**Garfield High School Parent Teacher Student Association**

**LOCAL UNIT #6-15-467**

**Standing Rules for 2016-2017 APPROVED: January 24, 2017**

**Article 1- Name**

The name of this organization shall be the Garfield High School Parent Teacher Student Association. It shall be referred to in these standing rules and other organization documents as GHS PTSA, Garfield High School PTSA, Garfield PTSA, Local Unit #6-15-467 or the PTSA.

**Article II- State and Federal Corporate Status**

*Section I.* GHS PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 6502. The Treasurer(s) is(are) responsible for filing the GHS PTSA annual registration prior to November 15 each year.

*Section 2.* GHS PTSA was incorporated as a nonprofit corporation in the State of Washington on 11-18-1996. It was assigned corporation number 601-753-424. The Treasurer(s) is(are) responsible for filing the annual nonprofit corporation report prior to November 30 each year. The registered agent for this corporation is the Washington State PTA, 2003 65th Ave W, Tacoma, WA 98466-6215.

*Section 3.* The Local Unit's Federal Employee Identification Number (EIN) is 91-1227009. *Section 4.*This Local Unit was granted preliminary tax-exempt status under Section 501(c)(3) on

12-16-1997. The final determination of the 501(c)(3) status was granted on 7-9-2001.

*Section 5.* The Treasurer(s) is(are) responsible for filing IRS Form 990 or 990EZ as legally required.

**Article III- Parliamentary Authority**

A parliamentarian may be appointed by the President and approved by the Board of Directors.

**Article IV- Membership and Fees**

*Section 1.* GHS PTSA serves the Garfield High School Community. The membership includes all who join the GHS PTSA.

*Section 2.* The Treasurer(s) will remit State and Council fees to the Seattle Council PTSA on or before the deadlines determined by the Washington-State PTA each year.

*Section 3.* A PTSA local unit is considered to be in good standing when it has:

1. Submitted current officers' names to the State PTA and Council
2. Registered its voting delegates with the council
3. Submitted all required service-fees and membership list by the deadline determined by the Washington State PTA.

*Section 4.* Any person or Organization believing in the mission of the GHS PTSA may become a member of the GHS PTSA, upon registering at least their name and zip code and remittance of an annual fee payment as recommended by the GHS PTSA Board of Directors.

**Article V- Officers and Elections**

*Section 1.* The elected officers of this council shall be President(s), Vice President(s), Treasurer(s), and Secretary.

*Section 2*. The officers shall be elected at a general membership meeting prior to May 31 for a term of one year. Elected officers shall serve no more than two consecutive one-year terms. An officer having served eight or more months shall be considered to have served a full term. Officers shall assume their duties on July 1.

*Section 3.* A quorum being present, a majority of all votes is necessary to elect. Voting by voice is permitted if only one candidate is nominated for an office. Voice vote for the slate of officers is permitted if there is only one candidate for each elected position..

*Section 4.* If a vacancy occurs in an office, the Executive Committee may elect an acting officer to serve until the next general membership meeting at which time nominations may be made from the floor with the consent of the nominees. A quorum being present, a majority of votes cast is necessary to elect. Voting by voice is permitted if only one candidate is nominated for an office.

*Section* 5. Any elected position may be held jointly by two people. Each person shall be entitled to one vote at a Board of Directors meeting or general meeting.

**Article VI- Executive Committee**The Executive Committee of this council shall consist of the duly elected officers.

**Article VII- Board of Directors**

*Section 1.* The Board of Directors of GHS PTSA, hereafter referred to as the Board, is authorized to take any and all actions on behalf of GHS PTSA that are not specifically reserved for the general membership or designated bodies.

*Section 2.* The Board shall consist of: the Executive Committee (elected officers), a representative of the GHS teaching staff designated by that body, a representative of the student body designated by the Associated Student Body (ASB) plus additional committee chairs as approved by the Executive Committee.

*Section 3.* The term of office for Board members shall be one year, beginning July 1.

