

## **John Stanford International School PTSA Standing Rules**

### **Article I      NAME**

The name of this local unit is the John Stanford International School (JSIS) Parent Teacher Student Association (PTSA) 6.15.195, a unit of the Washington Congress of Parents and Teachers (also known as the Washington State PTA or WSPTA). It was originally chartered on September 7, 1988. (See II.2 below for name change information.)

### **Article II      PURPOSES AND LEGAL STATUS**

#### Section 1

JSIS PTSA supports the global purposes of the WSPTA: To work for the health, welfare, safety, education, care, and protection of children in the home, school, community, and place of worship.

JSIS PTSA serves the JSIS school community.

#### Section 2

JSIS PTSA is organized exclusively for charitable and educational purposes, within the meaning of Section 501(c)(3) and 509(a). Tax exempt status was granted on November 5, 1993.

It was originally incorporated under the name of Latona School United Parents as a nonprofit corporation in the State of Washington on September 7, 1988 (corporation # 2-403989-3). On May 13, 1997, Articles of Amendment were filed changing the name to Latona PTSA 6.15.195 (UBI #601 106 093). On December 4, 2000 Articles of Amendment were filed changing the name to John Stanford International School PTSA 6.15.195 (UBI #601 106 093). An Annual Corporation Report is filed by the Treasurer.

The registered agent for JSIS PTSA is the Washington Congress of Parents and Teachers.

JSIS PTSA is registered under the Charitable Solicitations Act (registration #LAU-N88-313). Annual registration under the Act is filed by the Treasurer.

JSIS PTSA's federal Employer Identification Number (EIN) is 94-3084553.

## **Article III BASIC POLICIES**

### Section 1

JSIS PTSA abides by the Basic Policies outlined in the WSPTA Uniform Bylaws (UB hereafter) and by these Standing Rules. Standing rules cannot conflict with the UB. [UB 5, 2f]

Standing Rules can be amended at any time. A vote of the general membership is required, at a meeting where there is a quorum present. (See Article X for the definition of a general membership meeting quorum.) If the membership has been given proper notice prior to the date of the meeting of the intended change, then the change can be approved by a majority vote of the members present. If no notice was given prior to the meeting, a 2/3 vote of the members present is required.

### Section 2

The JSIS PTSA votes on its annual budget prior to July 1.

### Section 3

The JSIS PTSA maintains a safe deposit box (#937) at the Bank of America, Stone Way Branch, where its checking account is maintained. The JSIS Vice-President(s) is responsible for maintaining the following legal documents in the safe deposit box:

- Articles of Incorporation, including amendments (dated 3/19/88)
- Certificate of Incorporation (dated 9/7/88)
- Letter assigning the organization an Employer Identification Number (dated 1/27/89)
- Form 1023 application for Tax Exempt status (dated 8/22/88)
- Letter of Determination (Recognition) of tax-exempt status (dated 11/5/93)
- Business License and Charter
- Copies of Annual Corporation Reports for the last 5 years
- Copies of Charitable Solicitations Act registration for the last 5 years
- Copies of tax returns for the last 5 years
- Current Insurance Certificate
- By-Laws of the former Latona Elementary School Site Council

Elected officers have access to the safe deposit box. All elected officers are also listed on the signature cards for all of JSIS PTSA's bank accounts.

### Section 4

The JSIS PTSA conducts an annual audit. [UB 5.7(e)(2)]

JSIS PTSA does not enter into any financial obligations extending beyond the fiscal year (July 1 – June 30). [UB 5.2(b)]

## **Article IV      MEMBERSHIP AND SERVICE FEES**

### Section 1

JSIS PTSA's membership service fees are \$13.50 for an individual and \$21.50.00 for a family of two or more adults.

This membership fee is apportioned as follows: \$5.25 to the WSPTA, \$1.75 to the National PTA, \$1.50 to the Seattle Council PTA, and the remainder to support the JSIS PTSA. Should WSPTA, National, or Council fees change, the JSIS PTSA membership service fee shall increase or decrease accordingly.

