

**I. NAME**

- A. The name of this local unit shall be the Peter Kirk Parent Teacher Student Association (PTSA); the local unit number is 2.8.45. This PTSA was chartered on March 7, 1975.

**II. LEGAL STATUS**

- A. The Peter Kirk PTSA is a non-profit corporation with a tax-exempt status, Section 501(c)(4), granted January 25, 1988 and amended to Section 501(c)(3) on March 26, 1996. A Letter of Determination will be made available upon request. The current Treasurer (s) with the assistance of the immediate past Treasurer(s) shall be responsible for filing required tax forms in accordance with federal and state guidelines. Copies of the current and past years' returns are located in the Legal Documents Binder maintained by the Secretary.
- B. This unit's Federal Employer Identification Number (EIN) is located in the Legal Documents Binder maintained by the Secretary and is available upon request.
- C. The PTSA was incorporated on January 15, 1980. The corporation number is available upon request. The Treasurer(s) will annually renew the Articles of Incorporation prior to the unit's anniversary date. The registered agent for this corporation is the Washington State PTA.
- D. This PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is PEK-188-320. The Treasurer(s) will file the annual registration by May 31<sup>st</sup> to avoid penalties.
- E. This PTSA will annually review and complete, **sign and submit** all required Washington State PTSA Standards of Affiliation documents by the required deadline.
- F. This unit shall keep at least two (2) copies of its legal documents in separate locations, **one of which can be electronic**, to be maintained by the Secretary and Treasurer.

**III. MEMBERSHIP AND SERVICE FEES**

- A. This PTSA serves the children in the Peter Kirk Elementary school community.
- B. Membership in this PTSA shall be open to all people without discrimination. Membership is open to all parents, grandparents, guardians, teachers, staff, students, community members and other persons that support the purpose of the PTSA.
- C. The membership fees shall be \$10 for Peter Kirk Staff **and Community Members**, \$15 for a single membership, and \$25 for a dual membership (2 adults).
- D. The voting body of the Peter Kirk PTSA shall be those who have paid membership dues for the current year.
- E. The students of Peter Kirk Elementary School shall be considered honorary members of the PTSA without voice, vote, or the privilege of holding office.
- F. All Elected Officers, Board of Directors and Committee Chairs must be members of the PTSA.

**IV. MEETINGS**

- A. Dates and times of the meetings of this unit shall be established by the Executive Committee at the beginning of each school year. General membership meetings shall be held to adopt the annual budget, approve the standing rules, review and approve the financial audit, elect a Nominating Committee and elect officers. Additional meetings shall be held at the direction of the Board of Directors.
- B. Special meetings of the General Membership may be called with **ten (10)** calendar day notice by the President, or by a majority of the Board of Directors.

- C. A quorum is established at a General Membership Meeting when at least ten (10) members are present. A quorum must be present to conduct any business (this includes voting as well as discussions). Motions are passed by a majority vote so long as a quorum is present. Members and any committee of members may participate in meetings by conference telephone or similar communications equipment so that all persons participating in the meeting can hear each other at the same time. Participation by this method constitutes presence in person at the meeting.
- D. Any board member may bring business before the Board of Directors with prior notification to the president(s). Each member of the Board of Directors will have one vote, and a majority (50% +1) of those on the Board of Directors shall constitute a quorum.
- E. Special board meetings may be called with at least five (5) calendar days' notice by the President, or by a majority of the Board of Directors.
- F. ~~A quorum is established at a Board of Directors meeting when a majority of all BOD members are present (50% + 1). A quorum must be present to conduct business. Motions are passed by a majority vote so long as a quorum is present.~~
- G. ~~Agenda items for consideration at either the Board or General meeting shall be submitted to the President and/or Secretary no later than seven calendar days prior to the meeting at which they will be discussed. Items submitted later than this will be considered at the discretion of the President.~~
- H. This PTSA can conduct business via email for announcements, reminders, and the transferring or sharing of information among Board members and the General Membership. Voting must be done in person, with two exceptions. The election of officers and the election of nominating committee members may be conducted by absentee, mail, or electronic ballots in compliance with the "Uniform Bylaws of the Washington State PTA" procedures governing such balloting. Members will be notified of General Membership meetings via email and/or PTSA newsletter.

