



## 2023-2024 Standing Rules for Sunny Hills Elementary PTA 2.6.25

<b>1. Unit Name</b>	<ul style="list-style-type: none"> <li>The name of this unit shall be Sunny Hills Elementary PTA 2.6.25. It was chartered on January 26, 1979. Its National PTA number is 23095.</li> </ul>
<b>2. Purpose</b>	<ul style="list-style-type: none"> <li>The purpose of this unit is to work for the health, welfare, safety and education of all the students of the Sunny Hills Elementary School community.</li> </ul>
<b>3. Incorporation</b>	<ul style="list-style-type: none"> <li>This unit was incorporated on January 26, 1979 and recognized as a nonprofit corporation by the State of Washington. Our assigned UBI number is: 601 846 848. WSPTA is the registered agent for this corporate unit. The treasurer is responsible to annually renew the Articles of Incorporation prior to January 31.</li> </ul>
<b>4. IRS 501c3 Status and Charitable Solicitation</b>	<ul style="list-style-type: none"> <li>This unit was recognized by the IRS as a nonprofit tax-exempt organization on August 9, 1996, under Section 501©3. It was previously recognized as a nonprofit tax-exempt organization on August 6, 1980, under Section 501©4. This unit's Employer Identification Number (EIN) is on file in the Legal Documents notebook maintained by the Secretary.</li> <li>This unit is registered under the Charitable Solicitations Act, our registration number is 4635. The treasurer is responsible for filing the annual registration before May 31.</li> </ul>
<b>5. IRS Tax Filing</b>	<ul style="list-style-type: none"> <li>The treasurer is responsible for filing IRS tax return forms or extensions on or prior to November 15th, and to report the filing to the Board by December 15. The secretary is responsible for maintaining an up to date Legal Documents notebook. See WSPTA guidelines for required documents.</li> </ul>
<b>6. Standards of Affiliation</b>	<ul style="list-style-type: none"> <li>Per the Washington State PTA Uniform Bylaws, this PTA will annually complete the Washington State PTA Standards of Affiliation (SOA) agreement in its entirety, and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.</li> <li>WSPTA Standards of Affiliation agreement checklist will be reviewed yearly and presented to the board and membership and recorded in the meeting minutes. The Vice President is responsible for filing required documentation.</li> </ul>
<b>7. Membership and Fees</b>	<ul style="list-style-type: none"> <li>Membership in Sunny Hills Elementary PTA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students,</li> </ul>

	<p>community members, and any other persons that support and encourage the purposes of PTA.</p> <ul style="list-style-type: none"> <li>• The membership fees of the Unit shall not be less than the combined total of National, State, Council, and Local PTA membership fees. Currently, these fees are \$25 per couple/family, \$10 for teachers/staff, and \$25 for community supporter memberships.</li> <li>• The students of Sunny Hills Elementary shall be considered honorary members of this Unit, without voice, vote, or privilege of holding office.</li> </ul>
<p><b>8. Elected Officers, Training, Contracts</b></p>	<ul style="list-style-type: none"> <li>• The elected officers of this Unit shall be President, Vice President, Secretary, and Treasurer. These (4) elected officers shall constitute the Executive Committee. Each position may be co-chaired, with the exception of Treasurer. The office of the Vice President is not required as per WSPTA.</li> <li>• Only elected officers are authorized to sign contracts on behalf of this Unit, and each contract must have (2) signatures, per WSPTA Uniform Bylaws.</li> <li>• At least (1) elected officer must attend PTA and the Law, and all elected officers must attend (1) PTA training within their elected year, according to WSPTA Uniform Bylaws.</li> <li>• An officer may be removed from office, with or without cause, by a two-thirds vote of the membership present at a regularly scheduled meeting or at a special membership meeting called for such a purpose.</li> </ul>
<p><b>9. Elections and Voting</b></p>	<ul style="list-style-type: none"> <li>• This unit shall allow electronic voting during hybrid or virtual meetings as per WSPTA bylaws.</li> <li>• The Nominating Committee shall be elected and conduct business according to WSPTA Uniform Bylaws- Local PTAs.</li> <li>• Officers shall be elected according to WSPTA Uniform Bylaws in March for a term of one year and shall assume office by July 1.</li> <li>• Voting delegates to the Issaquah PTA/PTSA Council shall be the President and three authorized delegates as designated by the Board of Directors. See the WSPTA Uniform Bylaws.</li> <li>• Voting delegates to the annual State PTA Convention shall be selected by the Board of Directors. See the WSPTA Uniform Bylaws.</li> <li>• Voting delegates to the Legislative Assembly shall be the Advocacy/Legislative Director and/or other appointed member(s) as designated by the Board of Directors. See the WSPTA Uniform Bylaws.</li> </ul>
<p><b>10. Board of Directors</b></p>	<ul style="list-style-type: none"> <li>• The Board of Directors shall consist of the Executive Committee plus these (7) Director positions: Advocacy Director, Communications Director, Community Outreach Director, Curriculum Support Director, Fundraising Director, Membership Director, and Events Director.</li> <li>• Directors are appointed by the current Executive Committee based on volunteers' interests, strengths, and capacity. Each</li> </ul>

