



## North Creek High School PTSA 6.10.80 Standing Rules 2021 – 2022

Approved October 28, 2021

North Creek High School PTSA operates in accordance with Washington State PTA Uniform By-laws and Policies. The following Standing Rules identify North Creek High School PTSA and define specific actions and conditions relating to our membership.

### IDENTIFICATION

- The name of this local PTA is North Creek High School PTSA. It was chartered on March 16<sup>th</sup>, 2017. Its local PTA Number is 6.10.80. Its National PTA Number is 10242148.
- North Creek High School PTSA serves the students, staff, families, business and residents in the North Creek High School community.
- North Creek High School PTSA was incorporated on April 4<sup>th</sup>, 2017 and assigned the UBI number 604-110-095. The Treasurer is responsible for filing the Annual Corporate Status Report. The registered agent for this corporation is the Washington State PTA. The Employer Identification Number (EIN) is located in the legal documents notebooks held by the President and Secretary.

### LEGAL COMPLIANCE

- North Creek High School PTSA is registered under the Charitable Solicitations Act, registration number 1141318. The Treasurer is responsible for filing the Annual Registration by May 31st to avoid penalties.
- North Creek High School PTSA was granted tax-exempt status under section 501(c)(3) of Internal Revenue Code on April 4th, 2017. A copy of the letter or determination is filed in the legal documents notebooks maintained by the President and Secretary.
- The Treasurer is responsible for filing the appropriate federal tax return prior to November 15<sup>th</sup> and providing a copy to the Board of Directors no later than November 1<sup>st</sup>. Copies of the current and past years returns are located in the legal documents notebook held by the President and Secretary.

- North Creek High School PTSA has designated the Washington State PTA as its registered agent with the Washington Secretary of State Office, the Washington Department of Revenue, and the United States Internal Revenue Service. Copies of the signed documents making such designation are available in the legal documents notebook maintained by the President and Secretary.
- Per the Washington State PTA Uniform Bylaws, the North Creek High School PTSA Executive Committee will annually review the Washington State PTA Standards of Affiliation Agreement in its entirety and agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.

## **MEMBERSHIP**

- Membership in North Creek High School PTSA shall be open to all people without discrimination that support and encourage the purposes of PTA.
- The dues for North Creek High School PTSA shall be:
  - \$15.00 per individual membership
  - \$10.00 per additional household membership
  - \$10.00 per staff membership
  - \$10.00 per student membership
- All paid members have a voice and vote in North Creek High School PTSA membership meetings. Student members are entitled to voice and vote. However, students under the age of 18 are not allowed to hold elected positions within the PTSA.
- Adoption of the budget, standing rules, elections of the nominating committee, report of the financial review and election of the officers shall take place at membership meetings. There shall be at least three membership meetings at a time and location fixed by the executive committee for the purposes of conducting business. Each member shall receive notice via email and website posting not less than five days and no more than fifty days prior to the date of the meeting. At least 10 members must be present to conduct business. Special meetings may be called as provided in the Washington State PTA Uniform Bylaws.

## **OFFICERS**

- The elected officers of North Creek High School PTSA shall be President, Vice President, Secretary and Treasurer. These officers shall constitute the North Creek High School PTSA Executive Committee. The Executive Committee shall be elected for a term of one year and serve no more than two consecutive years in the same position.

- Any elected position may be held jointly by two people. Each co-position holder shall be entitled to voice and vote at the Board of Directors Meeting. In the event of co-treasurers, only one of the treasurers can be a signer on the bank account.
- North Creek High School PTSA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Standards of Affiliation Agreement. Further, at least one member of the Executive Committee will attend PTA & the Law during the current year.
- Voting for elected officers or nominating committee positions may take place at a meeting or via email or other electronic submission. If voting takes place by electronic submission, the name of each candidate is to be contained in the notice of the meeting and any vote cast must be received within the timeframe identified in the notice of the meeting.
- The North Creek High School PTSA Board of Directors shall consist of the Executive Committee, Membership Committee Chair and Advocacy Chair. All members of the Board of Directors must also be members of North Creek High School PTSA.
- There shall be a minimum of one Board of Directors meeting every other month during the school calendar. Meeting times and dates shall be set by the Executive Committee. Each Board member shall receive written notice via email or website publication not less than five or more than fifty days prior to the date of the meeting. Quorum for the meeting is the majority of the Board of Directors. All board meetings are open to the membership unless previously advertised.
- Voice and vote at North Creek High School PTSA's Board of Directors meetings shall be limited to elected board members, standing chairs, elected teacher representatives and the Administration of North Creek High School, unless that individual is recognized and granted voice by the President.
- No Committee Chair shall serve more than two consecutive years in the same position. Exceptions can be made with the approval of the Executive Committee.

