

# ROOSEVELT HIGH SCHOOL PTSA STANDING RULES

## Approved and Effective September 13, 2021

### 1. Name and Identity

The name of this PTSA is the Roosevelt High School Parent/Teacher/Student Association (“PTSA”). It is Local Unit # 6.15.500 of the Washington Congress of Parents and Teachers (“WA PTA”). Its National PTSA number is 6 15 500.

### 2. PTSA Purpose and Community

This PTSA serves all students and the Roosevelt High School community. This PTSA promotes the health and welfare of students, teachers and families of Roosevelt High School of the Seattle School District.

### 3. Incorporation

This PTSA was incorporated on October 10, 1979. The state UBI# is X-XXXXXX-X. The Treasurer will file the annual corporation report prior to the October 31<sup>st</sup> annual renewal date. The Employer Identification Number (“EIN”) is kept in the legal document notebooks in the custody of the Treasurer and Secretary.

### 4. Charitable Solicitations

This PTSA is registered under the Charitable Solicitations Act, registration #4025. The Treasurer will file the annual registration by May 31<sup>st</sup> to avoid penalties.

### 5. Tax-exempt Status

This PTSA was granted tax exempt status under Section 501(c)(3) on May 1, 1985. A copy of the letter of determination is filed in the legal document notebooks maintained by the Treasurer and Secretary.

### 6. IRS Filing

The Treasurer, with the assistance of the outgoing Treasurer, will file the appropriate federal informational return prior to November 15<sup>th</sup> and provide a copy to the Board of Directors no later than December 1<sup>st</sup>. Copies of the current and past years’ returns are kept in the legal document notebooks maintained by the Treasurer and Secretary.

### 7. Registered Agent

This PTSA 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 Treasurer and Secretary.

### 8. Standards of Affiliation

Per the *WA PTA Uniform Bylaws*, this PTSA will annually review, and if applicable, complete the *WA PTA Standards of Affiliation* agreement in its entirety. The President will file the required documentation, if any. This PTSA agrees to abide by all requirements and to uphold the ethics, policies, and principles of PTA.

### 9. Membership

This PTSA is a member of the Seattle Council PTSA, the WA PTA and the National PTA. Membership in this PTSA is open to all people without discrimination. Membership is open to all parents, guardians, teachers, staff, grandparents, guardians, students, community members, and any other persons that support and encourage the purposes of PTSA.

### 10. Membership Dues and National/State/City PTSA Fees

The PTSA membership dues will be set annually by the Executive Board and communicated to the community. These dues include required National, State, and Seattle City Council PTSA fees. The membership dues are as follows: \$35/individual member; \$50/two members; \$12/educator; and \$12/student. All paid members have a voice and vote at PTSA membership meetings. Student members do not have the privilege of holding office.

### 11. Elected officers, co-officers, and training requirements

The elected officers of this PTSA (“Executive Committee”) will consist of the President, Vice-President, Secretary, Treasurer, Vice-President Class Funds, and the Race & Equity Vice President. The Executive Committee officers will hold a term of 1 year or until their successors are elected. No person will serve in the same office for more than 2 consecutive terms. Officers will assume their duties on July 1<sup>st</sup>. If a vacancy occurs in an office, the Executive

Committee may fill the vacancy until the next general membership meeting at which time nominations will be submitted. If a quorum is present, a majority vote is required to elect a nominee for that office.

Any elected position may be held jointly by two people. Each co-position holder will be entitled to voice and vote at a Board of Directors' meeting. In the event of Co-Treasurers, one of the Treasurers may not be a signer on the bank account.

The Executive Committee will establish the dates, location, and time for all PTSA meetings, including general membership meetings, adequate to accomplish PTSA business prior. The meeting information will be published on the PTSA website prior to the beginning of the school calendar year and reminders will be included in the weekly RHS PTSA eNews. PTSA meetings may be held in person or via telephone conference call (new technologies included) so that all persons participating can hear each other at the same time.

The Executive Committee will establish committees; approve additional appointments to the board of directors; annually review the standing rules; and refer recommendations to the Board of Directors and/or General Membership for action.

Each Executive Committee member will attend a minimum of one WA PTA approved training during the fiscal year. At least one member of the Executive Committee will attend PTSA and the Law during the fiscal year.

