHS PTSA), Local Unit Number 2.3.155, National Unit Number 23042.

Section 2. The NHS PTSA was chartered on March 31, 1980, by the Washington Congress of Parents and Teachers (hereinafter called the Washington State PTA [WSPTA]), an affiliated branch of the National PTA. An annual standards of affiliation contract is to be filed with the WSPTA and signed by the NHS PTSA President and one other officer.

Section 3. The NHS PTSA is a member of the Bellevue PTSA Council (hereinafter called the Council).

Section 4. The NHS PTSA is an independent child advocacy organization in which parents, teachers, and students work together for student support, enrichment, and education. This PTA primarily serves the children in the NHS community, but also serves all children without regard to physical location or school attendance.

Section 5. The WSPTA is the official registered agent with state and federal government agencies for the NHS PTSA.

Section 6. The NHS PTSA is registered with the Secretary of State under the Charitable Solicitations Act, registration number 3262. The Treasurer is responsible for the annual filing of the Charitable Solicitations Renewal Form by May 31.

Section 7. The NHS PTSA, incorporated in the State of Washington on November 29, 1977, was assigned Corporation Account number 2-276749-5, File number D276749, and Unified Business Identifier number 601 749 841. The Treasurer is responsible for filing the nonprofit corporation annual report by March 31st.

Section 8. The NHS PTSA was granted federal tax-exempt status under section 501(c)(4) on May 20, 1977.

Section 9. The NHS PTSA was granted federal tax-exempt status under section 501(c)(3) on October 17, 1997.

Section 10. The NHS PTSA's Federal Employer Identification Number (EIN) can be found in the Legal Notebook.

Section 11. The Treasurer shall be responsible for the annual filing of IRS Form 990, if applicable, by November 15th (the 15th day of the 5th month following the fiscal year end).

Section 12. The fiscal year runs July 1 to June 30th and may only be changed upon IRS approval.

ARTICLE II: MEMBERSHIP SERVICE FEES

Section 1. A NHS PTSA parent membership fee is fifteen dollars (\$15.00) per person, optionally twenty-five dollars (\$25.00) per family (two parent membership).

Section 2. NHS PTSA staff membership fee is ten dollars (\$10.00) per person.

Section 3. Newport High School students are honorary members of the NHS PTSA with a voice, but without a vote or the privilege of holding office. Student members who pay ten dollars (\$10.00) membership fee have full member privileges: voice, vote, and office-holding. Only students over the age of eighteen are eligible to hold office.

Section 4. Membership dues are valid from September 1 to October 31st.

ARTICLE III: OFFICERS

Section 1. The elected officers of the NHS PTSA shall be President, Vice President, Secretary, and Treasurer. The elected officers shall compose the Executive Committee.

Section 2. Any elected position may be held jointly by two (2) people. Each co-position holder shall be entitled to voice and vote at Executive Committee, Board of Directors, and General Membership meetings.

Section 3. Officers shall be elected by the general membership by June 30 and take office on July 1. All elected officers must be NHS PTSA members in good standing.

Section 4. The Executive Committee shall have the power to declare an office vacant when necessary. An office may be vacant due to (a) Resignation, (b) Ongoing lack of involvement or participation, (c) Sustained lack of communication with regard to the responsibilities of the office.

Section 5. The President and one other elected officer shall co-sign all binding agreements.

Section 6. The signatures of all elected officers shall be on the authorized signature card for all NHS PTSA bank accounts.

Section 7. The President and/or another designated officer by the President shall be an ex-officio member of all standing committees.

Section 8. The Secretary shall be responsible for maintaining the NHS PTSA Legal Documents Notebook and the Treasurer should retain a backup copy.

ARTICLE IV: MEETINGS

Section 1. Executive meetings are held as necessary when holders of the four different officer positions can meet.

Section 2. Board of Directors meetings shall be held monthly during the school years. All Board of Directors meetings shall be open to the general membership.