## **FINANCE**

- North Creek High School PTSA shall approve its Annual Operating Budget prior to July 1<sup>st</sup> of each year. The Board of Directors may reallocate funds budgeted for one purpose to another purpose by a majority vote.
- North Creek High School PTSA shall maintain a locked cabinet in the main school office. All elected officers shall have access to the contents of this cabinet. The original copy of any legal documents shall be kept in the legal documents notebook held by the President and Secretary.

- A Financial Review Committee with a minimum of two members, appointed by the President, will review the financial books twice a year. Members of this committee shall not include the Treasurer or any person authorized to sign on the North Creek High School PTSA bank accounts for the period that is being reviewed, or any individuals living in their households.
- North Creek High School PTSA shall have a minimum of 10% of total expenses (or a minimum of \$1,000.00) in reserves at the close of each school year.
- North Creek High School PTSA shall establish one or more accounts in financial institutions as determined by the Executive Committee. Any such account shall require the signatures of at least two elected officers to make a withdrawal.
- All contracts must be signed by two executive committee members.
- The Executive Committee will determine which officers shall have signing authority on the North Creek High School PTSA bank account(s).
- North Creek High School PTSA's monthly bank account statements shall be provided unopened to a non-signer (cannot sign checks) appointed by the Executive Committee. This person shall be appointed at the beginning of the fiscal year. Any concerns or discrepancies identified in the review should be brought to the attention of the President. If there are no concerns, the non-signer will complete a Non-Signer Review of Bank Statement form every month to coincide with each bank statement submitted, as well as initial and date the bank statement, and provide them all to the Treasurer.
- All reimbursement requests for authorized expenses must include a receipt and should be submitted to the treasurer within 30 days of the purchase. All requests for reimbursement must be received by June 25th or they will be considered a donation to North Creek High School PTSA.
- There will be strict monitoring of all receipts for reimbursement to accommodate the June 25th deadline. Any and all expenditures after the deadline of June 25th must be pre approved by the Board.
- Should North Creek High School PTSA receive an NSF check, a service fee in the amount of \$10 will be charged in addition to any fees imposed by North Creek High School PTSA's bank. If the NSF check is not paid for by June 1<sup>st</sup>, the PTSA will not accept any checks from this individual in the future. If more than three NSF checks are received from the same individual during the fiscal year, North Creek High School PTSA will not accept further checks from the individual responsible.

- In the actual event of a gambling activity (including, but not limited to a Raffle, Bingo, Carnival Event), students of North Creek High School shall be considered honorary members of North Creek High School PTSA without voice, vote, or the privilege of holding office, in order to participate in said activities.
- This PTSA shall maintain a PO Box for all correspondences. Two keys were issued and the President and the Treasurer are the responsible parties.

## **VOTING**

- Voting delegates from North Creek High School PTSA to the Northshore Council shall be any member of the North Creek High School PTSA Board.
- North Creek High School PTSA will send as many voting delegates to the WSPTA Convention as the budgeted amount for Convention can support. All delegates for the WSPTA Convention shall be selected by the Board of Directors. Registration and hotel shall be paid by North Creek High School PTSA. Persons attending the Convention paid for by North Creek High School PTSA will submit to the Board of Directors a summary of classes and general sessions attended.
- North Creek High School PTSA will send as many voting delegates to the WSPTA Legislative Assembly as the budgeted amount for the Legislative Assembly can support. The Legislative Chair(s) for North Creek High School PTSA will be one of the voting delegates representing North Creek High School PTSA at Legislative Assembly; the rest of the voting delegates will be selected by the Board of Directors. Registration and hotel shall be paid by North Creek High School PTSA. Persons attending the Legislative Assembly paid for by North Creek High School PTSA will submit to the Board of Directors a summary of meetings and general sessions attended.

## **OTHER**

- North Creek High School PTSA may collaborate with other non-PTA organizations (including but not limited to ASB and Booster Clubs). North Creek High School PTSA will only handle PTSA funds and will sign a contract with other organizations to clearly establish whether it is a PTSA activity or another organization's activity.