**V. EXECUTIVE COMMITTEE (EXC)**

- A. The Nominating Committee shall be elected according to the "Uniform Bylaws of the Washington State PTA."
- B. The elected officers shall be the President, **Executive Vice President**, Vice President of Community, Vice President of Enrichment, Vice President of Outreach, Secretary, Banking Treasurer, and Reporting Treasurer. These officers shall constitute the Executive Committee. Any elected position (except for the Banking Treasurer and Reporting Treasurer positions) may be held jointly by two (2) people. Each member will have an equal vote.
- C. These officers shall be elected at a General Membership meeting in accordance with PTA uniform bylaws before June 30, and will assume their duties on July 1st.
- D. Elected officers shall serve a term of one (1) year and may serve no more than two (2) consecutive years in the same position. After two years in the same position, they may not serve in that same position for at least one (1) year.
- E. Our PTSA will make sure that each Executive Committee member attends a minimum of one WSPTA-approved training session during the PTSA year. Further, at least one member of the Executive Committee will attend PTA & the Law during the PTSA year, as specified in the Washington State PTA Standards of Affiliation.

- F. In the absence of a President, the **Executive Vice President**, followed by the Vice President of Community, then Vice President of Outreach in that order, shall perform all duties of the President.
- G. All Elected Officers shall sign and abide by the Peter Kirk Elementary PTSA Code of Ethics Agreement.

**VI. BOARD OF DIRECTORS (BOD)**

- A. The Board of Directors shall consist of the Executive Committee and the Directors of the following: Arts/Language Arts Programs, **Before/After School Programs**, Communications, Fundraising, Legislative Advocacy, Membership and Volunteering.
- B. Directors will be appointed by the Executive Committee.
- C. Board members are encouraged to attend all Board of Director meetings. An office or Directors' chair shall be declared vacant if that person misses three (3) consecutive meetings, unless excused by the President. The Secretary shall keep track of each Board of Directors' attendance.
- D. **If a vacancy occurs in a board position, the executive committee may appoint a member to fill the vacancy until the next membership meeting, as specified in WSPTA Uniform Bylaws Article 5, Section 6. 19.**
- E. **The Executive Committee may remove from office any member of the board of directors by a two-thirds vote of the Executive Committee.**
- F. All Board of Directors shall sign and abide by the Peter Kirk Elementary PTSA Code of Ethics Agreement.

**VII. COMMITTEE CHAIRS (CC)**

- A. Committee Chairs will be appointed by the Board of Directors.
- B. All Committee Chairs must submit a plan of action for their event, program or activity for approval by their overseeing Board member prior to its commencement.
- C. If a PTSA event or program will spend and/or receive funds, the chair of the committee, event or program must submit a budget (the expected income and expenditures) for approval by their overseeing Board member in advance of spending any money or entering any binding agreements.
- D. All PTSA events, programs and activities must stay within their approved budget. Any possible budget over runs, **in excess of 10% of the allocated budget (or \$200) whichever is less**, must be submitted in writing and be approved by the Board and/or General Membership in advance to be eligible for reimbursement.

**VIII. BUDGET**

- A. The board shall approve a proposed annual operating budget for the upcoming school year each spring.
- B. The PTSA shall re-approve the annual operating budget at the first General Membership meeting of the year.
- C. The Board of Directors may approve unbudgeted (new) expenditures of \$500 per item or less, (not to exceed a total of \$2,000 per year) without General Membership approval.
- D. **The Board of Directors may approve reallocation of budgeted funds of up to \$1000. \$500 or less, (not to exceed a total of \$1,000 per year) without General Membership approval. Reallocations exceeding \$1000 must be approved by a majority vote of the membership.**
- E. Changes to the current, approved budget of \$1,000 or more require notice to General Membership 7 calendar days in advance of a vote.

