

**SYRE PARENT TEACHER ASSOCIATION
STANDING RULES
2020-2021**

Name and Purpose

The name of this PTA local unit is Syre Elementary PTA 6.12.70. This PTA serves the Syre Elementary School community and adheres to all articles of the Washington State PTA (WSPTA) Bylaws.

The purpose of Syre PTA is to promote the educational success of children and the importance of parent involvement in schools. Syre PTA's mission is to be a voice for all children, a relevant resource for families and communities, and a strong advocate for public education.

This PTA was incorporated on January 22, 1980, and assigned corporation number 2-296294-8. It was assigned UBI 601 853 441. The registered agent for this corporation is the Washington State PTA. The Treasurer is responsible for filing the Annual Corporation Report. This PTA is registered under the Charitable Solicitations Act, registration number 2927. The Treasurer is responsible for filing the annual registration (must be filed by November 15 to avoid penalties).

This PTA was granted tax-exempt status under Section 501(c)(3) effective January 22, 1980. The Treasurer is responsible for filing IRS Form 990 or Form 990 EZ prior to November 15, if required. The Treasurer shall also be responsible for the annual, timely renewal of the PTA's liability insurance.

A hard copy of legal documents will be kept with the Secretary and a digital version of the legal documents will be kept in the Syre PTA gmail account Google drive. It shall be the responsibility of the Secretary and the Co-Presidents to keep the notebooks current.

Per the Washington State PTA Uniform Bylaws, we will annually review 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.

Membership Dues

The membership service fees for this PTA shall be \$14.00 for a single membership and \$25.00 for a joint membership, of which, per capita, \$5.75 will be forwarded to Washington State PTA, \$2.25 to National PTA and \$1.50 to Shoreline PTA Council.

The students of Syre Elementary School shall be considered honorary members of this PTA without voice, vote, or the privilege of holding office.

Officers, Elections, Committees

The elected officers of Syre PTA shall be the President, Vice President, Treasurer, and Secretary. Syre PTA considers the President and Vice President positions to be one Co-President position, held by the senior Co-President (elected to his/her second year) and the junior Co-President (elected to his/her first year), respectively. As such, both the President and Vice President share equal responsibilities and duties in the running of this organization. The Executive Committee is comprised of the Co-Presidents

(as detailed above), Treasurer, and Secretary.

The Board of Directors of this PTA shall consist of the Executive Committee and the Standing Committee Chairs of Fundraising, Community Services, Family and Community Engagement (FACE), Website Lead and Advocacy. Officers shall be elected no later than June 30th for a term of one (1) year and shall assume office July 1. Officers are encouraged to accept nomination for a second year when possible. No person shall serve in the same elected office for more than two (2) consecutive terms.

To be eligible for elected office, a person must be a current PTA member. Those eligible for the office of Co-President must have served for at least one year on a PTA Board of Directors, or as a PTA Committee Chair for at least one year.

This PTA's Board of Directors will meet monthly (a December meeting may or may not occur, depending upon new business), on a date and time to be determined by the board. A majority of those on the board shall constitute a quorum. During Board meetings, only one Co-President may preside over the meeting and will therefore not have a vote. The other Co-President may participate in discussion and may vote. Shared board positions are entitled to one vote (see Standing Committees below).

An office or chairmanship may be declared vacant if that officer or all committee chairpersons miss three consecutive board of directors' meetings, unless excused by a co-president. In the event of a vacancy, consult the WSPTA Bylaws section concerning Officers and their Election.

Standing and ad hoc committee chairpersons shall be appointed by the Co-Presidents with the approval of the Executive Committee. These persons must be current members of Syre PTA. Standing committee positions may be held jointly by up to three (3) people, with each position entitled to voice and one vote at Board of Directors meetings.

Each member of the Board of Directors and ad hoc committees shall keep a notebook and/or Syre PTA Google Drive electronic files of activities and recommendations pertaining to his/her office or chairpersonship. Notebooks, electronic files and accumulated state and national material shall be turned over to the co-presidents or to the incoming chairperson no later than June 30th.

