

# Bellevue Mandarin Dual Language PTSA Standing Rules 2017-2018

## I. Name

- a. The name of this local PTSA is the Bellevue Mandarin Dual Language PTSA (BMDL-PSTA).
- b. Its Washington State PTA (WSPTA) local number is 2.3.170.
- c. Its National PTA number is 03832496.
- d. It was chartered on July 5, 2013.

## II. Purpose

- a. The purpose of this PTSA is to serve the children in the Bellevue Mandarin Dual Language community. To meet our goal, we will support faculty, staff, parents and families of students enrolled in Jing Mei elementary school. This will also include faculty, staff, parents and families as well as students participating in the Mandarin Dual Language programs in middle schools and high schools in the future.
  - i. To bring the home and the school into a closer relationship in the interest of the child.
  - ii. To furnish a channel through which the parents, teachers and administrators can express their interest in the child, home, school, and community and foster a safe environment in each.
  - iii. To generate and distribute funds to help support the Bellevue Mandarin Dual Language School and programs.

## III. Corporate and Legal Status

- a. This PTSA was incorporated on July 5, 2013 and assigned UBI 603-315-766.
- b. The treasurer is responsible for filing the annual corporation report.
- c. The registered agent for this corporation is the Washington State PTA. Copies of the signed documents designating the WSPTA as the registered agent are available in the legal documents binder kept by the treasurer.
- d. The PTSA's Federation Employee Identification Number (EIN) is located in the records binder kept by the treasurer of this PTSA.
- e. This PTSA is registered as Exempt under the Charitable Solicitations Act, registration number 35173 as of December 6, 2013.
- f. The treasurer is responsible for filing the annual registration.
- g. This PTSA is tax exempt under sec 501(c)(3).
- h. The current treasurer, with assistance from the outgoing treasurer is responsible for filing IRS for 990, Form 990EZ or Form 990N prior to November 15<sup>th</sup>, if required.
- i. Copies of current and past years' IRS returns are located in the legal documents binder maintained by the treasurer.

- j. Per the WSPTA Uniform Bylaws, this local PTSA 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.

#### IV. Membership

- a. Membership at this PTSA is open to all adults (age 18 and over) without discrimination. Membership is open to parents, community members, teachers, staff, grandparents, guardians, and any other person that supports and encourages the purpose of this PTSA.
- b. Adult memberships include voting privileges and ability to hold office.
- c. The students enrolled in the Bellevue Mandarin Dual Language program shall be considered honorary members of this PTSA, without vote or the privilege of holding office (unless they are 18 years of age).
- d. The membership dues of this association shall not exceed \$25 per family (which covers the cost of up to 2 adults) and \$15.00 for all faculty and staff members. All paid members have a voice and a vote at the BMDL-PTSA general membership meetings.

#### V. Elected Officers

- a. The Elected Officers of this PTSA are the President, Vice President, Secretary and Treasurer. These elected officers constitute the Executive Committee. All elected officers must be members of the BMDL-PTSA. (To see specifics around the roles and responsibilities of all board positions, please refer to the “BMDL PTSA BOD Roles and Responsibilities” document on the BMDL website.)
- b. Any elected position may be held jointly by two (2) people. Each co-position holder shall be entitled to one voice or written vote at a board of director’s (BOD) meeting, although each member will be entitled to his/her own vote at the meeting of the General Membership. In the event there are 2 co-presidents, one will be designate as the meeting facilitator and will cast the tie-breaking vote. In the event of co-treasurers, one treasurer can NOT be a signer on the bank account.
- c. The BMDL-PTSA will comply with the training requirements necessary to remain in good standing as specified in the most current WSPTA Standards of Affiliation Agreement.
- d. An office or board position can be declared vacant if that person or their representative misses three (3) consecutive Board of Director’s meetings, unless excused by the president, or if an officer does not adhere to the Code of Conduct signed at the beginning of their term.

#### VI. Election Processes

- a. The nominating committee is responsible for recognizing and recruiting candidates for the elected offices of this PTSA.
- b. The nominating committee should be elected, in accordance with the Uniform Bylaws of the WSPTA at least 30 days preceding the election of officers.

- c. The officers shall be elected at a general membership meeting prior to the end of the fiscal year for a term of one (1) year or until their successors are elected. No person shall serve in the same office for more than two (2) consecutive terms. An officer having served eight (8) or more months shall be considered to have served a full term. Officers shall assume their duties on July 1<sup>st</sup>.
- d. To be elected as an officer, a person must have been a member of the PTSA for at least fifteen (15) days before the election.
- e. Voting for officers or nominating committee positions 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 any vote cast must be received within the time frame identified in the notice of the meeting.

