



GENESEE HILL ELEMENTARY SCHOOL PTA STANDING RULES

ARTICLE 1. NAME, PURPOSE, AND HISTORY OF ORGANIZATION

1. The name of this PTA Local Unit shall be GENESEE HILL PTA and the Local Unit Number is 6-15-320. This unit was chartered on January 12, 1982. The unit's National ID Number is 23234.
2. This PTA, GENESEE HILL PTA, serves the children and families in the Genesee Hill Elementary School community which includes the residences and businesses in the Genesee Hill Elementary School enrollment area.
3. This unit is a part of the Washington State Parent Teacher Association ("WSPTA") and the National Parent Teacher Association ("NPTA"), and adheres to the bylaws of those organizations as well as these Standing Rules.

ARTICLE 2. STATE AND FEDERAL STATUS, FILINGS

1. **Non-Profit Status:** The unit was incorporated as a non-profit corporation in the State of Washington on January 12, 1982. This unit's incorporation number is 2-317568-0. This unit's UBI number is 601-848-215. It is the responsibility of treasurer to file an Annual Corporation Report prior to January 12th annually. The unit's Federal Employer Identification number is filed on the Genesee Hill PTA Google Drive and legal document's binder maintained by the president, secretary and treasurer.
2. **Tax Exempt Status:** This unit was recognized by the IRS as a tax-exempt organization in December 1996, under Section 501(c)(3). A copy of the letter of determination is filed on the Genesee Hill PTA Google Drive and in the legal document's notebook maintained by the president, secretary and treasurer.
3. **Federal Tax Responsibility:** The treasurer is responsible for filing the appropriate federal tax return Form 990, Form 990 EZ, or Form 990-N prior to November 15th and providing a copy to the board of directors no later than November 1. The treasurer may request to file for an extension to the November 15th deadline and will make this request to the board no later than November 1. Copies of the current and past years' returns are filed in the legal document's notebooks maintained by the president, secretary and treasurer.
4. **Charitable Solicitations Act:** The Genesee Hill PTA is registered under the Charitable Solicitations Act, registration number 4120. The treasurer is responsible for filing the annual registration number by May 31st to avoid penalties.
5. **Registered Agent:** The Genesee Hill PTA has designated the WSPTA and this unit's president to serve as its registered agents. The registered agents are responsible for providing all necessary information, including current mailing address, to the appropriate government agencies. This unit's president is responsible for providing information to the Washington State Secretary of State-Charities and the United States Internal Revenue Service. The WSPTA is responsible for providing information to the Washington State Secretary of State-Corporation.
6. **WSPTA Standards of Affiliation Compliance and Agreement:** Per the Washington State PTA Uniform Bylaws, this unit will annually review the WSPTA Standards of Affiliation Agreement in its entirety and will agree to abide by all requirements and to uphold the ethics, policies, and the principles of PTA.

- 44 7. **Document Retention:** This unit shall keep at least two copies of each of its legal documents in
45 two separate locations. The president, secretary and treasurer shall maintain the documents. A
46 master copy of the legal documents shall be stored on the Genesee Hill PTA Google Drive and
47 in the legal documents binder in the custody of the president.
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49 **ARTICLE 3. MEMBERSHIP, GENERAL MEMBERSHIP MEETINGS & QUORUM**

- 50 1. **Membership Eligibility:** Membership in the GENESEE HILL PTA shall be open to all people
51 without discrimination. Membership is open to all parents, teachers, staff, grandparents,
52 guardians, students, community members and any other persons that support and encourage the
53 purpose of PTA.

54 **STUDENTS:** Students of Genesee Hill Elementary School shall be considered honorary
55 members of this unity without voice, vote or privilege of holding office.

- 56 2. **Membership Dues:** The membership dues of this unit shall be \$15 per member. All paid
57 members have a voice and vote at GENESEE HILL PTA membership meetings.
- 58 3. **General Membership Meetings:** There shall be at least three (3) general membership
59 meetings during the year. General membership meetings shall be held at the direction of the
60 Board of Directors. Members will be notified of all general membership meeting dates, time
61 and location at least ten (10) days before the next regular meeting via the weekly school
62 bulletin, the PTA website/blog and/or PTA related social media outlets. Special membership
63 meetings may be called by the president, a majority of the board of directors, or by 5 percent of
64 this unit's membership currently enrolled in the WSPTA membership database. Notice of date,
65 time and location must be given at least ten (10) days prior to the special meeting day via the
66 weekly school bulletin, the PTA website/blog and/or PTA related social media outlets.

