

Standing Rules for Endeavour Elementary PTSA

2023-2024

Approved on September 26th, 2023

Documents/Legal

1. The name of this PTSA local unit shall be Endeavour PTSA 2.6.20. The Washington State PTA chartered it on June 24, 1996.
2. This unit serves the students, staff and families of Endeavour Elementary School.
3. This unit is registered as a non-profit corporation with the Secretary of State under the Charitable Solicitations Act. The registration number is 1459. The Treasurer is responsible for annually renewing the Articles of Incorporation prior to May 31. The registered agent is the WA State PTA.
4. The IRS recognized this unit as a 501(c)(3) non-profit tax-exempt organization on June 24, 1996. The current treasurer is responsible for filing IRS Forms as required by IRS. A copy of the letter of determination is filed with the Secretary.
5. This unit shall keep at least two copies of each of its legal documents in two separate locations. The EIN number assigned by the IRS is listed in these documents. One copy will be kept in PTSA Storage at Endeavour Elementary and on the Sharepoint site. The Treasurer and the Secretary shall maintain the documents.
6. The Endeavour Elementary PTSA will annually review, complete, and sign all required WA State PTA Standards of Affiliation by the required deadline of October 31.
7. The Treasurer is responsible for filing IRS Form 990 or form 990 EZ, as appropriate, if annual gross receipts (aka income) for the organization is less than \$200,000.
8. Two Executive Committee members, one of who must be the President/Co-President, must sign all contracts in advance. Officers signing contracts must sign with their name and their PTSA title.

9. The standing rules shall be adopted annually by the majority vote at a Membership meeting.

Membership

10. The membership fees of this unit shall not exceed twenty-five dollars (\$25.00) per family membership. This includes the National fee of \$4.00 and the State fee of, \$5.75. Issaquah School District Employees will pay a discounted fee not to exceed ten dollars (\$10.00) per single membership. The discounted membership may also be offered to other community members at the discretion of the Board of Directors.
11. Membership is open to all persons who support the goals of this PTSA.
12. The students of Endeavour Elementary shall be considered honorary members of this PTSA with voice, but no vote or privilege of holding office.
13. Committees and chairpersons shall be established as deemed necessary by the Executive Committee. All committee chairpersons and art docents shall be PTSA members.
14. All paid members may make motions, participate in debate, and vote at PTA membership meetings.

Elections

14. The Nominating Committee shall be elected according to WSPTA Uniform By-laws.
15. The Executive Committee of this PTSA is comprised of the elected officers who are the President, Vice President, Vice Presidents of Ways and Means, Programs, Communications, Volunteers, Secretary, and Treasurer. Any elected position may be held jointly by two (2) people, with the exception of Treasurer. Each co-position holder shall be entitled to voice and vote except the president unless in case of a tie.
16. Officers will preferably be elected no later than the end of the fiscal year for a term of one year and shall assume office July 1st. Any open board positions may continue to be advertised during the fiscal year.

17. Elections for the Board and for Nominating Committee shall be held per the WSPTA Uniform Bylaws.
18. The Board of Directors shall consist of the elected officers and standing committee chairpersons. Standing committee chairs shall be appointed by the President and shall include but not be limited to: Advocacy, FACE, Membership, Room Parent Chair, ISF Representative and Members-at-Large. All members of the board must be PTSA members.

Meetings/Voting

19. The Executive Committee Members of the Board shall each have one vote. Standing chairs shall have voice but no vote. The principal and at least one teacher may be honorary members of the Board of Directors and have voice but no vote. Guests may attend Board meetings at the discretion of the Board without vote. Guests may be granted voice at the discretion of the presiding officer.
20. The PTSA Board of Directors shall meet at least three times a year or as deemed necessary by the President. Quorum for a Board meeting is majority.
21. Membership meetings shall be held at least three times per year. The quorum for Membership meetings shall be a minimum of ten, as stated in the WSPTA Uniform Bylaws. Notice of Membership meetings shall be made 10 days prior. Members will be notified via the Endeavour PTSA website.
22. Members of the Board of Directors are required to attend regularly scheduled meetings. An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer. A member of the Board may be dismissed by a three-quarters vote of the Board.
23. The President shall be considered an ex officio member of all committees with the exception of the Nominating Committee.
24. Voting delegates to the Issaquah PTA/PTSA Council shall be the President as well as additional delegates and alternates from the Board. The Executive Board, in accordance with current Council Bylaws, shall choose delegates.
25. The vote for this unit for the Region 2 Director shall be by Board of Directors action.