Section 3. The Executive Committee may call additional Board of Directors or General Membership meetings as necessary.

Section 4. A quorum of the Board of Directors shall amount to a simple majority (fifty percent plus one.) Co-chairs of committees do not have additional votes. Only one vote by each committee or between co-chairs, If a person holds more than one office on the Board of Directors, the quorum is based on the count of positions represented at the meeting compared to the number of positions which should have representation.

Section 5. General Membership meetings shall be held, at a minimum, to approve the Standing Rules elect the Nominating Committee, elect officers, adopt the annual budget, and as necessary to conduct any other business that may properly come before the general membership. All meetings shall be held at the direction of the Board of Directors.

Section 6. A quorum of the General Membership shall amount to ten (10) or more.

Section 7. Special meetings may be called upon written request by a majority of all of the Board of Directors members. Written notice stating the date, time, place, and purpose of the meeting shall be personally delivered, surface-mailed, e-mailed, or communicated by telephone to each member of the Board of Directors at least five (5) days prior to the special meeting.

ARTICLE V: ORGANIZATION

Section 1. The Board of Directors is the decision-making body of the NHS PTSA and is ultimately responsible for the affairs of the NHS PTSA. As such, the Board's primary duty is to manage the affairs of the NHS PTSA, keeping in mind its purposes and the best interests of the general membership.

Committee chairs are not authorized to independently make decisions that have a significant impact on parents, teachers, or students without board discussion and approval.

Section 2. The Board of Directors shall be composed of:

- The Elected Officers (a.k.a. The Executive Committee)
- One liaison for each active grade (class) in the school

Four additional board members may be appointed by the Executive Committee or Board of Directors to serve as directors of standing committees.

The Board of Directors shall agree to the Conflict of Interest Policy and Board Commitment Form. In accordance with the Conflict of Interest Policy and Board Commitment Form, all Board Members will exercise a duty of care, loyalty, diligence and fiscal responsibility to the membership, board and organization. All conflicts of interest must be disclosed by Board Members prior to any discussion and/or vote when conflict of interest is an issue.

Section 3. Any Board of Directors position may be held jointly by two (2) or more people. Each co-position holder shall be entitled to voice and vote at Board of Directors and General Membership meetings. All directors must be NHS PTSA members in good standing.

Section 4. Standing Committees. The chairs of standing committees shall report to the Board of Directors: Bellevue Schools Foundation Representative, Ski Swap Manager/Coordinator, Grad Knight (current year) board liaison, Knight Valor Coordinator, Legislative

Representative, Membership Chair, Newsletter Editor, Program Delivery Council Representative, Reflections Chair, and Website Coordinator. The Board of Directors may form other committees or establish dedicated offices as necessary.

Section 5. The number of voting delegates to the annual State PTA Convention shall be determined annually by the WSPTA according to the number of paid NHS PTSA memberships reported to the WSPTA as of January 25th.

Section 6. Voting delegates to the annual State PTA Convention shall be determined in the following order: Outgoing President, Incoming President, Outgoing Treasurer, Incoming Treasurer, Outgoing Vice President, Incoming Vice President, Outgoing Secretary, Incoming Secretary. The Board of Directors shall determine who shall represent the NHS PTSA as visiting delegates.

Section 7. The four voting delegates to the Council shall be determined each year by the Executive Committee.

Section 8. NHS PTSA is eligible to send up to five voting delegates to the state PTA Legislative Assembly. The delegates should include the President and Legislative Chair. The Board of Directors shall determine any other delegates to attend on behalf of NHS PTSA

Section 9. The Board of Directors shall determine this local PTSA's vote for filling the position of WSPTA Region 2 Director and/or Area B Vice President.

Section 10. PTSA Awards may be presented annually to outstanding volunteers and/or educators worthy of recognition. A committee appointed by the Executive Committee shall review nominations and select the recipients. The Awards committee shall also be responsible for applying for WSPTA Awards that the NHS PTSA is eligible.

