## Rachel Carson PTSA 2.8.7

Approved October 13, 2021

1. **Name and Identity**

The name of this PTA is Rachel Carson PTSA. It was chartered on June 18, 2008. Its National PTA number is 2.8.7.

1. **PTA Purpose and Community**

This PTA serves the children in the Rachel Carson Elementaryschool community, which includes the residences and businesses in the Rachel Carson Elementary school enrollment area. The Mission Statement of the Unit shall be: “To support and serve the Rachel Carson Elementary School Community and promote the wellness, safety, education and enrichment of all children.”

1. **Incorporation**

This PTA was incorporated on June 18, 2008and assigned UBI 602-844-177. 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.

1. **Charitable Solicitations**

This PTA is registered under the Charitable Solicitations Act, registration number 25415. The treasurer is responsible for filing the annual registration by May 31 to avoid penalties.

1. **Tax-exempt Status**

This PTA was granted tax exempt status under section 501(c)(3)of the Internal Revenue Code on June 30, 2008. A copy of the letter of determination is filed in the legal document notebooks maintained by the president and secretary.

1. **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.

1. **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.

1. **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.

1. **Membership**

Membership in Rachel Carson PTSA 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.

1. **Membership Dues and Council Fees**

The dues for Rachel Carson PTSA shall not exceed $15 per individual adult membership, $25 per dual/family membership and $10 per staff membership. All paid members may make motions, participate in debate, and vote at PTA membership meetings. The students at Rachel Carson Elementary School shall be considered honorary members of this unit without vote or privilege of holding office.

1. **Membership Meetings and Quorum**

Membership meetings of this PTA shall be held three (3) times or more during the year; at least once in the fall, in January, and in the spring.

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

Notification of Membership Meetings will be posted at school 10 days prior to the meeting or will be posted on the PTSA web page 10 days prior to the meeting. In the case of a virtual meeting, a link will also be provided.

The nominating committee shall be elected at the January Membership Meeting by a minimum quorum of ten (10) people.

Officers shall be elected at the Spring Membership Meeting for a term of one (1) year and shall assume office on July 1, according to the Washington State PTA Uniform Bylaws.

A minimum quorum of ten (10) people must be established to conduct regular business.

1. **Board of Director Meetings**

The executive committee 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 via email at least five 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.

1. **Elected officers, co-officers, standards of affiliation, and training requirements**

The elected officers of this PTA shall be: President(s), Executive Vice President(s), Treasurer(s), Secretary, and the following Vice Presidents: VP Communications, VP Expenditures, VP Fundraising, Co-VP’s Before and After School Programs and VP Social Events. These elected officers shall constitute the Executive Committee.

Any elected position may be held jointly by two people. 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.

The duties of the Executive Vice President shall include serving in the absence of the President(s).

In case of Co-Presidents, the name of the presiding President will be recorded into the minutes of the meeting. Acting as presiding President would preclude them from making motions or debating while presiding. The presiding President would refrain from voting except when the vote is by ballot or if the vote will affect the result. The non-presiding President would be permitted to vote as a member.

All officers, board members and committee chairpersons shall be current PTSA members.

All officers and committee chairs are to submit all files and records to the President by July 1 of each fiscal year.

An office or chair shall be declared vacant if that person misses three consecutive meetings unless previously excused by the President(s).

This PTA will review the WSPTA Standards of Affiliation yearly. The Presidentis responsible for filing required documentation.

This PTA will ensure that each executive committee member attends a minimum of one WSPTA-approved training during the fiscal year. At least one member of the executive committee will attend PTA and the Law during the fiscal year.

1. **Board of Directors**

The board of directors of this PTA shall consist of the elected officers of the Executive Committee and the chairs of the following standing committees to be appointed by the Executive Committee: Membership Chair, Special Needs Chair, Legislative Chair, Community Liaison Chair and up to three Members at Large positions. Positions may be shared and each individual has a voice, however each position has only one vote. The school principal, staff representatives and any student representatives shall be honorary non-voting board members. Board of Directors meetings shall be held once a month.

