

# ALKI ELEMENTARY SCHOOL PTA STANDING RULES 2019/2020

*Version Note: Includes Board recommended edits to the "Running a Great Student Enrichment Program" handbook as discussed during March 18<sup>th</sup> Special Meeting. See #37*

1. The legal name of the Alki PTA shall be Alki PTA, Seattle Council 6.15.25.
2. This PTA serves the children of Alki Elementary School to work for their health, welfare, safety, education, care and protection.
3. Alki PTA was incorporated in the State of Washington on October 12, 1987 and assigned corporation number 2-392765-0. Alki PTA was assigned UBI number 601 051 286. The Treasurer is responsible for filing the Annual Corporation Report renewing corporate status prior to October 31, each year. The Registered Agent for this corporation is the Washington State PTA.
4. Alki PTA was recognized by the IRS as a non-profit tax-exempt organization on May 16, 1990 under Section 501(c) (3)
5. Alki PTA is registered under the Charitable Solicitations Act, registration number 113. The Treasurer is responsible for filing the annual registration prior to November 15, each year.
6. The current Treasurer will be responsible for submitting the IRS Form 990 or 990EZ prior to November 15, each year.
7. The Treasurer will be responsible for renewing Alki PTA's insurance coverage prior to the stated insurance deadline. Coverage and limits will be determined by simple majority of the Board of Directors. Coverage will include but not be limited to General Liability and Officers Liability.
8. Alki PTA shall keep at least two copies of its legal documents in two separate locations, one of which may include cloud based storage.

## **MEMBERSHIP**

9. Honorary membership in the Alki PTA shall be automatically extended to all Alki families and students. All members are welcome to attend general membership meetings. Dues-paying members are allowed to hold office or vote at meetings and have access to National and State PTA membership benefits. Scholarship for dues are available.
10. Alki PTA will offer 3 options for dues paying membership: individual, family (defined as two memberships), and scholarship membership. These fees shall be calculated as follows:
  - Individual Member Fee = Required dues\* rounded to the nearest dollar.
  - Family Membership = Individual member fee x 2.
  - Confidential Scholarship Membership - may be requested by any applicant who finds the dues a barrier to joining the organization and will be funded by Alki PTA.

\*Where "Required dues" include the National, State and Council PTSA membership fees.



11. The Nominating Committee for elected officers shall be elected according to the WSTPA Bylaws, Article 5, Section 5.
12. Any elected or appointed position may be held jointly by up to three (3) people. Each co-position holder shall be entitled to voice and vote at a Board of Directors meeting.
13. The elected officers of Alki PTA shall be: President, Vice President, Treasurer, and Secretary. These elected officers shall constitute the Executive Committee and will fulfill annual training and term limits as designated in the By-Laws of WSPTA and PTA best practices.
14. The Alki PTA Board of Directors shall consist of: The Executive Committee, the appointed roles of PTA BLT representative, Legislative Chair, Member-at-Large, Membership Chair, Communications Chair, Fundraising Chair, Events Chair, and Volunteer Coordinator. Teacher Representative(s) and Principal participate as ad hoc members.
15. An office shall be declared vacant if that person misses three (3) consecutive meetings unless excused by the President.
16. General Membership Meetings shall be held the first week of every month during the school year alternating Wednesday OR Thursday (with exception to September) unless otherwise noted to the membership. All Alki families, staff and community partners are welcome to attend and give input regardless of membership - only dues paying members are eligible to vote.
17. Board Meetings shall be held the 2<sup>nd</sup> to last Tuesday of the month, unless otherwise noted to the membership. All members in good standing are welcome to attend, but only designated board members are eligible to vote.
18. A quorum of the General Membership Meetings shall be no less than ten (10) members.
19. PTA activities, fundraisers, enrichment programs and events will be coordinated by volunteer Chairpersons and/or Committee members. Chairpersons and/or Committee members shall be current PTA members.
20. Golden Acorn Awards, Outstanding Educator, Honorary Life Membership Awards may be given. The number of recipients, if any, will be determined by the Executive Committee. A committee appointed by the President shall select the recipient(s). PTA membership shall be able to submit nominations.

