

B.F. Day Elementary School PTSA

Standing Rules AMENDED

School Year 2024-2025

B.F. Day Elementary School PTSA ("B.F. Day PTSA") is a local, self-governing membership association whose purpose is to serve the children in the B.F. Day Elementary School community, including the residences and businesses in the B.F. Day Elementary School enrollment area. The activities and functions of the association are planned by a Board of Directors ("Board").

1. Formation

- 1.1. The B.F. Day PTSA is chartered by and affiliated with the Washington State PTA, and operates in compliance with the Washington State PTA Uniform Bylaws and Standards of Affiliation Agreement.
- 1.2. The B.F. Day PTSA is incorporated as a nonprofit corporation in Washington state, and is registered under the Washington state Charitable Solicitations Act. The Board is responsible for complying with all requirements necessary for the corporation to remain in good standing.
- 1.3. The B.F. Day PTSA has tax-exempt status under section 501(c)(3) of the Internal Revenue Code (effective as of April 7, 2004).
- 1.4. The B.F. Day PTSA fiscal year is July 1 to June 30.
- 1.5. The B.F. Day PTSA has designated the Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the United States Internal Revenue Service.
- 1.6. Per the Washington State PTA Uniform Bylaws, the B.F. Day PTSA will annually review the Washington State PTA Standards of Affiliation agreement in its entirety, and agrees to abide by all requirements within. Further, the B.F. Day PTSA agrees to uphold the ethics, policies, and principles of Washington State PTA.
- 1.7. The Board is obligated to maintain all corporation records necessary for regular operations, including but not limited to legal formation documents, legal entity

numbers, National and State PTA affiliation numbers, bank records, membership lists, etc. Records are available to any member upon request.

2. Membership

- 2.1. Membership in the B.F. Day PTSA shall be open to all people without discrimination.
- 2.2. Membership is open to all parents, teachers, staff, grandparents, guardians, community members, and any other persons that support and encourage the purposes of PTSA.
- 2.3. An Active Member is a B.F. Day PTSA member whose dues are paid in full for the current school year.
- 2.4. The membership dues for this PTA shall be fifteen dollars (\$15.00) annually per individual member, or twenty five dollars (\$25.00) annually for a household membership (membership dues for two Active Members).
- 2.5. The students of B.F. Day Elementary School shall be considered honorary members of the B.F. Day PTSA. Honorary members are not Active Members.
- 2.6. The B.F. Day PTSA shall not release any membership or member information to outside interests or used in any manner for individual, personal, or financial gain. Membership and member information includes, but is not limited to, member names, addresses, and other contact information.
- 2.7. A membership list, including status of dues, shall be made available to the Board.
- 2.8. The B.F. Day PTSA shall follow all Seattle Public School rules and policies regarding volunteering on school grounds.
- 2.9. All paid members shall have the privilege to make motions, participate in debate, and vote at PTA membership meetings.

3. Board of Director

- 3.1. The Executive Committee consists of the elected officers ("Officer"). The elected officers of B.F. Day PTSA shall be: President, Vice President, Secretary, Treasurer, and Fundraising Officer. Two co-Officers may share an Officer position. If two people share an Officer position, each person will have a voice in

Board discussions and each person is entitled to a vote in Board decision-making.

- 3.2. Standing Committees perform functions necessary for the ongoing operation of the B.F. Day PTSA, including but not limited to: Communications, Community Building, Volunteer Coordination, Enrichment, and Advocacy.
- 3.3. All Standing Committees are led by a Committee Chair ("Chair").
- 3.4. The Board is the main decision-making body and legal representation of the B.F. Day PTSA. It shall consist of the Executive Committee, and the Chairs of the current Standing Committees.
- 3.5. All Officers and Chairs must be Active Members.
- 3.6. Officer and Chair terms are one year. No person shall serve in the same Officer role for more than two consecutive terms. No person shall serve in more than one Officer or Chair role in the same term.
- 3.7. Officers and Chairs assume duties at the beginning of the next fiscal year (July 1).
- 3.8. Board Meetings shall be held monthly on a consistent day and time that is convenient to most of the Board, from September through June.
- 3.9. Five (5) Board Members, including three (3) Officers, must be present in order to conduct business at a Board Meetings.
- 3.10. Board Meetings are open to the general membership.
- 3.11. Minutes shall be kept at all Board meetings, and made available to the general membership upon request.
- 3.12. Votes at Board Meetings shall be limited to Officers, and the principal of B.F. Day Elementary School.

4. Governance

- 4.1. General Membership meetings ("General Meeting") shall be held at least three times per year. General Meeting notice will be given via all reasonable channels, including but not limited to social media, the B.F. Day PTSA newsletter, and the B.F. Day Elementary School Dayette. At least ten (10) Active Members must be present in order to conduct business.
- 4.2. General Meetings are open to all interested persons, but the privilege of making

motions, debating and voting is limited to Active Members.

- 4.3. All votes at General Membership Meetings shall be determined by simple majority vote of Active Members in attendance, unless otherwise specified.
- 4.4. The Standing Rules may be amended at any General Meeting by a two thirds vote of Active Members in attendance, or if previous notice of more than 1 week was given, by a simple majority vote.
- 4.5. Adoption of the Budget for the next fiscal year shall take place at the Winter General Meeting.
- 4.6. The Budget may be amended at any General Meeting.
- 4.7. Nominations for Officers shall occur at the Board meeting preceding the Spring General Meeting.
- 4.8. Adoption of Standing Rules , Election of Officers, ~~and Election of the Audit committee~~ for the following fiscal year shall take place at the Spring General Meeting.
- 4.9. A Chair may be appointed at any Board or General Meeting by a simple majority vote of the Board, with at least half of the Board present.
- 4.10. All delegates for the Washington State PTA convention shall be selected by the Board.

5. Finance Governance

- 5.1. The Board may authorize budget reallocations up to but not in excess of \$5,000.00 without amend the approval of the general membership, with a majority vote of the Board members present.
- 5.2. All financial records shall be audited by the Audit committee as soon as possible after the fiscal year-end, and no later than August 31, in compliance with the WSPTA Uniform Bylaws.
- 5.3. The signatures of three (3) Officers and one (1) B.F. Day Elementary School staff member who is also an Active Member shall be on the signature card of all B.F. Day PTSA's financial accounts.
- 5.4. The B.F. Day PTSA shall distribute all funds by physical bank check with two signatures.
- 5.5. The B.F. Day PTSA is not permitted to use debit cards, credit cards, ATM cards,

or forms of online banking to disburse funds.

- 5.6. Two Active Members must be present to handle money at any PTSA sponsored event.
- 5.7. PTSA funds shall never be left in the school safe or with school staff. 45.
Finance records shall be made available to the Board at each Board meeting, and to the membership at each General meeting.
- 5.8. Funds not spent or allocated at the end of the fiscal year will be carried over to the next year's Budget.
- 5.9. Reimbursements will not be made after the fiscal year is closed.