67 **-Quorum:** The quorum for general membership meetings shall be ten (10) members.

68 **Voting:** When members virtually participate in general membership meetings, votes can be
69 collected through electronic transmission.

- 70 4. The following shall take place at General Membership Meetings: adoption/revision of the
71 standing rules (fall meeting); review of the annual budget and approved amendments to the
72 budget (fall meeting); election of nominating committee (fall meeting); nomination of the
73 financial review committee (fall meeting); approval of the annual budget (annual meeting);
74 election of officers (annual meeting). Additionally, the financial review committee shall present
75 its report(s) to the general membership for approval.
- 76 5. **Standing Rules:** The standing rules shall be adopted annually by a majority vote (of those
77 members present) at a general membership meeting at the beginning of the school year. The
78 standing rules may be amended at any regular general membership meeting by a 2/3 vote or, if
79 previous notice is given, by a majority vote.
- 80 6. **Annual Meeting:** The spring membership meeting at which officers are elected and the budget
81 approved by the membership shall be designated as the "annual meeting". The president or
82 secretary shall notify the membership of the annual meeting date, time and location at least ten
83 (10) but not more than 50 days prior to the date of the annual meeting via the weekly school
84 bulletin, the PTA website/blog and/or PTA related social media outlets
- 85 7. Twenty-five (25) or more members are required to maintain this unit's PTA status. This unit
86 may request a waiver to the 25-member minimum to the WSPTA executive committee, as
87 prescribed by WSPTA policy.
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89 **ARTICLE 4. ELECTED OFFICERS, BOARD OF DIRECTORS, & COMMITTEES**

- 90 1. **Elected Officers:** The elected officers of this unit shall be: President, Vice President,
91 Secretary, Treasurer, Vice Treasurer(s), and Fundraising Chair(s). These officers shall

92 constitute the executive committee of the Board of Directors. Co-Officers for each office will
93 be allowed. Each elected position is entitled to one vote at Board of Director meetings.

- 94 2. **Board of Directors:** The Board of Directors shall consist of the elected officers, standing
95 committee chairpersons, and teacher and staff representatives.
- 96 3. **Appointment of Standing Committee Chairpersons:** The president, with executive
97 committee approval, makes one-year appointments to Legislative Chair(s), Event Chair,
98 Communication Chair, Membership Chair, Volunteer Chair, Cohort Chair, Equity Chair, and
99 the Financial Review Committee. Co-appointees for each chair will be allowed. The president,
100 with executive board approval, has the right to extend the one-year appointments, as well as
101 add or eliminate chairperson roles, as needed.
- 102 4. **Board of Director Meetings:** Board meetings of this unit shall be held prior to regularly
103 scheduled, general membership meetings. There shall be a minimum of one board of directors
104 meeting per month during the academic calendar of September-June. Meeting dates and times
105 shall be set by the executive committee. Each board member shall receive written notice of the
106 place, day and time of the meetings.
- 107 5. **Special Meetings:** Special meetings of the board of directors may be called by the president or
108 upon written request of the majority of members of the board of directors. Notification of place,
109 date, time and purpose of the meeting shall be delivered to each member of the board of
110 directors at least five (5) days prior to the special meeting. If less than five (5) days' notice is
111 given, documentation of each member's consent to conduct business shall be obtained in
112 writing or by email.
- 113 6. **Quorum:** A quorum for Board of Directors meeting shall be majority of the sitting board.
- 114 7. **Board Director's Good Standing:** An office/chairmanship shall be declared vacant if that
115 person misses three (3) or more consecutive board meetings unless excused by the president.
116 All Board Members must be current members of the PTA.
- 117 8. **Term Limits for Elected Officers:** No elected officers may serve in the same board position
118 for more than two consecutive terms. A term of office is defined as July 1st for one year and
119 until a successor is elected. A board member having served at least 8 months of a term shall be
120 considered to have served a full term.
- 121 9. **Training Compliance in WSPTA Standards of Affiliation Agreement:** This unit's elected
122 officers will comply with the training requirements necessary to remain in good standing, as
123 specified in the most current WSPTA Standards of Affiliation Agreement.
- 124 10. **Election Process:** The committee for nominating officers shall be elected, in accordance with
125 the Washington State PTA Uniform Bylaws.