1. **Officer election process**

Voting for officers or nominating committee may take place at a meeting, by mail, or by electronic transmission including email and video conferencing. If voting takes place by mail or electronic transmission the Rachel Carson PTSA election policy and procedure will be followed. A member present at a virtual meeting must be verified as an active member in order to participate in voting.

1. **Committees**

The executive committee shall establish committees. Committee chairpersons shall be appointed by the president and approved by the executive committee. All committee chairpersons must be current members of this PTA. Special committees shall be appointed by the President(s) as needed with the approval of the Board of Directors.

Committee chairs shall be appointed annually for a one-year term.

A committee chair may be removed from their position by a vote of the board of directors.

1. **Awards**

Golden Acorn, Outstanding Advocate, Outstanding Student Advocate, and Outstanding Educator Award(s) may be awarded annually. The president shall 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.

1. **Budget and Monthly Financial Reports**

The unit’s fiscal year is July 1st through June 30th. This PTA unit’s annual budget shall be approved at the spring Membership Meeting by a minimum quorum of ten (10) people.

The board of directors has authority to reallocate any funds budgeted for one purpose for another purpose as deemed necessary at any time, by a majority vote, and acting in the best interest of the Membership.

New expenditures in excess of one thousand dollars ($1000.00) must be approved at a Membership Meeting by a minimum quorum of ten (10) people.

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

1. **Legal Documents**

This PTA shall maintain a safe deposit box at the bank where its checking account is maintained. The original copy of any legal document shall be kept in the safe deposit box. Copies are to be made for the president and secretary and kept in legal document notebooks.

1. **Financial Review**

This PTA is required to conduct a financial review of its books at the close of the fiscal year. (June 30.) The financial review report will be presented at the next following membership meeting.

1. **Bank Account**

This PTA shall establish one or more accounts in financial institutions as determined by the board of directors. The signatures of at least two (2) elected officers shall be on the authorized signature card for this unit’s bank account. Two (2) signatures are required on each check written by this PTSA unit. If two officers are from the same household, only one may be an authorized signer. Any such account shall require the signatures of at least two elected officers to make a withdrawal or issue a check.

1. **Bank Account Signers**

The board of directors shall determine which officers shall have signing authority on the PTA bank account. There will be four (4) signers on the account including the President, Secretary and two others designated and approved by the Board.

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.

1. **Independent Review of Bank Statements**

This 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.

1. **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 her or himself. Two authorized signers must sign all PTA checks.

1. **NSF Checks**

Should the PTA receive an NSF check, a service fee in the amount of $10 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 twoNSF checks are received from the same individual during the fiscal year, the PTA will not accept further checks from the individual responsible.

1. **Gambling Activities**

Students of Rachel Carson Elementary School shall be considered honorary members of name PTSA without voice, vote, or the privilege of holding office, to participate in gambling activities.

**Note:** 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.

1. **Voting Delegates**

The voting delegate(s) to the WSPTA Convention shall be the Incoming President(s), Ongoing President(s), Legislative Chair, and/or elected officers. The PTA may send as many voting delegates to the WSPTA Convention as allowed by the *WSPTA Uniform Bylaws*. All delegates as well as the number of delegates to be funded by the PTSA shall be determined by the Board of Directors.

This PTA may send as many voting delegates to the WSPTA Legislative Assembly as allowed by the *WSPTA Uniform Bylaws*. All delegates as well as the number of delegates to be funded by the PTSA shall be selected by the Board of Directors.

1. **Code of Conduct and Social Media Use**

Elected officers of this PTA shall follow a board code of conduct. Officers, chairpersons, and volunteers shall adhere to the Lake Washington School District Volunteer Handbook policies.

Members of this PTA shall 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, PTA members, volunteers, or other individuals that are associated with Rachel Carson Elementary School.

This PTA shall have a social media policy which shall be reviewed yearly by the board of directors.

1. **Standing Rules**

The standing rules of this PTA 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 if previous notice of the meeting was given and a quorum of ten (10) is established. If no previous notice was given, then a two-thirds (2/3) vote is required.