Syre PTA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Standards of Affiliation Agreement by the required deadline.

The nominating committee shall consist of at least three (3) members nominated from the floor at a general membership meeting or by e-mail or on-line voting tool in accordance with WSPTA bylaws. Only Syre PTA members shall be eligible to vote or serve. This committee shall be elected at least thirty (30) days preceding the election of officers. This committee shall publish the slate of nominees at least fifteen (15) days prior to election. Voting for electing the Nominating Committee and Officers can take place at a general membership meeting or by e-mail or on-line voting tool.

PTA general membership meetings shall be called at least three (3) times per year to conduct business,

including adoption of the PTA Standing Rules and budget, election of the Nominating Committee, and election of PTA officers. A quorum for general membership meetings shall be a minimum of ten (10) PTA members, to include at least three (3) non-Board of Directors members.

Awards

A committee appointed by the Co-Presidents shall select the following WSPTA award recipients: one (1) or more Golden Acorn Awards shall be presented to an outstanding volunteer(s); one (1) or more Outstanding Educator Awards shall be presented to an outstanding teacher or educator; and, one (1) or more Outstanding Advocate Awards shall be presented to an outstanding individual for their advocacy work on behalf of children and youth. The committee, along with the Co-Presidents, shall determine the number of recipients and select the recipient(s). Other WSPTA awards may be presented at the discretion of the Co-Presidents.

Budget, Finance and Bank Accounts

The Treasurer will work with the Board of Directors to prepare a budget for the coming year with the input of the incoming board. This shall occur prior to presenting the budget for formal adoption by the membership at the last General Membership meeting of the fiscal year.

Syre PTA Board of Directors has authority to reallocate up to \$1,000 budgeted for one purpose to another purpose throughout the year.

The PTA shall conduct a financial review of its books and records at the close of the fiscal year. A Financial Review Committee of at least three (3) persons, who were not authorized to sign the bank account during the period of the review, shall be appointed by the Co-Presidents. No person may serve on the Financial Review Committee for two consecutive years. A report of the findings of the financial review shall be made available to the general membership.

The signatures of the Treasurer and two elected officers, preferably the Co-Presidents, shall be on the signature card for this PTA's authorized bank account. This PTA's monthly bank statements will 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 will not be a signer on the account. The reviewer will report any discrepancies, inconsistencies, or concerns to the Executive Committee. If there are no concerns, the reviewer will initial and date the statement and provide it to the treasurer.

All reimbursement requests shall include a Committee Reimbursement Form, original receipts, and be signed by the committee chair(s). All requests for reimbursement must be submitted to the treasurer within 60 days of purchase, but no later than the close of school.

All applicable fees will be charged by the PTA for any returned checks used to provide payment to the PTA.

Any check issued by this PTA that is not cashed with our current financial institution within 12 months of its issuance shall be written off the PTA's financial records on June 30th.

Delegates

Voting delegates to the Shoreline PTA Council shall be one or both Co-Presidents or other authorized delegate, as required by Council's Standing Rules.

The vote of this PTA for the position of Washington State PTA Region Director shall be determined by the Board of Directors.

Voting delegates from Syre PTA to the WSPTA convention shall be chosen by the Board of Directors and should include the Co-Presidents, Advocacy Chair, and/or other interested Standing Committee Chairs. Registration and hotel costs (if applicable) shall be paid for by the Syre PTA as the budget allows.

This PTA's voting delegate(s) from the Syre PTA to the WSPTA Legislative Assembly shall be the Advocacy Chair(s) or other authorized delegate(s) chosen by the Board of Directors. Registration and hotel costs (if applicable) shall be paid for by the Syre PTA as the budget allows.

Amendments

The Standing Rules shall be reviewed annually by the Executive Committee and presented to the Board of Directors prior to the first General Membership meeting of the school year. Standing rules will then be submitted for approval to the General Membership at the first General Membership meeting in the fall. Standing Rules may be amended at any regular General Membership meeting by a two-thirds vote, or if previous notice is given, by a majority vote.