**Gateway Middle School PTSA 7.3.72**

**Standing Rules 2020-2021**

 Revised and Approved by membership 2.08.2021

**ARTICLE 1 - NAME AND LEGAL INFORMATION**

The name of this local PTA is Gateway Middle School PTSA. The Local unit number is 7.3.72 and was chartered on August 23, 1994. Gateway PTSA serves the students and staff at Gateway Middle School and the surrounding community, which includes the residents and business within the Gateway Middle School enrollment area.

Gateway PTSA was incorporated on January 21, 1997 and assigned Uniform Business Identification (UBI) number 601 769 436. The Treasurer is responsible for filing the Annual Corporation Report. The Employer Identification Number, or EIN, is located in the Legal Documents Binder.

Original PTSA legal documents shall be kept in a Legal Documents Binder located in the locked PTSA room at Gateway Middle School. Copies of all PTSA legal documents shall be made and maintained in a separate Legal Documents Binder held by the Treasurer.

Gateway PTSA is registered under the Charitable Solicitations Act, registration number 1833. The Treasurer is responsible for filling the annual registration by May 31st to avoid penalties.

Gateway PTSA was granted tax-exempt status under section 501(c)(3) of the Internal Revenue Code on March 2, 2000. A copy of the letter of Determination is available from the Treasurer.

The accounting period for this association shall be July 1st through June 30th.  The sitting Treasurer is responsible for filing the appropriate federal tax return 990 or Form 990 EZ prior to November 15th. Copies of the current and past year’s returns are located in the legal Documents Binder maintained by the Treasurer.

Gateway PTSA has designated the Washington State PTA as its registered agent with the Washington Secretary of the State’s Office, the Washington Department of Revenue, and the United States Internal Revenue Service.

**ARTICLE 2 - MEMBERSHIP AND DUES**

Gateway PTSA shall conduct an annual membership campaign beginning in the fall of the school year and shall make membership available throughout the year. Membership to Gateway PTSA shall be open to all individuals without discrimination. All students of Gateway Middle School shall be considered honorary members of this PTSA without voice, vote or the privilege of holding office.

Annual membership dues for Gateway PTSA shall be $20.00 per family (two persons), $13.00 per individual, and $9.00 per Gateway staff/teacher, and $8.50 for student. Annual dues include a portion payable to National PTA ($2.25 per member), Washington State PTA ($5.75 per member) and Everett PTSA Council ($0.50 per member). One time annual fee of $50.00 to Everett Council PTSA shall also be paid from membership dues collected per year.

**ARTICLE 3 - OFFICERS AND THEIR ELECTION**

The elected officers of this association shall consist of no more than two (2) persons for each of the following positions:  President, Vice President of Fundraising, Vice President of Volunteers, Secretary, and Membership. Each co-position officer shall be entitled to voice and vote. The office of Treasurer shall be held by one (1) person.  These officers make up the Gateway PTSA Executive Committee.

Elected Executive Committee Officers will assume their official duties on July 1st and shall serve for a term of one (1) year.  An elected officer shall not be eligible to serve more than two (2) consecutive terms in the same office. Each Executive Committee Officer is required, under Article 5, Section2(a) of the Washington State Uniform Bylaws, to attend a minimum of one WSPTA-approved training during their term in office and at least one Executive Committee Officer must attend PTA & the LAW.

Election and voting may be done virtually and electronically in the event that in-person meetings are not recommended or prohibited.

**ARTICLE 4 - BOARD OF DIRECTORS**

The Board of Directors shall consist of the elected Executive Committee and the Team Leaders of the following standing committees; Advocacy, Student Store, Guardian Wear, Communication, and Staff Appreciation. The President appoints and the Executive Committee approves appointments of all board members.The Board of Directors will meet bi-monthly, on a date and time determined by the board. A majority of the Board of Directors will constitute a quorum.  A special meeting of the Board of Directors may be called by the president or a majority of the Board of Directors with five (5) days’ notice being given.  Absence from three (3) consecutive Board of Directors meetings shall constitute dismissal from that body with recommendation from the Executive Committee and consensus of the Board of Directors**,** unless previously excused by the presiding officer.

**ARTICLE 5 - NOMINATING COMMITTEE**

The Nominating Committee shall be elected at a membership meeting at least thirty (30) days preceding the election of officers and shall consist of at least three (3) members. The Nominating Committee shall be elected by voice vote if there are no more than three (3) nominees and by ballot vote if there are more than three (3) nominees.The elected members of the Nominating Committee shall select its Team Leader at the first committee meeting. Neither the President nor the school Principal is eligible to be elected to serve on the Nominating Committee. Only Gateway PTSA members in good standing for at fifteen (15) days preceding their election shall be elected to the Nominating Committee. No person shall serve on the Nominating Committee for more than two (2) consecutive terms. The Nominating Committee serves until the election of officers takes place. The local PTA or council nominating committee shall submit to the members a signed report at least 15 days prior to the election stating the name of one or more candidates for each office to be elected. Additional nominations may be made from the floor with the consent of the nominee only when the election is held during a meeting. Additional nominations for virtual meetings must be submitted electronically with the consent of the nominee at least 15 days prior to the election.

**ARTICLE 6 - COMMITTEE TEAM LEADERS**

Committee Team Leaders are appointed for a term of no more than one (1) year by the incoming President and are approved by the Executive Committee. No person shall serve as Team Leader for the same committee for more than two (2) consecutive terms, unless no other member accepts appointment to the position. The Board of Directors must approve, by a majority vote, appointment of any Team Leader serving in the same position for more than two (2) consecutive terms.

