



Standing Rules

These standing rules shall be used in conjunction with the Uniform Bylaws of the Washington Congress of Parents and Teachers.

NAME & LEGAL COMPLIANCE

1. The name of this association shall be the Fernwood Elementary Parents, Teachers, and Students Association (**PTSA**). This unit, identified by the Washington Congress of PTA as 6.10.16, is a non-profit tax-exempt corporation recognized under IRS Section 501 (c) (3) on August 15, 1988. The registered agent for this corporation is the Washington State PTA. The corporation number, the UBI number, and Federal Tax ID number can be found in the PTSA Legal Documents Notebook.
2. The Treasurer is responsible for filing the annual IRS form 990EZ or 990N as required. Past forms 990 are kept in a binder managed by the Treasurer.
3. This PTSA is registered under the Charitable Solicitations Act. The Treasurer is responsible for filing the annual registration annually by May 31st. This PTSA serves the children in the Fernwood Elementary enrollment area.
4. The PTSA 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 documents notebooks maintained by the president and secretary.
5. 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.

Meetings

1. The general membership shall meet monthly during the school year on the second Tuesday of each month (whenever practical) except for December. A quorum will consist of a minimum of ten (10) PTSA members. The following business must be conducted at a general membership meeting during the school year; approve standing rules, elect Financial Review and Nominating committee, appoint Golden Acorn committee, elect officers for the following year, install officers and approve the operating budget for the following year.
2. The Board of Directors, consisting of the elected officers shall meet as needed during the school year to establish, review, and set goals. If necessary, an emergency board meeting can be called by the president with no less than 24 hours notice. A majority of the elected officers on the Board shall constitute a quorum.
3. The Executive Committee shall meet as necessary to review issues between meetings in addition to determining committee chairpersons.
4. The standing rules shall be adopted annually by a majority vote of the General Membership by October. They may be amended at any regular general membership meeting by a majority vote.

Membership and Fees

1. Membership in the 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 PTSA.

2. An individual membership is \$12 and a double membership is \$22. Community memberships, student memberships and corporate memberships shall be considered honorary members without voice, vote or the privilege of holding office.
3. To vote in an election, to be elected to the Nominating Committee, to be appointed by the Board, to serve as a committee chair, or to serve as a delegate, a person must be a member.

Officers and Elections

1. The Board of Directors shall consist of elected officers. Officers are the President, President Elect, VP/Membership, VP Fundraising, Secretary, Treasurer, Assistant Treasurer, and Legislation. Board positions may be co-chaired and each co-chair will be entitled to voice and vote. All elected officers must attend approved training each fiscal year.
2. The Executive Committee shall consist of the President, President Elect, Treasurer, and Secretary.
3. The officers shall be elected at the May general membership meeting for a term of one (1) year beginning July 1. No person shall serve in the same office for more than two (2) consecutive years.
4. A Nominating committee of at least three (3) persons shall be elected in the November general membership meeting. The President is not eligible to be elected to, or serve on the Nominating Committee. No person may serve on this committee for more than two (2) consecutive years.
5. The Special Education Representative (also known as the Parent Support Group Chairperson) shall be appointed by a simple majority of the board. The Special Education Representative shall serve as an ad hoc member of the board with voice and vote.
6. The Golden Acorn committee shall consist of the previous year's recipients, a board member and a minimum of one general member. The Golden Acorns shall be awarded at the general membership meeting by May.
7. If a vacancy occurs, the Executive Committee may elect an acting officer to serve until the next general membership meeting when nominations and elections will be held.
8. All board officers and committee members must be PTSA members.

Finance

1. The Budget will be prepared by the Treasurer and presented to the general membership at the May meeting for approval.
2. The PTSA shall maintain a safe deposit box at the bank where its checking account is maintained. The original copy of any legal documents shall be kept in the safe deposit box. Copies are to be made for the president and secretary and kept in a legal documents notebook. All elected officers shall have access to the contents of the safe deposit box.
3. The Financial Review committee shall consist of a minimum of 3 general members, but no member of the current board. Within 30 days of the closing of the books (June 30), the Treasurer will submit the books for review.
4. The PTSA shall establish one or more accounts in financial institutions as determined by the board of directors. Any such account shall require the signatures of at least two elected officers – as determined by the Board of Directors - to make a withdrawal.

5. The PTSA shall designate a non-signer to review the unopened monthly bank statement and report to the Executive committee any discrepancies or concerns identified. If no concerns or discrepancies are seen, the reviewer shall initial and date each page of the account statement and provide it to the treasurer.
6. All reimbursement requests for authorized expenses must include a receipt and be submitted to the treasurer on a Request for Reimbursement form within 60 days of purchase. All requests for reimbursement must be received by June 20th or they will be considered a donation to the PTSA.
7. The Grant Committee shall evaluate requests for funds for the benefit of Fernwood students and programs that fit in with the mission and goals of the Fernwood PTSA. The committee shall consist of a minimum of three PTSA members, at least one of which must be an elected Board member, and one which must be a non-Board member.

Voting

1. The Board of Directors shall determine the vote for the position of Washington State PTA Area Vice President
2. There will be four (4) voting delegates to the Northshore Council: the president plus three (3) others designated by the Executive Committee.
3. The President followed by the President Elect shall determine the voting delegates to the WSPTA Legislative Assembly.
4. Any Fernwood Elementary PTSA member may request a written ballot on any motion.

Social Media Policy

1. The purpose of social media is to promote PTSA, encourage participation, promote best practices, and provide accurate, relevant and up-to-date information.
2. The PTSA executive board shall approve the site and assign the responsibility for monitoring content. Content shall:
 - a. Be civil and inclusive for all groups
 - b. Not include document intended for members only
 - c. Not endorse, promote or solicit on behalf of a business, product or service, unless it is a Fernwood PTSA-sponsored event.
 - d. Not include comments and posts used as advertising space.
 - e. Not endorse a candidate or political party.
 - f. Be verified for access (Request and obtain permission for photographs or videos and/or check with district administrator for guidelines).
3. The Fernwood PTSA is a noncommercial, nonsectarian, nonpartisan association that does not endorse any candidate or political party. Solicitation shall not be posted on the site. If complaints are received or the PTSA deems content to be advertising the content will be removed. Offensive or inappropriate content shall not be tolerated. Any such content will be removed and the author banned from the site.

*Updated 10/09/2017
Approved 10/10/2017*