

Viewlands Elementary Parent Teacher Student Association

STANDING RULES

September 2018

Viewlands Elementary PTSA (VEPTSA) is a local, self-governing membership association whose activities and functions are planned and overseen by the Board of Directors. Viewlands Elementary PTSA operates in compliance with the Washington State PTSA Uniform Bylaws.

Mission Statement

Our Mission is to assist and support Viewlands Elementary School, as a whole, in fostering a loving, safe community that inspires and challenges each student to be a compassionate, positive, and active member of their community. We aim to cultivate a holistic vision of learning that embraces diversity, encourages environmental stewardship, enriches each student's education, and nurtures a lifetime curiosity and love of learning.

Viewlands Elementary Parent Teacher Student Association

The name of this local PTSA unit is Viewlands Elementary PTSA (VEPTSA). It was chartered on March 13th 2012, unit ID number 6.15.340, and incorporated on April 9th 2012.

Viewlands Elementary PTSA is chartered by and affiliated with the Washington State PTSA. VEPTSA agrees to abide and operate in conformance with the policies, principles, ethics and uniform bylaws of the WA State PTSA.

Community

With parents, students and businesses from a wide area the Viewlands Elementary PTSA includes Northern Seattle as the community it serves.

PTSA Communication

Communication about VEPTSA events and activities will be sent out in the Orca Digest email listserve. Information will also be posted on the VEPTSA "white wall" in the Viewlands Elementary School courtyard, or disseminated as coordinated with the principal of Viewlands Elementary School.

Corporate Status

1. This unit was incorporated as a non-profit corporation by the State of Washington on April 9th 2012. It is the responsibility of the Treasurer and/or President to file the non-profit corporation annual report before March 1st.

2. The State of Washington registration (UBI) number 603 157 330, registers this unit under the Charitable Solicitations Act. It is the responsibility of the Treasurer and/or the President to file the annual report before November 15th. Copies of the reports are in a Legal Documents binder maintained by the Treasurer.
3. This unit's Federal Employer Identification Number is 45-4899156. The IRS recognizes this unit as a tax-exempt organization under section 501(c)(3) with the Income Tax Exempt Letter of Recognition dated May 3, 2013. A copy of the letter is available from the treasurer. It is the responsibility of the Treasurer and/or the President to file a Federal Income Tax return by November 15th. Copies of the returns are in a Legal Documents binder maintained by the Treasurer.
4. This unit operates on a fiscal year from July 1st-June 30th.

Membership and Fees

1. General membership meetings shall be held in the school at least three (3) times per year beginning in September. General meetings are open to all interested persons, but the privilege of making motions, debating and voting is limited to current active members. Adoption of the budget, adoption of the standing rules, election of the the nominating committee and election of officers shall take place at a general membership meeting. Election of officers and nominating committee's may also take place by electronic vote. Upon request, members may participate in meetings of the PTSA by phone. A majority constitutes a quorum.
2. The annual membership service fee shall be \$25.00 per individual member or \$35.00 for two individuals or a \$50.00 silver membership or a \$100 gold membership also for two individuals. To adjust the annual membership fees, for the next fiscal year, it must be agreed upon, at a general membership meeting prior to June. These memberships offer an opportunity to contribute to the funds of Viewlands Elementary PTSA.
3. Membership/phone/address lists of this unit shall not be released to outside interests or used in a manner for individual, personal, or financial gain.
4. This unit shall remit \$2.25 to the National PTSA, \$5.75 to the Washington State PTSA, and a \$1.50 predetermined flat fee to the Seattle Council, per membership.
5. Membership fees cannot be used to subsidize memberships. This unit will have a restricted line item in the budget specific to membership scholarships, which is funded solely by donations. These funds may be used to pay for partial or full assistance of PTSA membership. Unused funds in the membership scholarship budget may carry over year to year but may only be used to cover the cost of PTSA memberships.
6. Only members with current paid membership may participate in the business of this unit, including voting privileges, and election to office or committee.

7. The Membership chairperson shall ask any chairperson, committee member or officer to pay their dues if not paid by October 1.

8. The Membership chairperson shall make membership lists available to the Board of Directors and the Nominating Committee chairperson.

9. The Membership chairperson shall make membership check at all elections to ensure voting eligibility of anyone wishing to vote.

Students

Students shall be considered Honorary Members of this unit with no vote or the privilege of holding office, but may have a voice.

Elected Officers

1. The elected officers (Executive Committee) of this unit shall include: President, Vice President, Secretary, and Treasurer. Elected officers may also include co-officers.

2. Co-positions may not be held by two people from the same household.

3. A Nominating Committee shall be elected at a general membership meeting or by electronic vote before March 31st according to State PTSA guidelines.

4. Voting for officers or nominating committee positions may take place at a meeting, by mail, or by electronic transmission. If voting takes place by electronic transmission, the name of each candidate is to be contained in the transmission and any vote cast must be received within the time frame identified. Elected officers may also vote by speaker phone during a VEPTSA meeting.

