

Continuous Curriculum School PTSA

Standing Rules

Name:

The name of this PTSA local unit is East Valley CCS PTSA.
Washington State PTA identification number is 15.3.17.
National PTA identification number is 034754.
The Charitable Solicitations number, EIN and Unit Incorporation numbers are located in the Legal Documents notebook in the PTSA storage closet.

Dates:

The date of charter by the Washington State PTA is June 15, 1998.
East Valley CCS PTSA was incorporated on September 21, 1998.
Tax-exempt status was issued on March 29, 2000.
Payment of the annual renewal fees shall be the responsibility of the Treasurer.

Organization:

East Valley CCS PTSA is a non-profit organization. East Valley CCS PTSA has tax-exempt status under Section 501 (c) (3). Contributions may be treated as a charitable gift. East Valley CCS PTSA is registered with the Secretary of State under the Charitable Solicitations Act. PTAs work for the health, welfare, safety and education of children in the home, school, community and place of worship. This PTSA serves the children in the East Valley Continuous Curriculum School community which includes the residences and businesses in the school enrollment area.

Membership:

Without discrimination, membership in this organization shall be open to all people. The membership services fees of EVCCS PTSA shall be eleven dollars (\$11.00) per person (one vote) or twenty dollars (\$20.00) per couple (2 votes). All students are honorary members and no fees apply (no voice, no vote). Students wanting a voice/vote are required to pay a membership fee of seven dollars (\$7.00). Of these fees, \$1.75 per member will be sent to the National PTA and \$5.25 per member will be sent to Washington State PTA. Dues are non-refundable.

Executive Committee:

The executive committee consists of the elected officers of this PTSA: President, Vice President, Treasurer, Secretary, and Volunteer Coordinator. Any elected position, other than Treasurer may be held jointly by two (2) people. Each co-position shall be entitled to voice and vote at a board of directors meeting. In the event of Co-Presidents, the one presiding over any meeting where a tie vote is established shall retain tie-breaking privileges.

The PTSA shall keep a copy of each of its legal documents with each elected officer. The Secretary shall be responsible for maintaining the original copies and providing updated copies the other officers.

Board of Directors:

The board of directors of East Valley CCS PTSA shall consist of the Executive Committee and committee chairpersons that include, but are not limited to, the Student Development Group, Fundraising, ASB, and Community Service. All committee chairs must be current PTSA members. Any committee chair can be held jointly by two (2) people. Each co-chair shall share one (1) vote during board meetings but will retain their own votes as members during general membership meetings.

Meetings:

Adoption of the annual budget, approval of the standing rules, election of the nominating committee, and the election of the officers shall be done at general membership meetings. All meetings shall be held at the direction of the board of directors.

The PTSA board of directors will meet monthly on a date and time to be determined by the board and when necessary at the call of the President. Elected officers shall be considered vacant if s/he misses three consecutive meetings without prior approval of the president.

Budgets and Funds:

The budget will be approved annually by the General Membership before June 30th. The board of directors shall have authority to reallocate funds up to \$500.00 as necessary. Any adjustments above that amount must be approved by the General Membership.

Receipts for reimbursement on board-approved expenditures MUST be turned in to the Treasurer along with appropriate documentation within 30 days. Receipts older than 30 days will not be honored. *EXCEPTION: Any reimbursement for expenditures in June MUST be submitted before the last day of the month.* Reimbursement forms may be obtained online at www.ccsptsa.org. It is a member's responsibility to maintain copies of documents. Lost receipts or forms will not be considered for payment without copies being resubmitted.

The PTSA shall conduct a financial review of its records at the close of the fiscal year, June 30th.

The Treasurer is responsible for filing the IRS 990/990EZ/990N.

Banking:

The signatures of at least three elected officers shall be on the authorized signature card for this PTSA's bank account. All checks require two (2) signatures to be acceptable.

In the event NSF fees are incurred, any and all bank service fees will be forwarded to the account holder for reimbursement.

State Representation:

The vote of this PTSA for the position of Washington State PTA Region Director shall be determined by the board of directors. The voting delegates to the annual State PTA convention shall be determined by the board of directors.