

# Cherry Crest Elementary PTSA 2.3.25

## Standing Rules 2022-2023

Approved on September 29, 2022

### ARTICLE 1: NAME AND IDENTIFICATION

#### Section 1

The name of this local PTSA shall be Cherry Crest Parent Teacher Student Association of Bellevue, Washington, a branch of and affiliated with the Washington State PTA (WSPTA) and the National PTA. Its National PTA number is 23041.

#### Section 2

This local PTSA is a private, nonprofit, volunteer organization. No part of net earnings shall inure to the benefit of any private shareholder. This local PTSA serves the children enrolled in the Cherry Crest Elementary school community (which includes the residences and businesses in the Cherry Crest Elementary school enrollment area) and more generally in the Bellevue School District.

#### Section 3

This local PTSA is organized exclusively for religious, charitable, scientific, literary or educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. This local PTSA was granted tax-exempt status under section 501(c)(3) of the Internal Revenue Code on February 26, 1985. A copy of the letter of determination is filed in the legal documents' binder maintained by the Treasurer. The Treasurer is responsible for filing the annual registration.

#### Section 4

Notwithstanding any other provision of these articles, this local PTSA shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code.

#### Section 5

The Local Unit Number (LUN) of this local PTSA is 2.3.25 (State Region #2, Bellevue Council #2.3, Local Unit #25).

#### Section 6

This local PTSA is a corporation, State File #2-271974-4, having adopted Articles of Incorporation under the nonprofit laws of the State of Washington, on September 26, 1977, and having been assigned a UBI # 601-586-928. The registered agent for this local PTSA is Washington State PTA. The Treasurer is responsible for filing the Annual Corporation Report.

## Section 7

The Employer Identification Number is on file in the legal documents' binder with the Treasurer; a copy of the legal documents' binder is also in the custody of the Secretary.

## Section 8

The current Treasurer, with assistance from the immediate past Treasurer, is responsible for filing IRS Form 990 or Form 990 EZ prior to November 15<sup>th</sup> (if required) and, prior to such filing, showing a copy to the Board of Directors at the General Meeting scheduled before such filing. A copy of the current and past years' returns is to be kept in the legal documents' binder maintained by the Treasurer.

If an extension for the filing of IRS Form 990 is needed after November 15<sup>th</sup>, BOD needs to be alerted and an updated timeline needs to be agreed at the immediate BOD meeting.

## Section 9

Per the Washington State PTA Uniform Bylaws, this local PTSA we will annually review the Washington State PTA Standards of Affiliation agreement in its entirety and will agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA. The WSPTA Uniform Bylaws shall govern all matters not listed in these Standing Rules.

## **ARTICLE II: MEMBERSHIP AND SERVICE FEES**

### Section 1

The membership/service fees of this local PTSA shall be as follows:  
\$12 per individual,

Membership fees paid by this local PTSA include:

the National assessment of \$2.25 per each member

plus, the Washington State PTA assessment of \$5.75 each member

plus, the Bellevue Council assessment of \$1.50 each member

All funds remaining after giving effect to the payments described in the preceding sentence will go towards this local PTSA's Membership activities.

### Section 2

Membership at this local 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 purpose of this local PTSA.

All paid members have a voice and vote at this local PTSA's General Membership meetings. Students at Cherry Crest Elementary School may join this local PTSA. Each student membership is entitled to a voice and vote. Students who are 18 years of age or older may hold elected positions within this local PTSA. Student members may attend and speak at all meetings and may serve on committees (but may not chair committees). Only voting members may constitute a quorum at meetings.

### Section 3

Only members, who have been a member for at least 30 days preceding the election or appointment, of this local PTSA shall be eligible to serve on any elected or appointed position.

## **ARTICLE III: BUDGET**

### Section 1

Expenditures over budget of more than \$200.00, and any additional revenues must be approved by a majority vote of the General Membership before payment. Expenditures over budget of \$200.00 or less may be approved by a majority of the Executive Committee.

### Section 2

The approved budget of this local PTSA shall include a reserve fund of at least \$150,000 or 50% of the total expenses for the prior year's budget to be carried forward as a beginning balance for the following year.

### Section 3

Tuition-based extra-curricular activities (i.e., foreign language, art, science, etc.) shall be financially self-supporting. This local PTSA may sponsor certain activities and provide organizational assistance (i.e., insurance, taxes, staffing, etc.) under the following guidelines.