*Section 4.* All members of the Board must be members of GHS PTSA for the school year in which they serve.

*Section 5.* A roster of the complete current Board of Directors shall be maintained at a place of ready reference at meetings..

*Section 6.* The Board shall maintain a procedure file for each office or position, submit a report to the President at the end of their term, and turn over their files to the next year’s officers.

**Article VIII- Meetings**

*Section 1.* Garfield PTSA general meetings will be held at least 3 times a year. Board meetings shall be held monthly during the school year and at the discretion of the Board during the months June - August. Additional general, board and program meetings may be scheduled as deemed necessary by the Board.

*Section 4.* Meeting agendas shall be distributed prior to all General and Board meetings.

*Section 5.* Minutes for all General and Board meetings shall be recorded by the Secretary or an appointed scribe if the Secretary is unavailable. Minutes shall be distributed to the Board members, and others at the discretion of the board, within 7 days of the meeting.

*Section 6.* Acknowledgement and any comments shall be returned to the Secretary by Board members within 14 days of the meeting.

*Section 7.* Any interim business conducted by the Board between meetings shall be recorded with the next Board Meeting minutes.

*Section 8.* All general and board meeting minutes are to be approved by the body at which the minutes were taken at their next meeting.

**Article IX - Voting**

*Section 1. T*he quorum for a GHS PTSA general meeting shall be 10 members of the voting body, a quorum of the Executive Board and the Board of Directors meetings shall be a simple majority of the members of the respective bodies. Any jointly held position for which no vote has been cast shall be counted as a single potential vote in the quorum calculation

Section 2. A roster of the current Board of Directors and their voting privileges shall be maintained at a place of ready reference at meeting.

Section 3. Electronic voting is only allowed for election of officers and nominating committee members as stated in the *Washington State PTA Uniform Bylaws*,

**Article IX- Nominating Committee**

*Section 1.* The Nominating Committee shall be elected at a general membership meeting at least 30 days prior to the election of officers. The candidates receiving the highest number of votes shall be elected to the designated number of positions and shall be declared the Nominating Committee or the nominating committee may be elected as a whole. The Nominating Committee shall consist of at least three members. The President shall designate one of the persons as temporary chair and the committee shall select a permanent chair at the first Nominating Committee meeting.

*Section 2.* Nominating Committee members must have been members in good standing for at least 30 days preceding their election. Alternates to serve on the Nominating Committee may be named in order of number of votes received.

*Section 3.* The President shall not be elected nor serve on the committee.

*Section 4.* The Nominating Committee shall submit to the membership a written and signed report consisting of one or more candidates for each elected office at least 5 days prior to the election. Additional nominations may be made from the floor with the consent of those nominees.

**Article X- Budget and Finance**

*Section 1.* The Treasurer(s) shall annually prepare an itemized proposed budget to be submitted to the Board of Directors for recommendation to the general membership. The budget shall be approved by the general membership prior to June 30 of the preceding year.

*Section 2.* All accounts shall be audited annually by October 15th-by an audit committee of three PTSA members, which should not include the Treasurer(s) during the period that is being audited, or by a certified public accountant selected by the Executive committee.

*Section 3.* The authorized signatures for the Garfield PTSA bank account shall be the President(s), Treasurer(s) and or other elected officer selected by the Executive Committee.

*Section 4.* All Garfield PTSA checks require two authorized signatures.

*Section 5.* Legal documents will be maintained by the Treasurer(s) and/or the Secretary.

*Section 6.* The Treasurer(s) shall present a budget status report at each board and general meeting and these reports shall be retained with the minutes of those meetings.

**Article XI- Conferences and Representation**

*Section 1.* The GHS PTSA shall, whenever possible, send representatives to Washington State PTA events including the state convention, Legislative Assembly, PTA and the Law, Service Delivery Conference, and Region 6 Leadership conferences. Representatives will be appointed by the President and approved by the Board of Directors. Provision shall be made in the budget to cover basic expenses associated with this representation.