Upon payment of the fee, membership is effective through October 31. [UB 5.5(d)]

### Section 2

Individuals participating in the business of JSIS PTSA must have currently paid membership fees. Further, the membership fee must have been paid at least 30 days earlier in order for an individual to vote in any PTSA election, be elected to PTSA office, or be elected to serve as a PTSA delegate. [UB 5.5(f,g)]

### Section 3

JSIS students are honorary members of the JSIS PTSA, without voice, vote, or the privilege of holding office.

## **Article V      NOMINATING COMMITTEE**

See UB Article 5.5.

## **Article VI OFFICERS AND THEIR ELECTION**

### Section 1

The elected officers of the JSIS PTSA are: President, Vice President(s), Secretary, Treasurer, and Assistant Treasurer. Any elected position may be held jointly by two people. Each co-position holder shall be entitled to voice and vote at Board meetings.

The officers are elected at a general membership meeting prior to April 30 for a term of one year or until their successors are elected. Officers begin their term on July 1. No person can serve in the same office for more than two consecutive years. A term of at least eight months counts as a full year in office. [UB 5.6(c)]

If a vacancy occurs, the Executive Committee elects an acting officer. [UB 5.6(e)]

An office is vacant if an officer is absent three consecutive meetings, unless previously excused by the President(s). [UB 5.7(a)4]

### Section 2

At the election meeting, a quorum must be present. (See Article X for the definition of a general membership meeting quorum.) Election is by majority. Voting may be by voice if there is only one candidate. Voting for officer or nominating committee positions may be by mail or electronic transmission as directed under UB 5.3(h).

## **Article VII DUTIES OF OFFICERS**

### Section 1

General duties of the officers: All financial matters and binding agreements require the signatures of two elected officers. [UB 5.7(a)2] If two or more members of the same household hold office, only one can co-sign. [UB 5.7(a)3]

### Section 2

Specific duties of the officers: See UB 5.7 and Standing Rules Appendix. [This is being finalized. It will not be part of the Standing Rules per se].

## **Article VIII EXECUTIVE COMMITTEE**

The JSIS PTSA Executive Committee consists of the elected officers. A majority of the Executive Committee constitutes a quorum.

The Executive Committee appoints members of the Board for a term of one year, reviews the Standing Rules annually, and refers recommendations to the Board or the general membership for action. [UB 5.8]

The Executive Committee chooses one of the board members (elected or appointed) to serve as the voting delegate for the Region Director and to the State PTA Legislative Assembly. The Executive Committee chooses one or more (depending on the number of members – see UB 10.2.b) of the elected or appointed board members to serve as voting delegate(s) to the State PTA Convention.

## **Article IX BOARD OF DIRECTORS**

The JSIS PTSA corporate affairs are managed and administered by a Board of Directors (Board) comprised of the elected officers and appointed positions designated by the Board. [UB 5.9(b)] All Board members must be PTSA members. [UB 5.9(a)]

In addition, one or more JSIS staff member(s) will be designated to attend Board meetings.

The Board will meet at least monthly, unless decided otherwise in advance. All elected and appointed board members, as well as staff representative(s) are eligible to vote, excluding ad hoc members who may not attend all meetings. A quorum of the Board is a majority of the voting Board members. [UB 5.9(c)]

**Article X      GENERAL MEMBERSHIP MEETINGS**

Section 1

Prior to April 30, the JSIS PTSA holds an annual general membership meeting to elect officers. Notice is given to the members according to the Uniform Bylaws. [UB 5.10(b)]

In addition, the JSIS PTSA holds regular general membership meetings to adopt the budget, approve/amend the Standing Rules, and conduct other business. [UB 5.10(a)]  
The schedule of meetings is determined by the Board. Notice is given to the members according to the Uniform Bylaws. [UB 5.10(c)]

Section 2

A general membership meeting quorum consists of 10 individuals who are members in good standing of the JSIS PTSA.

Meetings are open to all, but only JSIS PTSA members can make motions, debate, or vote. [UB 5.10(f)]