To be a PTSA activity, the activity must meet the following criteria:

- This local PTSA executes a contract with a third-party provider (whether oral or written) relating to such activity
- This local PTSA creates, plans, and implements the program, project or activity
- The people power is provided by this local PTSA. (This means that a PTSA member must be present at all times, in the room where the activity takes place, taking an active role in the program and ensuring that participants are picked up or taken home at the end.)
- This local PTSA membership votes to undertake the event
- This local PTSA collects all money and deposits it in the PTSA account

### Section 4

The Board of Directors has permission to re-allocate funds within the budget up to \$500 per committee.

## **ARTICLE IV: PTSA FINANCES AND LEGAL DOCUMENTS**

### Section 1

All reimbursement requests shall include a receipt and shall be submitted to the Assistant Treasurer within 60 days of purchase. All requests for reimbursement must be received by June 1<sup>st</sup> (unless event takes places after that date) or reimbursement may be forfeited, and such expenses will be treated as a donation.

### Section 2

This local PTSA shall establish one or more bank accounts as determined by the Board of Directors. Any such account shall require a signature of at least two Designated Officers to make a withdrawal. The signatures of the Assistant Treasurer and the President or Co-Presidents shall be on the signature card for this local PTSA's authorized bank account and such officers shall be deemed to be Designated Officers for purposes of the foregoing sentence.

### Section 3

This local PTSA shall conduct a financial review of its books and records in January of each year in addition to the required financial review after the close of the fiscal year.

### Section 4

The Treasurer shall maintain a binder with the original copies of any legal document applicable to this local PTSA. A copy of the binder shall reside with the Secretary.

### Section 5

This local PTSA's electronic monthly bank account statements shall be reviewed by the Treasurer, or a non-signer on the bank account, who will promptly report any concerns or discrepancies identified in the review to the Executive Committee.

## **ARTICLE V**

This Article V intentionally left blank.

## **ARTICLE VI: OFFICERS AND THEIR ELECTION**

### Section 1

a) Officers of this local PTSA shall be President or Co-Presidents, Vice-President or Co-Vice Presidents, Secretary, Treasurer and Assistant Treasurer. A President-elect shall be nominated at the discretion of the General Membership if deemed necessary

- b) The officers shall be elected at a General Membership meeting one month prior to the annual state convention, for a period of one (1) year. No person shall serve in the same office for more than two (2) consecutive terms. Officers will assume their office on July 1<sup>st</sup>. The President -Elect will assume his/her office as President the following year on July 1<sup>st</sup>.
- c) Each elected co-position is entitled to voice and vote at the Board of Directors' meeting. Each member shall be entitled to his/her own vote at a meeting of the General Membership. A quorum being present, a majority of all votes present is necessary to elect.
- d) The names and addresses of the newly elected officers will be sent to Washington State PTA no later than May 1<sup>st</sup> by the Secretary.

### Section 2

It is ideal for the candidates for President, President-Elect or Co-President to have served one year on the Board of Directors for at least one year prior to the election.

### Section 3

- a) Elections for elected Officer and Nominating Committee positions will take place at General Meetings. Like an in-person meeting, the virtual meeting may be for the purpose of elections. Please refer to the section "ARTICLE XI: Meetings" for meeting rules.

## **ARTICLE VII: DUTIES OF OFFICERS**

### Section 1 – General

In this local PTSA, the elected officers of the Executive Committee shall have the ability to sign all financial matters or binding agreements. All such agreements shall be reviewed and signed by two (2) Executive Committee officers and reported during the next Board of Directors meeting to be recorded as approved in the minutes. Contracts with third parties for services in planning events and activities for the PTSA shall be reviewed by the committee chair and at least one elected officer. If the vendor only allows one signature, the second signature can be added to a print copy kept by this local PTSA and recorded in the minutes as approved.

### Section 2 - Duties

This local PTSA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Standards of Affiliation Agreement. Refer to the "Cherry Crest Elementary PTSA Executive Committee Job Descriptions & Expectations" as posted on the PTSA website.

### Section 3 – Removal of an officer

An officer of a local PTA may be removed from office by a two-thirds vote of the membership present at a regularly scheduled meeting or at a meeting called for such purpose, should there be cause for removal, such as violation of the ethics, policies, or principles of PTA

## **ARTICLE VIII: EXECUTIVE COMMITTEE**

### Section 1

The Executive Committee shall consist of all elected officers. The principal and faculty representative shall serve as staff, parent and school community liaisons and act as advisory members of the Executive Committee.

### Section 2

The Executive Committee may create or abolish special committees, as it may deem necessary.

