



Chief Sealth PTSA 6.15.515: Standing Rules **September 27, 2011**

Name

The name of this local unit is Chief Sealth PTSA 6.15.505. It is chartered by the Washington State PTA and is a member of the Seattle Council PTSA, Region 6.

Community Served

This PTSA serves the Chief Sealth International High School community.

Compliance with the Charitable Solicitations Act

This PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The treasurer is responsible for filing the annual registration (must be filed by May 31st to avoid penalties).

Corporate Status

This PTSA was incorporated as a non-profit corporation in the State of Washington on October 9, 1978. It was assigned UBI number 601-586-931. The treasurer is responsible for filing the annual corporation report. The registered agent for this corporation is the Washington State PTA.

Employer Identification Number

This PTSA's Federal Employer Identification Number (EIN) is 91-1035591 and is on file with the IRS.

Tax-exempt Status

This PTSA was granted tax-exempt status under section 501(c)(3) in March 1994.

Filing IRS Form 990

If this PTSA's gross annual income exceeds \$25,000, the filing of IRS Form 990EZ is required. The current treasurer is responsible for filing Form 990 or Form 990EZ prior to November 15th and showing a copy to the board before filing. When required, the filing deadline is November 15th.

Conflicts with Uniform Bylaws

No standing rule of the Chief Sealth PTSA shall be in conflict with the Uniform Bylaws of the Congress of Parents and Teachers of the Washington State PTA. Any standing rule found to be in conflict with the Uniform Bylaws shall be considered null and void.

Amending Standing Rules

Standing rules can be amended at any general membership meeting. If the membership has been given proper notice prior to the date of the meeting of the intended change, then the change can be approved by a majority vote of the members present (if a quorum has been established). If no notice was given prior to the meeting, a 2/3 vote of the members present is required (if a quorum has been established).

Membership Fees

The membership fees for each Chief Sealth PTSA member shall be equivalent to the current PTA membership fee that the Chief Sealth PTSA is required to pay, rounded up to the closest dollar and allowing a small amount to cover operational expenses (not to exceed \$2 over required dues). Scholarship funds will be solicited from members and granted upon request.

Membership

Ex officio membership without a vote shall be conferred upon all currently enrolled students of Chief Sealth International High School, all parents and guardians of currently enrolled students of Chief Sealth International High School, all teachers, faculty and staff of Chief Sealth International High School, and the current President of the Friends of Sealth alumni group.

Elected Officers

The following elected officers shall constitute the Executive Committee of this PTSA:

President, Vice President, Secretary, and Treasurer. Each elected position is for a one (1) year term, renewable for one year. A student, teacher, faculty, or staff member of CSIHS may not hold the office of Treasurer.

Co-positions: Any elected position may be jointly held by two (2) people. Each co-position holder shall be entitled to a voice and vote at a board of directors' meeting.

Board of Directors

The Board of Directors of Chief Sealth PTSA shall consist of the elected officers in the Executive Committee, and the Board of Director appointed positions. The president shall make appointments to the Board of Director appointed positions with approval of the Executive Committee, for a term of one (1) year.

The Board of Director appointed positions shall include:

- Building Leadership Team Liaison
- Membership Chair
- Fundraising Chair
- Newsletter Editor
- Legislative Chair
- Representatives for each grade level (9, 10, 11, 12)

The Board of Directors is the main decision-making body and legal representative of the PTSA. All members of the Board of Directors must be members of the Chief Sealth PTSA and are entitled to a voice and a vote at Board of Director meetings.

Board of Directors' Meetings

This PTSA's board of directors will meet on a monthly basis during the school year, or as otherwise approved by the board members. A simple majority of the board members with voice and vote shall constitute a quorum.

General Membership Meetings

Adoption of the annual budget, approval of the standing rules, election of the nominating committee, and election of officers shall be done at general membership meetings. Standing rules can be amended at any time. All meetings shall be at the direction of the board of directors. A minimum of ten (10) dues paying members shall constitute a quorum.

Budget Approval

This PTSA shall approve its annual operating budget in the fall of each year, at the first general meeting of the school year.

Legal Documents

The PTSA shall maintain a notebook of legal documents in the PTSA file cabinet located at Chief Sealth International School with the original copy of any legal documents. Copies are to be made for the president and secretary. Only elected officers shall have access to the original legal document notebook.

Audits

The PTSA shall conduct an audit of its books and records at the close of the fiscal year (June 30), as required by the Uniform Bylaws.

Bank Signature Cards

The signatures of all elected officers shall be on the authorized signature card for this PTSA's bank account. Two signatures are required on each check. Only elected officers can sign checks. Two members of the same household may not be authorized to sign checks. In the event that two members of the same household serve as elected officers to this PTSA, only one of them may be on the authorized signature card for this PTSA's bank account.

PTSA Finances

All reimbursement requests shall include a receipt and shall be submitted to the treasurer within 60 days of purchase. All requests for reimbursement must be received by June 15th.

Council Voting Delegates

Voting delegates to the Council shall be the President, one additional delegate and two (2) alternates, as voted by the Board.

Vote for Region Director

The vote of this PTSA for the position of Washington State PTA Region Director shall be determined by the board of directors.

Voting Delegates to the State PTA Convention

The voting delegates to the annual State PTA convention shall be determined in the following order: Outgoing President, Incoming President, Outgoing Vice President, Incoming Vice President, Outgoing Secretary, Incoming Secretary, Outgoing Treasurer, Incoming Treasurer. If two persons hold an eligible office in common, then lot will determine the order for the individuals holding such a position. The board of directors shall determine who shall represent the PTSA as visiting delegates.

Voting Delegates to the State PTA Legislative Assembly

The voting delegate to the State PTA Legislative Assembly shall be determined in the following order: President, Vice President, Secretary, and Treasurer. If two persons hold an eligible office in common, then lot will determine the order for the individuals holding such a position. The board of directors shall determine who shall represent the PTSA as visiting delegates.