

## **Thurgood Marshall Elementary School PTA Standing Rules**

1. The name of this PTA Local Unit is Thurgood Marshall Elementary School Parent Teacher Association **6.15.75**, Seattle Council PTSA. It was chartered by the Washington State PTA on **October 17, 1989**.
2. This PTA serves the children enrolled in Thurgood Marshall Elementary School as well as the children in the Thurgood Marshall Elementary School enrollment area.
3. Incorporation. **This PTA was incorporated on May 7, 1990**. The corporation number is **2-427541-1**, and the Unified Business Identifier (UBI) number is **601-249-526**. The Treasurer is responsible for filing the annual corporation report with the Secretary of State by May 31. The registered agent for this corporation is the Washington State PTA. The Treasurer is also responsible for renewing the City of Seattle Business License on an annual basis.
4. The PTA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 1012. The Treasurer is responsible for filing the annual charitable solicitations report by May 31.
5. The PTA's Employer Identification Number (EIN) is located in the permanent files and is available upon reasonable request.
6. Tax Status. This PTA's application for tax-exempt status under section **501(c)(3)** of the Internal Revenue Code was approved on **September 24, 1990**. The Treasurer is responsible for filing the annual IRS Form 990 by November 15.
7. Legal Documents. This PTA shall keep at least two copies of its legal documents in two separate locations. The President and the Secretary shall maintain the documents. The Secretary shall be responsible for maintaining the original documents and providing updated copies to the other officers.
8. Membership. Membership shall be open to all individuals and families without discrimination. The membership service fee of this unit is based on the amount assessed by (1) the Washington State PTA, (2) the local unit council, and (3) any additional amount agreed upon by the Board prior to the beginning of the school year. The students of Thurgood Marshall Elementary School shall be considered honorary members of this PTA without the right to vote or hold office.
9. Officers. The elected officers of this PTA shall be President, Vice President, Secretary and Treasurer. Any elected position may be held jointly by two (2) people. Each co-position holder shall be entitled to voice and vote at all meetings of the Board of Directors. These officers shall constitute the Executive Committee of the Board.
10. Board of Directors. The Board of Directors shall consist of the Executive Committee, the Thurgood Marshall Elementary School Principal or his/her designee, and the chair of the following standing and ad hoc committees: Communications, Membership, Fundraising,

## **Thurgood Marshall Elementary School PTA Standing Rules**

Special Education, Community Relations, Events and Volunteer Coordinator. All members of the Board of Directors must be members of this PTA.

11. Training. Our PTA shall comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Uniform Bylaws.
12. Financial Review. The PTA shall conduct a financial review of its books and records as required by the WSPTA Uniform Bylaws at the close of the fiscal year.
13. Bank Signature Cards. The signatures of at least three elected officers shall be on the authorized signature card for this PTA's bank account.
14. Budget Approval. The PTA shall approve its annual operating budget prior to July 1 of each fiscal year (July 1-June 30). The Board of Directors has authority by majority vote to reallocate up to \$5,000 budgeted for one purpose to another purpose. Opportunity Grants require approval of the majority of the Board of Directors, unless the grant is equal to or less than \$300, in which case approval can be made by two elected officers.
15. Calculation of Reserves. The PTA shall maintain a cash reserve of funds in the PTA bank account equal to the following: 100% of all contractual obligations defined in the budget (including salary grants to Seattle Public Schools as well as annual contracts with outside vendors for student enrichment) and 30% of additional Annual Expenses (budget items that recur from year to year), but not including items defined in the budget as One-Time Expenses.
16. Donation Plan. The PTA shall accept donations in the form of cash, check, credit card or securities. It is not the intent of this PTA to hold securities for investment purposes. Accordingly, the Treasurer of the PTA shall take the necessary actions to cause all donations to the PTA of securities to be sold and the proceeds deposited into the PTA's bank account as expeditiously as possible.
17. Insurance. The PTA shall maintain insurance available through the Washington State PTA. Insurance shall include commercial general liability, accidental medical, property insurance and officers liability.
18. Board of Director's Meeting. The board meetings of this PTA unit shall be held at least on alternate months. Suggested months are August, October, December, February, April and June.
19. Membership Meeting. There shall be at least four (4) general membership meetings during the year. Suggested months are September, November, February and May. General membership meetings shall be held to adopt the annual budget, approve standing rules, elect a nominating committee and elect officers. Additional meetings shall be held at the direction of the Board of Directors.
20. Absence. An office/chair shall be declared vacant if that person misses three (3) consecutive meetings unless excused by the President for good cause shown.

## **Thurgood Marshall Elementary School PTA Standing Rules**

21. Awards. One or more Golden Acorn Awards may be presented annually to an outstanding volunteer(s). A committee appointed by the President shall select the recipient(s). The Board of Directors shall determine the number of recipients.
22. Legislation. Delegates to the Seattle Council PTSA shall be the President or Co-President and three (3) authorized delegates. Voting delegates to the annual Washington State PTA Convention shall be elected at the March meeting. The voting delegate to the Washington State PTA Legislative Assembly shall be elected by the September meeting.
23. Quorum. One-tenth (1/10) of the membership shall be the quorum of general membership meeting, with a minimum of ten members present.
24. Amendments to Standing Rules. Standing rules are the specific conditions or rules this PTA chooses to impose upon itself within the scope of the Uniform Bylaws of the Washington State PTA. These standing rules cannot be in conflict with the Uniform Bylaws, but may be amended at any time by the PTA general membership. If the membership has been given notice of the intended change prior to the date of the meeting, then the change can be approved by a majority vote of the members present. If no notice was given prior to the meeting, a two-thirds (2/3) vote of the members present is required to amend these standing rules.

*Approved at the General Membership meeting held on June 17, 2002*

*Amended February 9, 2010 & approved at the General Membership meeting held on February 11, 2010*

*Amended December 16, 2013 & approved at the General Membership meeting held on January 16, 2014*

*Amended October 7, 2014 & approved at the General Membership meeting held on November 18, 2014*