## **ARTICLE IX: NOMINATING COMMITTEE**

### Section 1

- a) The Nominating Committee shall be elected at the January General Meeting.
- b) The Nominating Committee shall submit to the membership a written and signed report at least fifteen (15) days prior to the election, the name of one (1) or more candidates for each office of the Executive Committee. If candidates cannot be found, refer to the WSPTA Nominating Committee guidelines for how to fill positions after the elections.

## **ARTICLE X: BOARD OF DIRECTORS**

### Section 1

The Board of Directors of this local PTSA shall consist of all members of the Executive Committee, the immediate past President, and the following Standing Committee Chairpersons:

- Legislative Advocate
- Family Nights: Fall Festival, Festival of Cultures, Family Off-site, Science/Engineering night.
- Membership
- 5<sup>th</sup> Grade Activities
- All Fundraiser Committee Chairs and up to 3 Committee Chairs appointed by the Executive Committee on an annual basis.

If the immediate past President cannot serve, then any past President may serve on the Board of Directors.

### Section 2

- a) All committee chairperson(s) shall submit their completed committee notebook to their Executive Committee liaison within 30 days after their event/activity, which shall include an evaluation of duties, activities, budget and recommendations on or by June 31<sup>st</sup>.
- b) All chairperson's budget account shall include any income, expenditures and net income connected with that committee.

### Section 3

No person may serve as the same committee chairperson for more than two (2) consecutive years without the approval of the Board of Directors.

### Section 4

- a) PTSA committee programs that would in any way impact the classroom or school day shall be brought before the Executive Committee.
- b) PTSA programs impacting the yearly calendar shall be brought to the Executive Committee.

### Section 5

A Board member is expected to act as a fiduciary for the PTSA membership. No member of this local PTSA Board of Directors or any of its Committees shall derive any personal profit or gain by reason of his or her participation in this local PTSA. Each individual shall disclose to this local PTSA any personal interest which s/he may have in any matter pending before this local PTSA and shall refrain from participation in any decision on such matter, and sign a Conflict of Interest Policy Statement.

## **ARTICLE XI: MEETINGS**

### Section 1 – Board of Directors

- a) The Board of Directors shall meet prior to each General Meeting, at a date and time to be determined by the Board of Directors.
- b) In months that do not have a scheduled General Meeting, the Board of Directors shall meet in order for the Treasurer to present a written financial report.
- c) A majority of those currently serving on the Board of Directors shall constitute a quorum.
- d) Only members of the Board of Directors shall be entitled to vote in the business of the Board of Directors. Unless otherwise expressly specified in these Standing Rules, a majority of those present shall be required to pass resolutions of the Board of Directors.
- e) When Standing Committees are co-chaired, only one vote per committee shall be recognized.
- f) Upon the recommendation of the Executive Committee, and with prior notice, a General Meeting may be called in place of a Board of Directors meeting, or immediately following any Board of Directors meeting.

### Section 2 – General Membership

- a) The General Membership of this local PTSA shall meet once a month during the months of September, January, March and May, unless otherwise ordered by the Executive Committee, with prior notice of not less than ten (10) calendar days given to the General Membership.
- b) There shall be at least three (3) general meetings to conduct business during the year. The following agenda items must be covered during the year:

- 1) Approval of the budget and renewal of the Standing Rules.
  - 2) Election of a Nominating Committee (at least 45 days prior to election of officers).
  - 3) Election of officers and State Convention delegates.
- c) This local PTSA shall approve its annual operating budget at the last general meeting of the year.
- d) General meetings of this local PTSA shall include all voting members of the organization.
- e) Meetings may be for the purpose of making reports to the membership and conducting PTSA business. They should include approval of prior meeting minutes, presenting financial, Board of Director, and committee reports, as well as voting on items such as budget amendments, approval of the budget and elections.
- f) A quorum shall be 10 members. Unless otherwise expressly specified in these Standing Rules, a majority vote of those members present shall be required to pass resolutions.

### Section 3 – Special Membership Meetings

For this PTSA, special membership meetings may be called by the president, a majority of the board of directors, or by five percent of the local PTA membership currently enrolled in the WSPTA membership database. Notification of place, date, time and purpose of the meeting shall be provided to members at least ten days before the special meeting

### Section 4 – Electronic Meetings

1. Meetings of the Board of Directors and all committee meetings shall be authorized to be held by telephone conference or through other electronic communications media as long as all the members can simultaneously hear each other and participate during the meeting
2. General membership meetings shall be held electronically or in combination with in-person meeting as long as the meeting notice is given 10 days in advance
  - a. Only PTA members shall be allowed to vote electronically
  - b. Attendance shall be taken electronically.
  - c. All voting during electronic meeting shall be recorded electronically and that vote shall be recorded and included with the minutes in the approval process of those minutes.
  - d. Voting by email shall not be permitted under any circumstances
3. All communication required by these bylaws, including meeting notice, may be sent electronically unless communication is otherwise specified in these bylaws.