126 127 **ARTICLE 5. BUDGET & FINANCE**

- 128 1. **Budget Approval:** This PTA shall approve its annual budget in the spring of each year at its
129 annual gathering for the following fiscal year. The Board of Directors may reallocate funds
130 budgeted for one purpose to another purpose by a majority vote.

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132 The Board of Directors shall have leeway to spend up to \$1,000 in discretionary manner based
133 on need. All such expenditures shall be reported at the next meeting of the general membership
134 and an accurate explanatory statement shall be entered into the minutes.

- 135 2. **Financial Review:** A financial review committee with a minimum of three (3) members
136 appointed by the President, will review the financial books twice (2x) a year. Members of this
137 committee shall not include the treasurer or any person authorized to sign on the PTA bank
138 accounts for the period that is being reviewed or any individuals living in their households. The
139 committee's report must be presented to the members at a membership meeting.

- 140 3. **Bank Account(s) & Withdrawal Authority:** The PTA shall establish one or more accounts in
141 financial institutions as determined by the board of directors. Any such account shall require
142 the signatures of at least two (2) elected officers (one shall be in a treasurer’s role and one shall
143 not be a treasurer’s role) to make a withdrawal.
- 144 4. **Bank Account Signature Authority:** The Board of Directors shall determine which officers
145 shall have signing authority on the PTA bank account. A minimum of two (2) elected officers
146 will have signing authority. All checks must be signed by two authorized executive committee
147 members, other than the recipient of the funds.
- 148 5. **Review of Bank Statements:** The PTA’s monthly bank account statements shall be provided
149 unopened to or be accessible via electronic transmission by a person appointed by the board of
150 directors. This person will be appointed by the board at the beginning of the fiscal year, and
151 shall not be a signer on the account. The reviewer shall promptly report to the executive
152 committee any concerns or discrepancies identified in the review. If no concerns or apparent
153 discrepancies are seen, the reviewer shall initial and date the account statements and provide
154 them to the treasurer.
- 155 6. **Reimbursements:** All reimbursement requests for authorized expenses must include a receipt
156 and be submitted to the treasurer within 45 days of purchase. All requests for reimbursement
157 must be received by June 1st or they may be considered a donation to the PTA. Any exceptions
158 to the processing of reimbursement requests after 45 days are at the discretion of the Treasurer.
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160 **ARTICLE 6. STATE AND LOCAL REPRESENTATION & CONFERENCES**

- 161 1. **Seattle PTA/PTSA:** Voting delegates to the Seattle PTA/PTSA council shall be the President
162 and up to three (3) authorized officers.
- 163 2. **Washington State PTA Convention:** Voting delegates to the annual Washington State PTA
164 convention shall be one or more of the elected officials or as otherwise outlined in the WSPTA
165 Bylaws.
- 166 3. **Washington State PTA Legislative Assembly:** Voting delegates to the Washington State PTA
167 Legislative Assembly shall be the Legislative Liaison and/or other delegates to be elected by
168 the membership at/or before the first general meeting of the school year. The number of
169 delegates elected will be determined by the WSPTA Bylaws.
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171 **ARTICLE 7. AWARDS**

- 172 1. One or more Golden Acorn Award shall be presented annually at the spring General
173 Membership Gathering to an outstanding volunteer(s). A committee appointed by the
174 President(s) shall select the recipient(s). The committee shall determine the number of
175 recipients as well as which awards are presented.
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177 **ARTICLE 8. DISAFFILIATION STATEMENT:**

- 178 1. In the event that the Genesee Hill PTA Seattle Council 6.15.320 should disaffiliate, any PTA
179 funds remaining on deposit and any accounts receivable shall go to any subsequently organized
180 501(c)(3) Genesee Hill PTA organization.
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182 **ARTICLE 9. POLICY REVIEW**

- 183 1. Any legal document or contract that requires this unit’s signature must have at least two (2)
184 signatures from the executive committee, with one being the president.
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187 Revised: 10/98, 5/99, 9/00, 9/01, 9/03, 10/03, 9/04, 10/04, 10/05, 3/11, 2/17, 9/17, 11/18, 10/20