Section 11. Any additional remaining money from the Senior party shall be evenly distributed to the three other classes of that fiscal year (former Junior, Sophomore & Freshman; current Senior, Junior & Sophomore) to be used for their senior parties.

Section 12. At least one member of the Senior Party Committee must have attended PTSA training in *PTA and the Law* and *Money Matters*.

ARTICLE VI: NOMINATING COMMITTEE

Section 1. The general membership shall elect a nominating committee in January by ballot.

Section 2. The Nominating Committee shall be composed of a minimum of three (3) and a maximum of five (5) members. The person receiving the highest number of votes shall be the chair. In case of a tie for chair, the President shall designate one of the persons receiving the tie vote as temporary chair and the committee shall select its permanent chair at its first meeting.

Section 3. The Nominating Committee shall draw up and submit a written and signed single slate of officers at least fifteen (15) days prior to the election of officers.

Section 4. No person shall be eligible to serve two (2) consecutive terms on the Nominating Committee. (the state bylaws say: "not more than one year.")

ARTICLE VII: GRANTS AND DISCRETIONARY FUNDS

Section 1. The Grants Committee shall be composed of the President, the Treasurer, and three (3) other members in good standing of the NHS PTSA appointed by the President.

Section 2. Grant funds raised prior to January shall be awarded by the end of January (if sufficient grant requests are presented). The Board of Directors may set other grant-award deadlines to disburse additional funds raised, or to satisfy additional grant requests for unallocated grant funds.

Section 3. The Board of Directors shall consider grant requests submitted after a disbursement deadline. This policy shall apply to all financial requests of more than fifty dollars (\$50.00) of any grant or budget request submitted outside a standing committee.

Section 4. The following steps must have been completed before any grant will be considered:

- a. Requests shall be submitted in writing with signed approval from a Newport faculty or staff member to the Executive Committee at least ten (10) days prior to a Board of Directors or General Membership meeting. In the case of an emergency request, the person or group making the request will bring a written request to the meeting in sufficient quantity to share with those present.
- b. All requests shall include a rationale for the expenditure or event and the requesting group's overall budget. Grants can only be considered that fall within the purposes of the NHS PTSA.
- c. The Grant Committee shall secure any necessary additional information, review the request, and present a recommendation to the Board of Directors.

Section 5. Any person or group receiving a grant shall submit to the Treasurer appropriate receipts and a written description of how the funds were used.

Section 6. Discretionary fund(s) may be established in the budget, subject to approval of the membership. The discretionary funds are managed by the administrator of the designated fund without need for prior itemized review or approval.

ARTICLE VIII: BUDGET COMMITTEE

Section 1. A budget committee shall be appointed in April by the Executive Committee to develop the coming fiscal year's budget. The Budget Committee shall be composed of a maximum of twelve (12) NHS PTSA members in good standing.

Section 2. The current year's Treasurer shall chair the Budget Committee. The other members shall be, at a minimum, the Outgoing President(s), the Incoming President(s), and the Incoming Treasurer. The Executive Committee shall appoint other members as necessary.

Section 3. The Board of Directors shall review and agree upon the proposed budget to be recommended for approval at the May General Membership meeting.

Section 4. The Budget Committee may, at the discretion of the Board of Directors, meet during the fiscal year to review and recommend changes from the last-approved budget to the Membership. In absence of any such change, the last-approved budget remains active until a new one is adopted by the Membership.

ARTICLE IX: AMENDMENTS

Section 1. The Standing Rules shall be reviewed each fiscal year.

Section 2. The Standing Rules may be amended at any General Membership meeting at which a quorum is present by a two-thirds (2/3) vote of those present, or if previous notice is given, by a simple majority (fifty percent plus one) of members present.

Section 3. Amendments will include the authorization to renumber articles and sections as needed.