

TAMBARK CREEK PTSA 7.3.12

2023-2024 STANDING RULES

Approved 9/18/2023

1. Name and Identity	<ul style="list-style-type: none">The name of this PTSA is Tambark Creek PTSA, 7.3.12. It was chartered on May 30, 2019. Its National PTSA number is 11556734.
2. PTSA Purpose and Community	<ul style="list-style-type: none">This PTSA serves the children in the Tambark Creek school community, which includes the residences and businesses in the Tambark Creek school enrollment area.
3. Incorporation	<ul style="list-style-type: none">This PTSA was incorporated on June 26, 2019 and assigned UBI# 604-472-166. The treasurer is responsible for filing the annual corporation report. The registered agent for this corporation is Washington State PTA. The Employer Identification Number (EIN) is kept in the legal documents notebooks in the custody of the PTSA president and treasurer.
4. Charitable Solicitations	<ul style="list-style-type: none">This PTSA is registered under the Charitable Solicitations Act, registration number 2002651. The treasurer is responsible for filing the annual registration by May 31 to avoid penalties.
5. Tax-exempt Status	<ul style="list-style-type: none">This PTSA was granted tax exempt status under section 501(c)(3) of the Internal Revenue Code on December 9, 2019. A copy of the letter of determination is filed in the legal documents notebooks maintained by the president and treasurer.
6. IRS Filing	<ul style="list-style-type: none">The treasurer is responsible for filing the appropriate federal informational return prior to November 15 and providing a copy to the board of directors no later than November 1. Copies of the current and past years' returns are kept in the legal documents notebooks maintained by the president and treasurer.
7. Registered Agent	<ul style="list-style-type: none">This PTSA has designated Washington State PTSA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the Internal Revenue Service. Copies of the signed documents making such designation are available in the legal documents notebooks maintained by the president and treasurer.
8. Standards of Affiliation	<ul style="list-style-type: none">Per the Washington State PTA Uniform Bylaws, we will annually review the Washington State PTA Standards of Affiliation agreement in its entirety, and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.
9. Membership	<ul style="list-style-type: none">Membership in Tambark Creek PTSA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members, and any other persons that support and encourage the purposes of PTSA.
10. Membership Dues and Council Fees	<ul style="list-style-type: none">The dues for Tambark Creek PTSA shall not exceed \$12 per individual membership. All paid members have a voice and vote at Tambark Creek PTSA membership meetings.
11. Membership Meetings and Quorum	<ul style="list-style-type: none">Adoption of the budget, adoption of standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at membership meetings. There shall be a minimum of three (3) meetings of the members to be held at a time and place decided on by the board of directors for the purpose of conducting business. Each member will receive written notice of the place, date, and time of the meetings not less than ten nor more than fifty days prior to the date of the meeting. Meeting notice will be given on the PTSA website. At least 10 members must be present to conduct business.
12. Board of Director Meetings	<ul style="list-style-type: none">Meeting dates and times shall be set by the executive committee. Each board member shall receive written notice of the place, date, and time of the meetings not less than ten nor more than fifty days prior to the date of the meeting. Quorum for meetings is a majority of the sitting board.

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13. Elected Officers, Co-officer and training requirements	<ul style="list-style-type: none"> The elected officers of this PTSA shall be president, vice president – volunteers, secretary, and treasurer. Any elected position may be held jointly by two people. Each co-position holder shall be entitled to voice and vote at the board of directors meeting. In the event of co-treasurers, one of the treasurers may not be a signer on the bank account. This PTSA will ensure that each executive committee member attends a minimum of one WSPTSA-approved training during the fiscal year. At least one member of the executive committee will attend PTA and the Law during the fiscal year.
14. Board of Directors	<ul style="list-style-type: none"> The board of directors of this PTSA shall consist of the elected officers and the chairs of the following standing committees: membership, fundraising, communications, staff appreciation, yearbook, and advocacy. The board of directors may meet monthly, on a date and time to be determined by the executive committee.
15. Officer Election Process	<ul style="list-style-type: none"> Voting for officers or nominating committee may take place at a meeting, by mail, or by electronic transmission. If voting takes place by mail or electronic transmission, the name of each candidate is to be contained in the notice of the meeting and the vote cast must be received within the timeframe identified in the notice of the meeting.
16. Committees	<ul style="list-style-type: none"> Committees shall be established by the executive committee and committee chairpersons shall be appointed by the board of directors. All committee chairpersons must be current members of this PTSA.
17. Awards	<ul style="list-style-type: none"> Golden Acorn, Outstanding Advocate, and Outstanding Educator Award(s) may be awarded annually. The President appoints the awards committee, per WSPTSA Uniform Bylaws. The awards committee will determine the number of recipients and whether other awards will be considered on an annual basis, based on the yearly awards budget.
18. Budget	<ul style="list-style-type: none"> This PTSA shall approve an annual operating budget in the spring of each year. The board of directors has the authority to reallocate up to \$1000 budgeted for one purpose to another purpose.
19. Legal Documents	<ul style="list-style-type: none"> The PTSA shall keep a copy of each of its original legal documents. Two (2) Legal Documents Binders will be maintained and will be kept in the possession of the president and treasurer. It is the responsibility of the treasurer to make sure this is accomplished.
20. Financial Review	<ul style="list-style-type: none"> A financial review committee with a minimum of three members appointed by the president will review the financial records of this PTSA at least once a year. Members of this committee shall not include the treasurer, or any person authorized to sign on the PTSA bank accounts for the period that is being reviewed, or any individuals living in their households. The report of the committee will be presented at the regularly scheduled membership meeting immediately following the review.
21. Bank Account	<ul style="list-style-type: none"> This PTSA shall establish one or more accounts in financial institutions as determined by the board of directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal.
22. Bank Account Signers	<ul style="list-style-type: none"> The board of directors shall determine which officers shall have signing authority on the PTSA bank account. A minimum of three (3) executive committee members may be signers on the bank signature card, as determined by the board of directors. In the event of co-treasurers, one will be a signer on the account and the other will have access to online banking for review. If there is one treasurer, a board member that is not a signer may be assigned to do the online banking review. No authorized signer will sign a check to her or himself. All PTSA checks must be signed by two authorized signers.
23. Bank Statements	<ul style="list-style-type: none"> The PTSA's monthly bank account statements shall be provided unopened to a person appointed by the board of directors. This person will be appointed by the board at the beginning of the fiscal year and shall not be a signer on the account. The reviewer shall promptly report to the executive committee any concerns or discrepancies identified in the review. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer.
24. Reimbursements	<ul style="list-style-type: none"> All reimbursement requests shall include a receipt and should be submitted to the treasurer within 60 days of expenditure. Any requests for reimbursement not submitted prior to the date determined by the treasurer prior to the end of the school year, will be considered a donation to the general fund of this PTSA.