26. Voting delegates to the annual State PTA Convention shall be elected by Membership. The Board shall appoint non-voting delegates. See associated article in the WSPTA Uniform Bylaws.
27. Voting delegates to the Legislative/Advocacy Assembly shall be appointed by the Board and shall include the Advocacy Chairperson unless otherwise designated by the Board.

Finance

28. Expenses projected to exceed budget estimates by 5% or more must be approved by the Board of Directors prior to spending and expense reimbursement. Expenses up to 5% over the budget (not to exceed \$1,000) may be reimbursed at the discretion of the Treasurer. The Board of Directors may approve budget changes to existing line items up to \$1,000 by reallocating funds from another budget line. The General Membership must approve any budget changes that increase the overall expense total for the fiscal year. The General Membership must approve any new budget line items.
29. All financial documents are maintained and stored by the Treasurer.
30. This unit shall approve its annual operating budget at the last General Membership Meeting of each year. A committee of at least three (3) PTSA members will prepare the budget. The Treasurer shall chair the budget committee.
31. This PTSA shall conduct a financial review mid year and at the close of the fiscal year, in accordance with WSPTA Uniform Bylaws. The Membership shall approve the interim budget in the spring of each year, with final approval in the fall.
32. The signatures of the President(s), Treasurer and at least one other PTSA Board member shall be on the authorized signature card for this unit's bank account. Two of the aforementioned individuals must co-sign all PTSA checks. Should one of these individuals be the payee, that individual cannot co-sign the check if the amount exceeds (\$50.00) dollars. The President and a board member who is not on the signature card shall review and sign the

monthly bank statement in a timely manner following reconciliation by the Treasurer.

33. All requests for reimbursement with receipts attached shall be submitted to the Treasurer within sixty days of purchase and no later than June 1st. Any May or June expenditures must be turned in by the last day of school or the Treasurer must be made aware of those expenditures.
34. The budget committee will calculate the required reserve. All negative net income budget line items will be categorized as high priority (1=100%), medium priority (2=50%), or low priority (3=0%). The sum of the 'priority percent' times the 'budgeted expense' is the required reserve. The purpose of maintaining reserves is to cover operating expenses in the event the PTA doesn't raise the amount of money budgeted.
35. The Endeavour PTSA maintains two checking accounts with Chase bank and one non-profit PayPal account. Account information is filed with the Treasurer.
36. ACH payment transactions are prohibited except for the following exceptions: monthly QB fees, annual domain registry, annual sales tax, and monthly PTSA state dues.

Other

37. A member of the Board of Directors shall approve committee plans on an ongoing basis based on current budget forecasts and financial conditions per WSPTA Bylaws.
38. Online logins and passwords regarding financial information will be set and kept solely by the treasurer in a password protected excel document. When a new treasurer is appointed they will reset all passwords on the first day of their term (July 1st). The same online procedures are applicable to other non-financial areas where online logins and passwords are used (PT Avenue, Facebook, etc). Access to these websites will be overseen by the board.
39. Golden Acorn Awards shall be presented annually to an outstanding volunteer or volunteers. One or more Outstanding Advocate Award(s) may be presented annually to recognize advocacy work on behalf of children and youth. One or more Outstanding Educator Award(s) may be presented annually to an outstanding teacher or educator. A committee appointed by the President shall select the recipients.

40. During the PTSA school year, at least one member of the Executive Committee must attend PTA and the Law and all Executive Committee members must attend at least one training as listed in the WSPTA Bylaws.