**ARTICLE 7 - MEETINGS**

Gateway PTSA Membership meetings shall be held at least three (3) times during the school year for adoption of the budget, adoption of the standing rules, election of the nominating committee, and election of the Executive Board.  A minimum of ten (10) members shall constitute a quorum for the transaction of business in any Membership Meeting. Membership Meetings shall be held at the direction of the Board of Directors.

Voting and approval will be allowed virtually in the event that in-person meetings are not encouraged or allowed.

**ARTICLE 8 - BUDGET**

The Board of Directors shall present its annual operating budget prior to July 1st of each year to the general membership for approval. Changes to the approved budget shall be submitted at a Membership Meeting for adoption. The Board of Directors has the authority to reallocate up to $500 from one budgeted line item to anotherwithout approval of the Membership. All reallocations will be announced at the next Membership Meeting.

**ARTICLE 9 - BANKING**

**Accounts**- Gateway PTSA shall maintain no more than one (1) checking and one (1) savings account in a financial institution determined by the Board of Directors.

**Signature Cards**- At least three (3) elected officers shall be on the signature card for Gateway PTSA’s authorized bank account. All Gateway PTSA checks must be signed by at least two (2) of the three (3) authorized signing officers.

**Statements**- Gateway PTSA’s monthly bank account statements shall be provided, unopened, to a designated non-signer on the PTSA account. The Board of Directors shall appoint this individual at the beginning of the fiscal year. The reviewer shall promptly report any concerns or discrepancies identified to the PTSA Executive Committee. If no concerns are identified, the reviewer shall sign, date and return the bank statement(s) to the Treasurer.

**ARTICLE 10 - FINANCES**

The Treasurer will have the authority to pay all the budgeted expenses up to 110% of the approved budget line item.  All non-budgeted expenses shall be brought before the Board of Directors for approval prior to expenditure.

All reimbursement requests must include an original receipt and be submitted to the Treasurer no later than June 15th.  Requests and approval may be submitted via email (pdf documents) with electronic signatures in the event that in-person contact is not possible or not encouraged.

Gateway PTSA shall recover the full amount of the original check plus any bank charges incurred on any NSF checks.  All NSF checks and fee(s) not paid by June 30th (end of the fiscal year) will result in the payees inability to write checks to the PTSA the following year. The PTSA has the authority to place a stop payment on misplaced or lost reimbursement checks and deduct any bank fees incurred from the original amount of the check written to the payee.

**ARTICLE 11 - FINANCIAL REVIEW**

A Financial Review Committee, appointed by the President(s), shall conduct a mid-year financial review in January/February in addition to the required financial review at the close of the fiscal year after June 30th. The mid-year financial review may be waived for the year in special circumstances (i.e. pandemic/remote learning) with membership approval. Records must be submitted for financial review no later than 30 days after the end of the fiscal year. The Financial Review Committee shall consist of a minimum of three (3) members and shall not include the Treasurer or any persons authorized to sign on the PTSA bank accounts, nor persons related to or living in their households, for the period that is being reviewed.

**ARTICLE 12 – ONLINE ACCOUNTS**

All online accounts logins and passwords will be maintained and kept safe by the President, Treasurer, and any Committee Chairs pertaining to certain accounts. Passwords should be changed 1-3 months after new officers assume new roles or after year-end financial review is complete.

**ARTICLE 13 - AWARDS**

An Awards Recognition Committee, consisting of past award recipients and PTSA volunteers, shall be appointed by the President(s) to select the recipient(s) of the annual Golden Acorn, Outstanding Educator, Outstanding Student Advocate, and Outstanding Advocate Awards. The number of award recipients shall be established by the Awards Recognition Committee based on the number of nominations received and budget allocation. This committee will consider only nominations submitted in writing by PTSA members by the established due date.

An Honorary Life Membership Award may be presented annually to a Gateway PTSA member at the discretion of the Awards Recognition Committee.

**ARTICLE 14 - VOTING DELEGATES**

Council- The number of voting delegates from Gateway PTSA to the Everett PTSA Council is three (3). The first three (3) members in attendance shall be the voting delegates with the exception of the President. If the PTSA President is present, then the first two (2) members in attendance shall join the President as voting delegates.

**WSPTA Convention**- Delegates to the annual Washington State PTA Convention shall be open to all incoming elected Executive Committee members. The number of delegates allowed will be determined by the budget allocated. Gateway PTSA shall pay the delegates’ convention registration expenses in full. Lodging, parking and established daily food allowance shall be paid to the fullest amount the budget can sustain.

**Legislative Assembly**- The Advocacy Team Leader shall attend and vote on behalf of the Gateway PTSA membership. If the delegate cannot attend, then a replacement delegate shall be appointed by the president. Local PTAs are entitled to four (4) voting delegates for up to 200 members and one (1) more for each additional 100 members. Gateway PTSA shall pay the delegate’s Legislative Assembly registration in full. Lodging, parking and established daily food allowance shall be paid to the fullest

amount the budget can sustain.

**ARTICLE 15 – STANDARDS OF AFFILIATION**

WSPTA Standards of Affiliation Agreement- Per the Washington State PTA Uniform Bylaws, the Executive Committee will annually review, complete, and submit the WSPTA Standards of Affiliation Agreement.

**ARTICLE 16 - STANDING RULES**

These Standing Rules may be read by request at any of the general membership meetings.  The Standing Rules shall be reviewed annually.  The Standing Rules may be amended or rescinded at any membership meeting by a majority vote.