## **ARTICLE XII: RECOGNITION/AWARDS**

### Section 1

The Recognition/Golden Acorn committee shall be appointed by the Executive Committee at least thirty (30) days preceding the election of the Golden Acorn recipients.



## Section 2

The Recognition/Golden Acorn committee shall consist of past Golden Acorn recipients.

## Section 3

Nominations for the Golden Acorn award shall be submitted by either the General Membership and/or by the Golden Acorn committee.

## Section 4

Upon majority decision of the Golden Acorn committee, no more than three (3) Golden Acorn awards may be presented annually to recognize any person who has given exceptional service to children and youth.

## Section 5

The date and presentation of these Golden Acorn awards and any other forms of recognition will be decided by the Recognition/Golden Acorn committee.

## Section 6

One or more Outstanding Educator Awards could be presented annually to an outstanding teacher or educator. Nominations shall be accepted from this local PTSA General Membership and the Executive Committee shall select the recipient.

### **ARTICLE XIII: PTA STATE, REGION 2 AND COUNCIL VOTING**

#### Section 1

Delegates and alternates named to the annual WSPTA convention shall be selected from among the incoming Executive Committee members.

#### Section 2

Voting delegates to the Bellevue PTSA Council shall consist of four (4) voting delegates. One of these four (4) delegates must be named the President/Co-President. Two (2) of the voting delegates may be represented by named alternates.

### **ARTICLE XIV: UNIFORM BYLAWS**

#### Section 1

These Standing Rules shall not be in conflict with the Uniform Bylaws of the WSPTA. These Standing Rules may be amended at any General Meeting by a 2/3 vote, or, if prior notice is given, by a majority vote.

## Section 2

All matters not covered in these Standing Rules shall conform with the WSPTA Uniform Bylaws.

## Section 3

These Standing Rules shall be renewed each year at the first General Membership meeting by a majority vote.

# **ARTICLE XV: PARLIAMENTARY AUTHORITY**

## Section 1

Robert's Rules of Order Newly Revised shall govern this local PTSA.

# **ARTICLE XVI: SOCIAL MEDIA POLICY**

## Section 1

The Cherry Crest Elementary PTSA Facebook pages are intended to provide updated information, news, and stories from the local PTSA community, ways members may get involved, and an open discussion forum.

## Section 2

Members participating are responsible for their own conduct, taking personal responsibility for their comments, username, and any information they provide. While the Cherry Crest Elementary PTSA welcomes questions and comments in an open forum, it is mindful to remember manners and courtesy so everyone feels comfortable participating.

## Section 3

To keep an open and constructive dialogue, it is insisted that all of our Facebook members adhere to the guidelines below. Cherry Crest Elementary PTSA encourages member participation but if a comment falls under any of the categories below, it will be removed.

- a) Respect other members' positions and philosophies.
- b) Off-topic posts of any kind will not be allowed; please keep comments and posts clean and relevant.
- c) Cherry Crest Elementary PTSA does not allow graphic, obscene, explicit, or racial comments or posts. In addition, Cherry Crest Elementary PTSA does not allow comments that are abusive, hateful, or intended to defame anyone or any association; harassment and bullying of any kind will not be tolerated.
- d) Advertisements, endorsements, or promotions of third-party solicitations will not be allowed.

- e) To maintain nonpartisanship, endorsements or opposition of political candidates are not allowed. Any posts by others about a candidate is not an endorsement or opposition by the Cherry Crest Elementary PTSA.
- f) Comments that suggest or encourage illegal activity will not be tolerated.
- g) Spam is not allowed and will be removed.
- h) Personal information including email addresses, telephone numbers, mailing addresses, or any type of identification numbers will be removed.

#### Section 4

The appearance of external links of the Chery Crest Elementary PTSA Facebook page does not constitute official endorsement on behalf of the Cherry Crest Elementary PTSA or our members.

#### Section 5

Those who continually violate the above policies will have limited access or removed ability to comment in the future.

#### Section 6

All social media matters not covered in these Standing Rules shall conform with the WSPTA Social Media Policy.