## **12. Officer Duties**

The **"President"** will: preside at all meetings; serve as spokesperson for the PTSA; approve all correspondence from the Board of Directors before distribution; appoint positions and committees with the approval of the Executive Committee; be an ex-officio member of all committees; and fulfill other duties described in the WA State PTA Bylaws.

The **"Vice President"** will perform the duties of the president in the absence or inability of the president to serve. In the case of a vacancy in the office of president, the vice-president will temporarily assume the duties until the vacancy is filled.

The **"Secretary"** will: keep accurate records of all meetings; notify the president of any unfinished business; keep a complete roster of the membership of all standing and special committees; and assist with meeting scheduling and communication.

The **"Treasurer"** will: serve as chair of the budget committee and present the budget to the membership; keep accurate records at all times; receive, issue receipts and deposit promptly in an authorized account all monies and disburse the same according to the approved yearly budget; remit Seattle Council, WA PTA, and National PTA portions of the membership fees to the Seattle Council PTSA Office no later than the specified postmark deadline dates; present a written financial statement at each regular meeting; provide all financial records if requested by the president or Board of Directors; and close the books on June 30<sup>th</sup> and submit them to a financial review committee as described in Section 20.

The **"Vice President of Class Funds"** is the treasurer for the Class Funds Committee and any additional RHS group that falls under the PTSA. They will keep accurate records at all times; receive, issue receipts and deposit promptly in an authorized account all monies and disburse the same according to the approved budget of each class committee; present a written financial statement at each regular meeting, and provide the PTSA Treasurer with a yearend report for tax reporting purposes.

The **"Race & Equity Vice President"** will serve as the chairperson for the RHS PTSA Race and Equity committee (**"REC"**). They will hold REC meetings on at least a monthly basis, develop the agenda in collaboration with the committee, assign a note taker, and report back to the PTSA Board on committee happenings.

## **13. Board of Directors and Committees**

The PTSA "Board of Directors" will consist of the Executive Committee, the immediate past president, and the chairs of the following appointed positions and/or standing committees: Membership Chair, Advocacy Chair, Building Leadership Team PTSA Representative, Instructional Council PTSA Representative, Volunteer Chair, Staff Appreciation Chair, Mini-Grants Chair, Packs for Teens Chair, Webmaster Chair, Golden Grads Luncheon Chair,

Rider-Day Chair, First Day Packets Chair, RHS Staff Representative, and RHS Association of Student Representative. Any chair/standing committee may be held jointly by two people. Each co-position holder will be entitled to voice and vote at a board of directors' meeting.

Committee Chairs will 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 PTSA. A committee chair may be removed from their position by a vote of the Board of Directors. An office/chair will be considered vacant if that person misses 3 consecutive meetings unless excused by the President.

Each Board of Director will be a member in good standing of a local PTA/PTSA unit before assuming the roles and responsibilities of the position.

#### **14. Officer election process**

This PTSA will publish a list of open Executive Committee and appointed positions and/or standing Committee positions available to be filled for the following school year each spring in the RHS PTSA eNews, for the RHS community to self-nominate. Because the RHS PTSA serves a high school population, the PTSA wants to ensure that any RHS community member interested in serving on the PTSA has the opportunity to do so.

Voting for officers may take place at a general membership meeting or via conference call if the PTSA is unable to meet in person.

#### **15. General Meetings and Quorum**

This PTSA will hold at least 2 general membership meetings per school year. Adoption of the budget, adoption of standing rules, report of the financial review committee, and election of officers will take place at general membership meetings.

A quorum of at least 10 PTSA members must be present to conduct business at a general membership meeting.

#### **16. Board of Director Meetings**

The Board of Directors will meet in accordance with the PTSA meeting schedule. 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 special meeting will be delivered to each member of the board of directors via email at least 5 days prior to the special meeting.

Quorum for Board of Director meetings is a majority of the Executive Committee.

Voice and vote at name PTSA board of directors' meetings will be limited to elected board members and standing chairs, unless an individual is recognized and granted voice by the meeting chair.