## **FINANCES**

21. This PTA unit shall approve its annual operating budget in the spring of each year.
22. The signatures of at least three (3) elected officers shall be on the signature card for the PTA's authorized bank accounts.
23. Should this PTA receive an NSF check, the writer of that check and the PTA will come to arrangements for future payments if deemed necessary.
24. Alki PTA shall conduct a financial review (audit) of its books and records at the close of the fiscal year (June 30<sup>th</sup>). The Board of Directors may also request a mid-year financial review by majority



vote if deemed necessary.

25. No funds in the PTA general account will be used for certificated classroom positions.

### **COUNCIL, STATE PTA VOTING**

26. Voting delegates to the Seattle PTSA Council shall be the President, Vice President and delegates to be determined by the Board of Directors and in keeping with the Council rules.
27. Voting delegate(s) to the annual State PTA Convention shall be determined by the Board of Directors. Voting delegates and attendees' registration fees shall be funded providing funding has been allocated in the budget. Reasonable travel expenses, (ie: hotel, gas) shall be funded when the convention takes place at least 100 miles outside of Seattle providing funding has been allocated in the budget.
28. The voting delegate to the Legislative Assembly shall be the Advocacy Chair. In the event the Advocacy Chair is unable to attend or additional delegates are invited, delegate(s) shall be chosen by the Executive Committee. The Board of Directors shall determine how many delegates will be funded, providing funding has been allocated in the budget.

### **STANDING RULES, ENRICHMENT PROGRAMS, EVENTS & BUDGET LINE ITEMS ADOPTION**

29. The standing rules of the Alki PTA shall be adopted annually by a majority vote at the October General Membership Meeting. Any member may propose changes to standing rules at any time. The standing rules may be amended at any regular general membership meeting by a two-thirds (2/3) vote of the members present, or if prior notice of the amendment has been given to the membership, by a majority vote of the members present.
30. Any new PTA sponsored event and/or enrichment program proposal will follow Parliamentary Procedure and be approved by membership prior to implementation. When PTA programs impact staff and classrooms the Principal and/or BLT's approval is required before implementation (see: PTA New Event/Proposal Process.)
31. New line items in the PTA Budget shall be proposed following Parliamentary Procedure and must be approved by general membership.
32. When a budget expense of \$500 or less is proposed "PTA Discretionary Funds" may be allocated at the discretion of the Executive Board of Directors without membership approval providing discretionary funding has been allocated in the budget.

### **PTA BEFORE & AFTER-SCHOOL ENRICHMENT PROGRAMS**

33. Alki PTA will use WSPTA's "Running a Great Student Enrichment Program" handbook for responsible management of before and after-school activities. Exceptions made when standing rules adoption supersedes handbook's guidelines.
34. PTA Enrichment Program Chairpersons and/or Committee members will be volunteers solicited via PTA Enews and Currents to allow anyone interested the opportunity to serve on the Enrichment Committee.
35. Alki PTA will not enter into a paid contract with Alki Elementary School staff for PTA before &



after-school enrichment programs.

36. PTA Enrichment Committee Chairpersons and/or Committee members will submit a “Committee Plan of Action” (prior to execution) and a “Committee Program Evaluation” (post program) to the Board of Directors for approval. (see: WSPTA leadership resources for handouts.)
37. The PTA Enrichment Committee Chairpersons and/or Committee Members will consider potential after-school enrichment vendors and put together recommendations to be reviewed by the Board. The Board will bring the potential vendor(s) and recommendations to membership for a vote at a General PTA Membership Meeting or Special Meeting, if needed.

### **FUNDRAISING**

38. Advertising, marketing and fundraising materials that provide examples of the kinds of programs supported through the Alki PTA general fund also state that the funds will be used only for school-wide programs.
39. Any fundraising effort designed to support one specific agenda or cause (other than going to the general fund) has the expressed support of the Alki PTA Executive Board, school leadership and general membership prior to initiation. Promotional material will identify the cause.

### **LEGISLATIVE AGENDA**

40. The Alki PTA Board of Directors will develop a legislative agenda. Action strategies within the agenda will include plans for developing partnerships with neighboring SCPTSA SW Area PTAs, developing partnerships with Seattle Public Schools and the Seattle School Board, and unifying our community for advocacy and action that prompts the State of Washington and the Legislature to fulfill our paramount duty to fully fund education.
41. Legislative updates will be standing agenda items for each Alki PTA Board Meeting, General Membership Meeting and monthly Alki Currents publications.