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25. NSF Checks	<ul style="list-style-type: none"> Should the PTSA receive an NSF check, a service fee in the amount of \$35 will be charged, in addition to any fees imposed by the PTSA's bank. If the NSF check is not paid by June 1; the PTSA will not accept any checks from this individual in the future. If more than one NSF check is received from the same individual during the fiscal year, the PTSA will not accept further checks from the individual responsible.
26. Gambling Activities	<ul style="list-style-type: none"> Students of Tambark Creek Elementary shall be considered honorary members of Tambark Creek PTSA without voice, vote, or the privilege of holding office, to participate in gambling activities. This clause is different than student members and is necessary to conduct any gaming activities where students will be involved.
27. Voting Delegates	<ul style="list-style-type: none"> This PTSA will send as many voting delegates to the WSPTSA convention as the budgeted amount for convention can support. All delegates for the WSPTSA convention shall be selected by the board of directors. Convention expenses shall be paid by Tambark Creek PTSA as budget allows. Persons attending convention paid for by the PTSA will submit to the board of directors a summary of classes and general sessions attended. This PTSA will send as many voting delegates to the WSPTSA Legislative Assembly as the budgeted amount for legislative assembly can support. Legislative Assembly expenses shall be paid by Tambark Creek PTSA as budget allows. The advocacy chair for Tambark Creek PTSA will be one of the voting delegates representing the PTSA at the legislative assembly; the rest of the voting delegates will be determined by the board of directors. Individuals attending the assembly paid for by Tambark Creek PTSA will submit to the board a report about WSPTSA Legislative Assembly.
28. Voice and Vote	<ul style="list-style-type: none"> Voice and vote at Tambark Creek PTSA board of directors' meetings shall be limited to elected board members and standing chairs, unless an individual is recognized and granted voice by the meeting chair.
29. Term Limits	<ul style="list-style-type: none"> Committee chairs shall be appointed annually for a one-year term.
30. Policy Review	<ul style="list-style-type: none"> This PTSA shall maintain policies for money handling, online banking, and after-school classes. These policies shall be reviewed and approved yearly by the board of directors. These policies shall reside with the secretary.
31. Student Council	<ul style="list-style-type: none"> This PTSA may collaborate with non-PTSA organizations (including but not limited to ASB and booster clubs). The PTSA will handle only PTSA funds and will have in place a signed contract with the other organization to clearly establish whether it is a PTSA activity or the other organization's activity.
32. Code of Conduct and Social Media Use	<ul style="list-style-type: none"> This PTSA follows a code of conduct and adheres to the Everett School District's Volunteer Handbook policies. Members of Tambark Creek PTSA shall not use their own personal social media platforms to cyberbully, insult, embarrass, target, or post threats of physical or verbal abuse towards any individuals, including school board officials, school administrators, teachers, PTSA members, volunteers, or other individuals that are associated with Tambark Creek School. Tambark Creek PTSA shall have a social media policy which shall be reviewed yearly by the board of directors.
33. Standing Rules	<ul style="list-style-type: none"> The standing rules of Tambark Creek PTSA shall be adopted annually by majority vote at the first membership meeting of the school year. The standing rules may be amended at a membership meeting by majority vote if previous notice of the meeting was given. If no previous notice was given, then a two-thirds (2/3) vote is required.
34. Miscellaneous	<ul style="list-style-type: none"> The president and treasurer will maintain all online login and password information.