#### **17. Awards**

Golden Acorn, Outstanding Advocate, Outstanding Student Advocate, and Outstanding Educator Award(s) may be awarded annually. The President will appoint the awards committee, with the approval of the Executive Committee. The awards committee will determine the number of award recipients and whether other awards will be considered on an annual basis, based on the yearly awards budget.

#### **18. Budget and Monthly Financial Reports**

This PTSA will approve an annual operating budget in the spring of each year. The Board of Directors has the authority to reallocate funds budgeted for one purpose to another purpose by a majority vote.

The Treasurer will submit a monthly financial report to the Board of Directors.

#### **19. Class Funds**

Each class will have a designated "Class Fund" intended to offset the costs of senior year activities for students in that class. These Class Funds will be established in the year the class students are 9<sup>th</sup> graders or as soon as there is a committee member representative for the Class Fund and a committee has been established. These Class Funds will be part of the PTSA Recreational Funds held in a separate account from the general fund. The guidelines

governing these funds will be set forth by the treasurer and the Vice President of Class Funds in consultation with the class representatives.

#### **20. Legal Documents**

The PTSA will keep original copies of any legal document with the Treasurer and Secretary.

#### **21. Financial Review**

The PTSA is required to conduct a financial review of its books at the close of the fiscal year, which is June 30<sup>th</sup>. A financial review committee with a minimum of 3 members appointed by the President will review the financial records twice a year. The financial review committee report will be presented at the regularly scheduled Board of Director meeting immediately following the review.

Members of this committee will not include the Treasurer, or any person authorized to sign on the PTSA bank accounts for the period that is being reviewed, or any individuals living in their households.

#### **22. Bank Account**

This PTSA will establish one or more accounts in financial institutions as determined by the Board of Directors. Any such account will require the signatures of at least two elected officers to make a withdrawal.

#### **23. Bank Account Signers**

The Board of Directors will determine which officers will have signing authority on the PTSA bank account. The officers with signing authority include the president, treasurer, and VP of class funds.

In the event of co-Treasurers, one will be a signer on the account and the other will have access to online banking for review. If there is one Treasurer, another board member that is not a signer may be assigned to do the online banking review.

#### **24. Independent Review of Bank Statements**

The PTSA's monthly bank account statements will be provided unopened to a person appointed by the Board of Directors. This person will be appointed by the Board of Directors at the beginning of the fiscal year and will not be a signer on the account. The reviewer will promptly report to the Executive Committee any concerns or discrepancies identified in the review. If no concerns or discrepancies are seen, the reviewer will initial and date the account statements and provide them to the Treasurer. The Treasurer can receive the bank statement online.

#### **25. Payments and Reimbursements**

All payment and reimbursement requests will 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 PTSA.

No authorized signer will sign a check to her or himself. Two authorized signers must sign all PTSA checks.

#### **26. Voting Delegates**

This PTSA may send as many voting delegates to the WA PTA Convention as allowed by the *WSPTA Uniform Bylaws* or as many voting delegates to the WA PTA Legislative Assembly as allowed by the *WSPTA Uniform Bylaws*. The Advocacy Chair will be a voting delegate to the WA PTA Legislative Assembly. Additional delegates will be selected by the Board of Directors.

This PTSA may also send representatives to other WA PTA events, including PTA and the Law, Leadership Conference, and Region 6 Leadership conferences. Representatives will be selected by the Board of Directors.

The vote of the PTSA for the position of Washington State PTA Region 6 director will be determined by the Board of Directors and cast by the president.

#### **27. Policy Review**

This PTSA will maintain policies for the RHS PTSA eNews and Gift Cards. These policies will be reviewed and approved yearly by the board of directors. The secretary will maintain these policies.

#### **28. Code of Conduct and Social Media Use**

Elected officers of this PTSA will follow a board code of conduct. Officers, chairpersons, volunteers, and members

will not use their own personal social media platforms to cyberbully, insult, embarrass, target, or post threats of physical or verbal abuse towards any individuals, including school board officials, school administrators, teachers, PTSA members, volunteers, or other individuals that are associated Roosevelt High School.

This PTSA will have a social media policy which will be reviewed yearly by the Board of Directors.

**29. Standing Rules**

The standing rules of this PTSA will 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 of the PTSA if previous notice of the meeting was provided. If previous notice was not provided, then a two-thirds (2/3) PTSA vote is required.