

**Article I.** Name –

The name of this PTSA local unit shall be North Lake Middle School (NLMS) PTSA. Our unit number is 7.6.62. NLMS PTSA was chartered by the Washington State PTA in July 1992. Its National PTA local unit number is 00020303.

**Article II.** Service Area –

1. The mission of the North Lake PTSA is to support the education and well-being of North Lake Middle School students by encouraging parents, teachers, and students to help us create a safe, nurturing, and challenging environment for all students.
2. This PTSA serves the families in the North Lake Middle School community, which includes the residences and businesses in the NLMS enrollment area.

**Article III.** Corporate Status –

This local unit was incorporated September 17, 1992 and assigned the UBI# 601 414 085. The treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA.

**Article IV.** Charitable Solicitations Act –

The PTSA is registered with the Secretary of State under the Charitable Solicitations Act, registration number 3304. The treasurer is responsible for filing the annual registration, or using the optional online registration process, by September 30<sup>th</sup> to avoid penalties.

**Article V.** Tax Exempt Status –

1. NLMS PTSA is a non-profit organization and was granted tax-exempt status under section 501 (c)(3) of the Internal Revenue Code on October 11, 1994. The PTSA's EIN and a copy of the Letter of Determination can be found in the PTSA's legal documents binder maintained by the president.
2. The treasurer is responsible for filing the appropriate Federal tax return 990, Form 990 EZ, or Form 990-N (for the fiscal year July 1 to June 30<sup>th</sup>) prior to November 15<sup>th</sup>. A copy should be provided to the Board of Directors no later than November 1<sup>st</sup>. Copies of the current and past years' returns can be found in the PTSA's legal documents binder maintained by the president.

**Article VI.** Registered Agent –

The NLMS PTSA has designated the Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the United States Internal Revenue Service. Copies of signed documents making such designations can be found in the PTSA's legal documents binder maintained by the president.

**Article VII.** WSPTA Standards of Affiliation –

Per the Washington State PTA Uniform Bylaws, NLMS PTSA will annually review, complete, sign, and submit the WSPTA Standards of Affiliation Agreement by the required deadline.

**Article VIII.** Membership –

1. Membership at the NLMS PTSA shall be open to all people without discrimination. It is open to any and all persons that support and encourage the purpose of NLMS PTSA.
2. The students of North Lake Middle School shall be considered honorary members of this PTSA without voice, vote, or privilege to hold office.

3. The membership dues of the NLMS PTSA shall not exceed eight dollars (\$8.00) per student, ten dollars (\$10.00) per individual, eighteen dollars (\$18.00) per couple, and thirty-five dollars (\$35.00) per business/other organization representative.
4. All paid members of NLMS PTSA shall have a voice and a vote at NLMS PTSA general membership meetings; however students under the age of 18 are not allowed to hold elected positions within the PTSA.

**Article IX.** Executive Committee and Election of Officers –

1. The Executive Committee of this organization shall consist of the following elected officers: president, vice president, secretary and treasurer.
2. Any elected position, with the exception of the treasurer, may be held by up to three (3) people. Each co-position holder shall be entitled to voice and vote at all Executive Committee and Board of Directors' meetings.
3. NLMS PTSA will comply with the training requirements necessary to remain in good standing, as specified by the current WSPTA Uniform Bylaws.
4. A nominating committee of at least three (3) not to exceed five (5) members shall be established by the president for the purpose of identifying Executive Committee candidates. This committee must submit a written report to the president and general membership fifteen (15) days prior to the elections meeting in written form.
5. Officers shall be elected at a general membership meeting prior to April 30<sup>th</sup>. The new officers shall assume office on July 1<sup>st</sup>. Officers are elected by majority ballot vote. Voting may be by voice vote if only one (1) candidate is nominated for an office.
6. An Executive Office shall be declared vacant if an elected officer is absent from three Board meetings, unless excused by the president. If the position of president becomes vacant then the vice president will hold office until the president can be replaced.
7. All outgoing Executive Officers are required to go over materials and duties with incoming Executive Officers.

**Article X.** The Board of Directors –

1. The Board of Directors of the NLMS PTSA shall consist of elected officers and chairs of the committees created by the elected officers and membership.
2. This PTSA's Board of Directors will meet on a date and time to be determined by the Board.
3. All members of the Board of Directors must be paid members of the PTSA.

**Article XI.** General Membership Meetings –

1. There shall be a minimum three (3) general membership meetings per year. Meeting dates and times shall be set by the Executive Committee and announced by special notice within 10 days prior to date of the meeting.
2. Meetings must be held to: adopt the standing rules, approve the results of any financial review, elect a nominating committee, elect officers, and approve an annual budget.
3. A legal quorum shall be met at a general membership meeting if there are at least ten (10) PTSA members present. Members may request to participate in general membership meetings via speaker phone with the consent of the members present.

**Article XII.** Budget –

1. This PTSA shall approve its annual operating budget in May/June of each year.
2. A review of the budget shall be conducted by the Budget Committee. The NLMS PTSA Budget Committee shall consist of all outgoing and incoming Executive Committee members and is chaired by the current treasurer.