**IX. FINANCES**

- A. The Treasurer shall keep Peter Kirk Elementary PTSA money in FDIC insured banking Institutions in accordance with current FDIC insurance limits to the best of their ability.
- B. Any such accounts shall require the signatures of at least two (2) elected officers to make a withdrawal.
- C. The signatures of four (4) elected officers shall be on the Authorized Signature Card for the PTSA bank accounts. Newly elected officers will commence the right to be placed on the Authorized Signature Card of any PTSA bank accounts when their term begins. The previous year's officers will be removed as authorized signers for any PTSA bank accounts when their term ends. Only one (1) Treasurer's signature will be allowed. Only one (1) member per household may be an authorized signer.
- D. Should the PTSA receive an NSF check, it may require the issuer to reimburse any bank penalties the PTSA may incur. If the NSF check is not paid, including any accrued bank penalties, within 14 calendar days of notification of insufficient funds, the PTSA will no longer accept checks from the issuer.
- E. The PTSA shall conduct the required financial review of its books and records at the close of the fiscal year (June 30) and in January (mid-year audit). These financial reviews shall be presented to and approved by the General Membership.
- F. All contracts and binding agreements must be reviewed by the Board Member responsible for oversight of the program, activity or event and shall require the signature of that overseeing Board member and the President. Contracts are to be kept in a Contracts Binder maintained by the Secretary.
- G. Requests for reimbursement or payment from the PTSA must be in writing and include original receipts and/or invoices for goods or services purchased. Written approval from the Board member who is responsible for oversight of the program, activity or event must be included on the request. All current fiscal year (July 1 to June 30) requests for reimbursements or payments from the PTSA must be submitted by June 15.
- H. The monthly banking statements shall be provided unopened to the non-signatory Co-Treasurer (reporting) or to a person appointed by the Board of Directors. Such a person, if not the elected Co-Treasurer, shall be appointed at the beginning of the fiscal year, and shall not be a signatory on the account. This person shall promptly report any concerns or discrepancies identified in a review to the Executive Committee. Each monthly statement shall be signed and dated by this person and kept as financial records.

**X. AWARDS**

- A. The following awards may be presented annually in June:
  - One or more Golden Acorn Award(s) to an outstanding PTSA volunteer(s).
  - One or more Golden Eagle Award(s) to an outstanding volunteer(s).
  - One or more Outstanding Educator Award(s) to an outstanding Peter Kirk staff member(s).
  - One or more Honorary Lifetime Membership Award(s) to an outstanding volunteer or Peter Kirk staff member(s).
- B. A Committee appointed by the Board of Directors shall select the recipients. The Committee, with the approval of the Board, will determine the number of recipients.

**XI. DELEGATES**

- A. The voting delegate(s) to the annual State PTA Convention shall be elected officers and/or individuals appointed by the Board of Directors. A minimum of four voting delegates may be appointed.

- B. The voting delegate(s) to the Lake Washington PTSA Council (up to four) shall be whichever Board members attend the Council meeting during which voting takes place. ~~shall be elected officers and/or individuals appointed by the Board of Directors. A minimum of four voting delegates may be appointed.~~
- C. The voting delegate(s) to the WSPTA Legislative Assembly shall be the Legislative Director and/or delegates appointed by the Board of Directors. A minimum of four voting delegates may be appointed.
- D. The vote of this PTSA for the position of Washington State PTA Region Director shall be determined by the Board of Directors.

**XII. STANDING RULES**

- A. These Standing Rules shall be adopted each year at the first General Membership Meeting.
- B. These Standing Rules may be amended at any time. If the membership has been given ten days' notice to the date of the meeting and 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, then 2/3 vote of the members present is required (if a quorum has been established).
- C. These Standing Rules shall be in compliance with the Washington State PTA Bylaws. If there is a conflict between the two, the Washington State PTA Bylaws shall be the authority.