	<p>position may be co-chaired. All Directors must be current PTA members of this Unit.</p> <ul style="list-style-type: none"> <li>Each Board member is entitled to one vote, whether or not the position is co-chaired. The president has no vote, unless it is to break a tie. See WSPTA Uniform Bylaws.</li> </ul>
<b>11. Committees</b>	<ul style="list-style-type: none"> <li>Committees shall be established as deemed necessary by the Executive Committee, and Committee Chairpersons shall be appointed by the Board of Directors. All Committee Chairs must be current PTA members of this Unit.</li> </ul>
<b>12. Recognition Awards</b>	<ul style="list-style-type: none"> <li>Golden Acorn, Outstanding Advocate, and Outstanding Educator Award(s) may be awarded annually. The Recognition Committee is appointed by the President, per WSPTA Uniform Bylaws. The Recognition Committee will determine the number of recipients and if any other awards will be considered on an annual basis.</li> </ul>
<b>13. Board Meetings</b>	<ul style="list-style-type: none"> <li>At a minimum, the Board of Directors will hold a monthly open meeting at a date and time to be determined by the Board. Members of the Board of Directors are expected to attend regularly scheduled meetings unless otherwise excused. A quorum at Board meetings is a simple majority (50% +1) of office holders to conduct business. Board meetings may be held using remote communications where all participants may hear and see one another and participate substantially concurrently per WSPTA Standing Rules.</li> </ul>
<b>14. General Membership Meetings</b>	<ul style="list-style-type: none"> <li>There will be at least three (3) General Membership meetings during the year, to conduct the business of adopting the budget, adopting standing rules, electing the nominating committee and the election of officers. At least 1(one) of those meetings will be in the evening. A quorum of ten (10) members is required to conduct business. General Membership meetings may be held using remote communications where all participants may hear and see one another and participate substantially concurrently per WSPTA Standing Rules. See WSPTA Uniform Bylaws.</li> </ul>
<b>15. Standing Rules</b>	<ul style="list-style-type: none"> <li>The Standing Rules shall be adopted annually by majority vote at the last General Membership meeting of the school year in advance of the coming year. The Standing Rules may be amended at a General Membership meeting by majority vote, or by majority vote at a Board meeting, if previous notice of the meeting was given. If no previous notice was given, then a two-thirds (2/3) vote is required.</li> </ul>
<b>16. Budget Committee</b>	<ul style="list-style-type: none"> <li>The Budget Committee shall prepare an interim operating budget for the following year and present the budget for approval at the final General Membership meeting of the school year. The Budget Committee shall prepare and present the operating budget for approval at the first General Membership meeting of the school year.</li> </ul>

<b>17. Reallocation of Funds</b>	<ul style="list-style-type: none"> <li>The Board of Directors has authority to reallocate funds up to \$500, by majority vote, at any time. Fund allocations greater than \$500 shall be approved at a General Membership meeting.</li> </ul>
<b>18. Bank Account Signers</b>	<ul style="list-style-type: none"> <li>A maximum of (4) Executive Committee members may be signers of the bank signature card, as determined by the Treasurer. In the event of co-Treasurers, only one will be a signer on the account. No authorized signer will sign a check to her/himself. All PTA checks MUST be signed by two authorized signers.</li> </ul>
<b>19. Bank Statements</b>	<ul style="list-style-type: none"> <li>The monthly paper bank statements shall be opened only by an appointed non-signing Board member to be reviewed, initialed, dated and submitted for Financial Review. See WSPTA Uniform Bylaws and Money Matters for rules.</li> <li>The monthly PayPal statement shall be reviewed and initialed by a non-signing Board member.</li> </ul>
<b>20. Financial Review</b>	<ul style="list-style-type: none"> <li>This unit shall conduct a financial review of its books and records by February of each year, in addition to the required financial review at the close of the fiscal year, June 30th. The current term president appoints the financial review committee of at least 3 members. Individuals who are signers on the account for the time period being reviewed may not serve on the Financial Review Committee (See WSPTA Uniform Bylaws for complete rules). In the event of a change in treasurer mid-year, a financial review should be conducted before the transition, or as close to after the transition date as possible.</li> </ul>
<b>21. Financial Reserves</b>	<ul style="list-style-type: none"> <li>This unit shall maintain at least \$25,000 but no more than half the operating budget as its operating reserve in our savings account. Spending of the operating reserve must be voted on by the Board of Directors and General Membership.</li> </ul>
<b>22. Enrichment Grants</b>	<ul style="list-style-type: none"> <li>Every September an executive board member will form an Enrichment Grant Committee, consisting of between 5-7 members, to review grant submissions and make grant allocation recommendations for the Board of Directors to approve.</li> <li>Every year in December , any amount projected in the budget over the surplus threshold, as determined by the Board of Directors, may be allocated to a second round of Enrichment grants open to teachers, parents, and students (with adult sponsor).</li> </ul>
<b>23. Reimbursements</b>	<ul style="list-style-type: none"> <li>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 final day of school, unless otherwise directed by the treasurer, will be considered a donation to the general fund of this Unit.</li> </ul>

<b>24. Legal Documents</b>	<ul style="list-style-type: none"> <li>• This unit will keep at least (2) copies of each of its legal documents in (2) separate locations. The Secretary and either the Treasurer or Vice President shall maintain and keep current the legal documents binder. One of these copies may be a digital copy.</li> </ul>
<b>25. Code of Conduct and Conflict Resolution</b>	<ul style="list-style-type: none"> <li>• This unit follows a code of conduct and adheres to the Issaquah School District's confidentiality and civility policies. A conflict resolution process is documented to address issues that may arise.</li> </ul>
<b>26. Online Accounts</b>	<ul style="list-style-type: none"> <li>• Only the current Treasurer and President have online viewing authority of all accounts, including our financial software. The Treasurer shall change all financial account passwords yearly by August 31. The Treasurer maintains control of all online logins and passwords.</li> </ul>
<b>27. Policy Review</b>	<ul style="list-style-type: none"> <li>• This PTA shall maintain policies for Board Standards of Conduct and Conflict Resolution, Social Media, Voting Policies, and Chair Guidelines. These policies shall be reviewed and approved yearly by the board of directors at the first Board meeting of each school year. These policies shall reside with the secretary.</li> </ul>

APPROVED