

**Garfield High School Parent Teacher Student Association**  
**LOCAL UNIT #6-15-467**  
**Standing Rules for 2021-2022 APPROVED: May 11, 2021**

**Article I- 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 1.* GHS PTSA is registered as "Garfield High PTSA 6.15.467" with the Washington state Secretary of State under the Charitable Solicitations Act.

*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 GHS PTSA Treasurer, 400 23<sup>rd</sup> Avenue, Seattle WA 98122-6025, P.O. Box 22748, Seattle, WA 98122-0748.

*Section 3.* GHS PTSA's Federal Employee Identification Number (EIN) is 91-1227009.

*Section 4.* GHS PTSA was granted preliminary tax-exempt status under Section 501(c)(3) on 12-16-1997. The final determination of 501(c)(3) status was granted on 7-9-2001.

*Section 5.* The Treasurer(s) is(are) responsible for filing IRS Form 990 or 990-EZ 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:

- A. Submitted current officers' names to the State PTA and Council.

- B. Registered its voting delegates with the council.
- C. Submitted all required service-fees and membership list by the deadline determined by the Washington State PTA.

*Section 4.* Any person believing in the mission of the GHS PTSA may become a member of the GHS PTSA, upon registering at least their first and last name, email address, and zip code and remittance of an annual fee payment (unless waived) 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 the annual general membership meeting prior to June 30 for a term of one year. Elected officers shall serve no more than two consecutive one-year terms in the same office unless no other nominee is identified. 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 appoint a member to fill the vacancy 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. The newly elected officer shall immediately assume the duties of the 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 (President(s), Vice President(s), Treasurer(s), and Secretary).

#### **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 (President(s), Vice President(s), Treasurer(s), and Secretary ), 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.

*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. During a month when a general meeting is to be held, the Board may, in its discretion, (A) incorporate its monthly Board as part of the general meeting, or (B) schedule a separate Board meeting. Additional general, board and program meetings may be scheduled as deemed necessary by the Board.

*Section 4.* A meeting agenda and the schedule of date, time and place shall be distributed prior to all General and Board meetings. A schedule of the regular meetings including date, time and place shall be provided to each member after the annual meeting and at least ten days before the next regular meeting through publication in eBark and by email.

*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 10 days of the meeting.

*Section 6.* Acknowledgement and any comments shall be returned to the Secretary by Board members within 10 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.* The quorum for a GHS PTSA general meeting shall be 10 members of the voting body. A quorum of the Executive Committee 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*.

*Section 4.* Meetings (including meeting voting) may be held by videoconference.

## **Article X- 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 election may be by voice vote if only three candidates are nominated. A plurality vote shall elect. 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 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 and the school principal shall not be elected nor serve on the Nominating Committee.

*Section 4.* The Nominating Committee Chair 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 XI- 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 December 15<sup>th</sup> by an audit committee of 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 XII- 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 Committee.

*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 XIII- 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 XIV- Amendments**

These standing rules may be amended at regular general meetings; 14 days 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 XV- Building Leadership Team Grants**

*Section 1.* The GHS PTSA shall, whenever possible, devote a portion of the annual budget to the Building Leadership Team (BLT) grants program. The BLT grants program motivates

enrichment for Garfield students by directing funds toward teacher and staff led projects. The PTSA priority for the funding of grant requests is to serve as many students as possible, with a particular care for projects that support underserved students, projects that serve a particular learning objective and/or projects that will enhance future classes or projects.

*Section 2.* The BLT Grants program shall be managed by the BLT. The Executive Committee shall appoint one PTSA member as its PTSA representative to the BLT.

*Section 3.* The BLT shall determine and communicate the process for requesting grants to GHS stakeholders per its published processes. The BLT process includes submission deadlines, provisions for tracking approval and denial of requests. The PTSA should review the BLT published processes prior to the start of each school year.

*Section 4.* The BLT determines which grants should receive PTSA funds per the BLT's published processes. The PTSA representative presents a report to the Board of Directors, which is summarized in the Board meeting minutes.

*Section 5.* The BLT 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 as part of the Treasurer's budget status report.

*Section 6.* Any under spent funds may be re-distributed by the BLT to new grant requests submitted and approved per the BLT's published process. Under spent funds may be carried over by BLT from one schoolyear to the next.

## **Article XVI- External Organization Funds**

The Board at its 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 XI, Sections 3 and 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 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.