5. The officers shall be elected at a general meeting in April or May for terms of one year or until their successors are elected. No person shall serve in the same office for more than two consecutive terms. Officers shall assume duties on July 1st. Only elected officers may be signers on the VEPTSA bank account. In the event two members of the same household hold an office in this unit, only one shall co-sign financial matters.

6. An office or committee chair may be declared vacant if that person misses three consecutive meetings unless excused by the President.

7. The Board of Directors is the main decision-making body and legal representative of this unit. It consists of the Executive Committee (elected officers) and other committee chairs appointed by the president (co-presidents). Board meetings shall be held generally once a month September through June and/or at the discretion of the President. Meetings are scheduled the first Thursday of the month, with the exception of January; to accommodate the holiday break the meeting will be held the 2nd Thursday in January. A majority constitutes a quorum.

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8. The immediate past President/Co-Presidents may serve on the Board of Directors in an advisory capacity without vote.
9. Standing Committees perform a continuing function necessary for the on-going operation of this unit.
10. Executive Committee (elected officers) shall communicate to incoming officers by June 30th relating the activities of their office and update their notebooks as necessary.
11. All committee chairpersons shall keep records and update their file relating to the committee function/activity and submit a written report to the President in a timely manner.
12. The Standing Rules shall be adopted annually by a majority vote at a general membership meeting in the fall.
13. The Standing Rules may be amended at any general membership meeting by a two-thirds vote, or if previous notice was given, by a simple majority vote.
14. All Executive Committee Notebooks and Committee files shall be updated and given to the incoming officer.
15. The Board of Directors shall elect the voting delegate to the Legislative Assembly with preference to the Legislative Rep. The VEPTSA shall pay approved expenses of the delegate.
16. This unit may send two voting delegates to the annual State PTSA Convention. The Board of Directors shall elect them with preference to current and incoming Presidents. The Viewlands PTSA shall pay approved expenses of the delegates.

Appeal Process

The Board of Directors shall approve all projects that encumber this unit. If a member is unhappy about a ruling they can submit their grievance with an independent appeals committee.

PTSA Finances

1. The operating budget shall be approved at the last general membership meeting. Revisions can be made by the 2nd meeting in the fall, as priorities may have changed.
2. All financial records shall be audited after year-end on June 30th. The treasurer shall close the books by June 30 and submit the books and records for financial review to a financial review committee or a qualified accountant no later than thirty days after the end of the fiscal year.
3. A Financial Review Committee shall be elected at a general membership meeting. The Financial Review Committee will review the financial books at the end of the fiscal year and may also review the books mid-year. The financial review committee shall consist of no fewer than three members appointed by the president. Members of this committee shall not include the Treasurer or any person authorized to

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sign on the VEPTSA bank account for the period that is being reviewed or any individuals living in their households.

4. Any two PTSA members may handle money at any PTSA sponsored event. PTSA funds shall never be left in the school safe or with school staff according to State PTSA guidelines. The funds must be deposited in the Viewland's account within 3 business days and expense report along with deposit slip must be given to treasurer within 3 business days following the deposit.

5. Local PTAs and councils may accept payments (income) using online sites or in-person devices (e.g. Paypal, Square, etc.). Debit, credit and ATM cards are not permitted to disburse PTA funds in accordance with the WSPTA Uniform Bylaws. Online banking may be used to make electronic payments to cover approved PTA expenses (e.g. nonprofit corporation renewals, etc.)

6. The Treasurer shall submit a written and verbal financial statement monthly at a board and/or general meeting. All funds shall be disbursed by check with two officers' signatures.

7. The Board of Directors may approve expenditures of up to \$500, above this amount requires a majority vote of the general membership.

8. A budget approval must have at least 2/3 of the vote of members present at that particular meeting.

9. Enrichment Program Scholarships:

a. When Viewlands Elementary PTSA has scholarship funding available for enrichment programs, the following procedure will occur, unless amended at a future Board Meeting, subject to review by General Membership.

- i. Scholarship opportunity and availability will be advertised with the enrichment information.
- ii. Students seeking scholarship are not guaranteed scholarship.
- iii. Scholarships are available to students who qualify for free/reduced cost school lunch.
- iv. Scholarships are available on a first come, first serve basis.
- v. Students seeking financial assistance shall fill out a financial assistance form, as created by VEPTSA.
- vi. Students shall submit their application to the VEPTSA box, or online as determined by the VEPTSA Board.
- vii. VEPTSA does not make financial eligibility determination. The financial eligibility determination for each student's scholarship application is completed by Viewlands Elementary, which will then inform VEPTSA of eligibility.
- viii. Sibling groups are not guaranteed funding.
- ix. Scholarship availability may change during the year, depending on donations and fund raising.
- x. Scholarships are limited to one scholarship per student per school year (not calendar year) at this time.