

## ORCHARD MIDDLE SCHOOL PTSA STANDING RULES

2007/2008

1. The name of the unit shall be Orchard Middle School Parent Teacher Student Association.
2. This unit is a non-profit organization recognized by the IRS as a tax-exempt under section 501©4 and was incorporated in the State of Washington as of August 1, 1984. The corporation number is 2-346906-7. It has been assigned UBI # 601 819 154. The treasurer is responsible for filing the Annual Corporation report.
3. This PTSA is registered under the Charitable Solicitation Act. Registration # 3508. The treasurer is responsible for filing the annual registration.
4. **As of 07/08 school year our PTSA will be required to file an IRS form. If the gross income is less than 25,000.00 we will need to file an annual electronic notice IRS form 990-N \* E - Postcard \***
5. General membership meetings are open to all persons, but only members in good standing (excepting honorary members) shall be entitled to a voice and vote in the business of the unit or serve on the Executive Board. Honorary membership is given to all enrolled students at OMS.
6. **The membership fees for this PTSA shall be Ten dollars (\$10.00) for individual, Of which a \$4.75 service fee will be sent to Washington State PTA and \$1.75 to National PTA.**
7. The elected officers of this unit shall be President, Vice President, Treasurer, Secretary and Volunteer Coordinator.
8. The Executive Board shall consist solely of the elected officers. The PTSA board shall consist of the elected officers, appointed committee chairpersons. Principal's of OMS, a teacher representative and a student representative from each grade level.
9. Officers shall be elected in May for the term of one year and shall assume office on July 1.
10. Board Meetings of the unit shall be held on a regular monthly basis with the time to be established by the Executive Board.
11. An office or chair shall be declared vacant if the person appointed or elected misses three consecutive meetings, unless excused by the President.
12. The order of business for meetings of this association shall be:
  - a. Call to order
  - b. Reading to the minutes
  - c. Financial report
  - d. Principal report
  - e. Committee reports
  - f. Unfinished business
  - g. New business
  - h. Adjournment
13. This PTSA shall approve its annual operating budget prior to September 30<sup>th</sup> of each year.
14. There shall be one Golden Acorn and one outstanding educator award presented annually. A committee appointed by the President shall select the recipient.
15. The Executive Board shall decide if voting delegates are to be sent to the annual Washington State PTA convention.
16. Each Member of the PTSA Board shall keep a record of activities and recommendations pertaining to the office or chair which he/she occupies. These record and accumulated state and national material shall be turned over to their successors or to the President, if those successors are not yet designated, at the last board meeting of the year.
17. This PTSA shall conduct an audit of its books and records at the end of the fiscal year - prior to June 30<sup>th</sup>.

18. The signatures of the President and Treasurer shall be on the signature card for this PTSA authorized bank card. Bank statements shall be sent to the treasurer, with the vice President reconciling the statement at the monthly board meeting.
19. All reimbursement requests shall include a receipt and shall be submitted to the treasurer within 60 days of the purchase. All requests for reimbursement must be received by June 1<sup>st</sup>.
20. The duties of the President are: to oversee and direct the officers and committee chairpersons in the various duties of the PTSA, to appoint board members, to evaluate, document, and follow through on requests for assistance by the school or principal, and to appoint the Auditing Committee.
21. The duties of the Vice-President are: to assist the president as requested and to ensure that parliamentary procedure is followed, to assure that all general meeting are appropriately publicized, to assist with fundraising planning and with program development for general meetings.
22. The duties of the Secretary are: to take minutes at board meetings and general meeting, to read and submit for filing minutes from previous meetings at each monthly meeting, and to review and document PTSA correspondence.
23. The duties of the Treasurer are: to renew annually the PTSA incorporation, to prepare tentative budget for approval the general meeting, to prepare a written monthly treasurer's report and to arrange to the books audited annually before July 1<sup>st</sup>.

REVISED & APPROVED September 12, 2007