## VII. Board of Directors

- a. The board of directors (BOD) have legal responsibility for the operation of the BMDL-PTSA as well as fulfilling the requirements of their individual positions.
- b. The board of directors of this PTSA will consist of the elected officers and the following.
  - i. Financial Secretary
  - ii. Director of Hospitality and Membership
  - iii. Director of Communications
  - iv. Director of Fundraising
  - v. Director of Curriculum Enhancement
  - vi. Director of Programs
  - vii. Director of Advocacy
  - viii. Director of AfterSchool Enrichment
  - ix. Room Parent and Staff Support Liaison
  - x. Volunteer Coordinator
  - xi. Teacher Representative
  - xii. Other positions as needed
- c. The Financial Secretary will not be a signer on the bank accounts and will be the person designated to open up bank statements, initial, photocopy and pass them to the Treasurer. The Financial Secretary must attend the "PTA and the Law" training. (To see specifics around the roles and responsibilities of all board positions, please refer to the "BMDL PTSA BOD Roles and Responsibilities" document on the BDML website.)
- d. Additional members may sit on the board, such as Teacher Appreciation chair, Communications chair, Advisory Parent Reps, as deemed necessary.
- e. All board members must be members of this PTSA. THE principal is an honorary member without a vote.
- f. The board of directors will meet monthly unless the board decides it is not necessary for that month. The date and time for the meetings will be determined by the board.
- g. A quorum for the Board of Directors meetings shall be a majority of those currently sitting on the board.

## VIII. General Membership Meetings

- a. Adoption of the budget, adoption of the standing rules, election of the nominating committee, and election of officers shall take place at general membership meetings.
- b. The quorum for general membership meetings shall be 10 members.
- c. Members will be notified of the general membership meeting via the weekly newsletter in Parent Square at least 10 days before the meeting. It will also be on the Parent Square calendar.

## IX. Financials

- a. This PTSA will approve its annual operating budget by June 30<sup>th</sup> of each year.
- b. The board of directors, upon majority vote, has the authority to reallocate funds, up to \$2000 within the budget.
- c. This unit shall keep at least two (2) copies of each of its legal documents in two separate locations. The treasurer and secretary shall maintain the documents.
- d. The BMDL-PTSA shall conduct a financial review of its books and records in January of each year in addition to the required financial review at the close of the fiscal year.
- e. The BMDL-PTSA shall have at least one account at a financial institution as determined by the board of directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal.
- f. The board of directors shall determine which officers shall have signing authority on the BMDL-PTSA bank account.
- g. All reimbursement requests for authorized expenses must include a receipt and be submitted to the treasurer within 60 days of purchase. All requests for reimbursement must be received by June 1st or they will be considered a donation to the BMDLPTSA.
- h. Two PTSA executive board members must review and approve (with signature) all requests for payment or reimbursement requests.
- i. Should the BMDL-PTSA receive a NSF check, any bank service fees shall be charged back the issuer of the check. If the NSF check(s) are not paid by June 1st, the BMDL-PTSA will not accept any checks from that individual in the future.
- j. The Financial Secretary will not be a signer on the bank accounts and will be the person designated to open up bank statements, initial, photocopy and pass them to the Treasurer. In a year in which the Financial Secretary position is vacant, 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 any concerns or discrepancies identified in the review to the executive committee. If there are no concerns or apparent discrepancies, the reviewer shall initial and date the account statements and provide them to the treasurer.
- k. Treasurer can transfer funds online between BMDL-PTSA bank accounts (PayPal Checking to Checking or Savings to Checking). No other online transactions are allowed.
- l. BMDL-PTSA may accept payment via credit cards for varying funds of revenue.

- i. Two PTA members should be at the table where credit cards are being processed.
- ii. Credit cards may only be entered via a swiper device rather than hand-keying in the numbers given over the phone or electronically.
- iii. If a refund is necessary, it must be credited only to the same account from which the payment was made. Request for Payment form must be completed and approved by two elected officers in order for the refund to be processed.

## X. PTSA Council, Region, and State Participation

- a. Voting delegates to the Bellevue PTSA Council shall be the President and three (3) delegates. The Board of Directors will designate the members who will be voting delegates to the council for this local unit.
- b. The BMDL-PTSA vote for the position of Washington State PTA Area Vice President shall be determined by the Board of Directors.
- c. The voting delegates to the annual Washington State PTA convention shall be determined by the Board of Directors and should include incoming officers. Delegates shall be appointed after the nominating committee publishes the slate and appointed in as timely manner as possible so as to take advantage of early registration discounts.
- d. The voting delegates to the Washington State PTA Legislative Assembly shall be determined by the Board of Directors.

## XI. Online Logins/Passwords

- a. All online account passwords must be changed within one week of the new BOD taking over the PTSA in July. UserIDs do not need to be changed.
- b. The President, Treasurer and the Financial Secretary must know the passwords for accounts that deal with money (bank accounts, paypal, etc.).
- c. If the any of these positions (President, Treasurer or Financial Secretary) is vacated during the school year, the remaining officers from this group must change all account passwords that deal with money (bank accounts, paypal, etc.) within 24 hours.

## XII. Miscellaneous

- a. All correspondence produced by the BMDL-PTSA to the general membership shall be communicated in both English and Chinese whenever possible.