*Section 2.* The vote of this council for the position of Washington State PTA Region 6 director shall be cast by the President, or a designee voted on by the Executive Commitee

*Section 3* The GHS PTSA President(s) are automatic delegates to Council, Washington State PTA Legislative Assembly and Convention.. Any remaining delegates and or alternates or transfer for voting credentials will be appointed by the President(s) and approved by the Executive Committee.

**Article XII- Parliamentary Authority**

The current edition of *Robert's Rules of Order (Newly Revised)* shall govern GHS PTSA in all actions in which they are applicable and in which they do not conflict with these Standing Rules, the *Washington State PTA Uniform Bylaws*, the Articles of Incorporation, or the Washington Nonprofit Act.

**Article XIII- Amendments**

These standing rules may be amended at regular general meetings 14 day of advance written notice of the proposed change must be given. These standing rules shall be reviewed for necessary amendment each year and shall be approved annually by the general membership regardless of whether or not any amendment was necessary.

**Article XIV- Small Grants**

The GHS PTSA shall, whenever possible, devote a portion of the annual budget to a small grants program. The grants program motivates enrichment for students by directing funds toward teacher and staff enthusiastically led projects. The PTSA priority for the funding of grant requests is to serve as many Students as possible from as many of the distinct programs within the GHS community as possible.

*Section 1.* The Small Grants program shall be managed by a committee of at least 3 PTSA members .The committee shall appoint one member as the chair.

*Section 2.* The committee shall determine and communicate the process for requesting small Grants to GHS stakeholders. The process must include submission deadlines, provisions for tracking approval, denial, and funding of all requests. This should be reviewed and, if necessary, revised on an annual basis prior to the start of each school year.

*Section 3.* The committee determines which grants should receive PTSA funds. A report for each grant period shall be presented to the board and retained as an attachment to the board meeting minutes.

*Section 4.* The chair is responsible for communicating decisions on all requests to the requestors and the Treasurer(s). The Treasurer(s) is(are) responsible for communicating all dispensation of grant funds to the chair.

*Section 6.* Any under spent funds may be re-distributed to new grant requests submitted and approved per the published process.

**Article XV- Large Grants**

Large Grants are defined as any single grant over $5,000.

*Section 1.* The Large grants program shall be managed by a committee of PTSA members. The committee shall appoint one member as the chair.

*Section 2.* The committee shall determine and communicate the process for requesting Large Grants to GHS stakeholders. The process must include submission deadlines, provisions for tracking approval, denial, and funding of all requests.

 *Section 3.* The Large Grant committee does not determine which grants should receive PTSA funding. Funding decisions are made consistent with existing voting rules.

Section 4. A report for each grant period shall be presented to the board and retained as an attachment to the board meeting minutes. The report shall include a summary of how the funds granted are used to further the interests of the Garfield community.

*Section 6.* Any under spent funds may be re-distributed to new grant requests submitted and approved per the published process.

**Article XVI- External Organization Funds**

The Board at it discretion can accept donations for external organizations that support GHS Students

*Section 1.* External organization funds must be tracked in a restricted account and all funds dispersed must be approved by the designated external organizations coordinator and dispersed per Article X, Sections 3&4. If for any reason the Board or external organization decides to no longer have the GHS PTSA accept donations or disperse funds for an external organization the balance of those funds shall be given to the organization’s coordinator or their approved designee. If such an entity does not exist then the funds will become Garfield High School PTSA funds.

**Article XVII Media Relations**

Section 1. Press releases shall be used on a limited basis.

Section 2. Media Inquiries shall be addressed quickly, effectively and in a timely manner. When a media inquiry is received, the President(s) shall determine the individual with the subject matter expertise best suited to answer the inquiry.

Section 3 Speaking to the Media the President(s) shall be the spokesperson and has the authority to appoint a subject matter expert to speak on behalf of the GHS PTSA.

Section 4. Letters/Letters to the Editor. A GHS PTSA board member choosing to write a letter to the editor shall not use his/her PTSA title unless the content has been approved by the Executive committee.