3. The Board of Directors may reallocate funds, not to exceed the amount of five hundred dollars (\$500.00), budgeted for one purpose to another purpose by a majority Board vote.
4. Reallocation of any amount exceeding five hundred dollars (\$500.00) must be approved by general membership vote.

**Article XIII.** Legal Documents –

This PTSA shall keep at least two (2) copies of its legal documents in two (2) separate locations. One location being a legal documents binder maintained by the president and the second being a legal documents binder maintained by the Treasurer.

**Article XIV.** Financial Review –

1. This PTSA shall conduct, at least, the required financial review of its books at the close of the fiscal year.
2. A financial review committee, minimum of three (3) members appointed by the president, will conduct this review. Members of this committee shall not include the treasurer or any person authorized to sign on the PTSA bank account(s) for the time period that is being reviewed.

**Article XV.** Bank accounts and Signature Cards –

1. The signatures of the president, vice president, and treasurer shall be on the authorized signature card for the PTSA bank account(s).
2. In the event of co-officers, a maximum of four (4) signatures shall be placed on the account. The Treasurer shall be authorized with the remaining three (3) signatures to be determined by the Board of Directors.
3. Any NLMS PTSA bank account shall require the signatures of two (2) officers, with signing authority, to make withdrawals from the account.
4. This PTSA's monthly bank statements shall be provided, unopened, to a person appointed by the Board of Directors. Such person will be appointed at the beginning of the fiscal year, and shall not be a signer on the account. The reviewer shall promptly report discrepancies or concerns identified in the monthly statement review to the Executive Committee. If there are no concerns, the reviewer shall initial and date the statements and provide them to the treasurer.

**Article XVI.** PTSA Finances –

1. Reimbursements  
All reimbursement requests for authorized expense must include a receipt and be submitted to the treasurer within sixty (60) days of purchase. All requests for reimbursement must be received by the last day of the school year or they will be considered a donation to the PTSA.
2. NSF Checks  
In the event of an NSF check, any fees incurred by NLMS PTSA will be the responsibility of the check writer.

**Article XVII.** Gambling Activities –

Students of North Lake Middle School shall be considered honorary members of the PTSA without voice, vote, or privilege of holding office in order to participate in gaming activities such as bingo, raffles, etc.

**Article XVIII.** The Golden Acorn Award

1. The Golden Acorn Award shall be presented annually to an outstanding volunteer, or volunteers, recognizing exceptional service to children in the NLMS community.
2. The recipient(s) shall be selected from among nominations sent in from the NLMS community.

**Article XIX.** Outstanding Educator Award

1. An Outstanding Educator Award may be presented annually to an outstanding Teacher or Educator within North Lake Middle School.
2. The recipient(s) shall be selected from among nominations sent in from the NLMS community.

**Article XX.** Vote for Regional Director –

The NLMS PTSA vote for the position of Washington State PTA Director shall be determined by the Board of Directors.

**Article XXI.** WSPTA Convention –

1. The voting delegates to the annual State PTA Convention shall be determined in the following order: incoming president(s), outgoing president(s), incoming Vice president(s), incoming treasurer, incoming secretary, outgoing vice president(s), outgoing treasurer, and outgoing secretary.
2. The cost of attending the State PTA convention including: registration, hotel (if it is deemed necessary) and banquet fees for the voting delegates may be paid for by the NLMS PTSA if funding exists.
3. Persons attending the convention paid for by the PTSA will submit a summary, or brief oral report, on classes and general sessions attended to the Board of Directors.

**Article XXII.** WSPTSA Legislative Assembly –

1. The total number of voting delegates NLMS PTSA may send to the Legislative Assembly will be based on the previous year end membership totals. (See chart in the WSPTA Bylaws)
2. Registration and hotel (if it is deemed necessary) may be paid for by the NLMS PTSA.
3. The voting delegate to the State PTA Legislative Assembly shall be as follows: Legislative Chair, president(s), vice-president(s), secretary, and treasurer.
4. The Board of Directors shall determine who will represent the PTSA as visiting delegates.

**Article XXIII.** Standing Rules –

1. The Bylaws of the Washington State PTA shall be deemed as part of these Standing Rules.
2. The Standing Rules may be amended at any general membership meeting by two-thirds vote, or with ten (10) day notice, a simple majority.

**Article XXIV.** Contracts –

1. All contracts should be in writing and should be signed by two (2) elected officers including the titles of the officers on the signature line.
2. All contracts, including the terms and conditions of the contract, must be fully understood and agreed upon by the NLMS PTSA Executive Committee.
3. A copy of the signed contract must be provided for the legal documents binder maintained by the president and the treasurer.
4. A multi-year contract may only be entered into with the approval of the general membership.

**Article XXV.** Committees –

1. The president of the PTSA shall appoint the committee chairs, with approval of the Executive Committee.
2. A NLMS PTSA Chairperson's term shall be limited to two (2) years, unless an exception is made by the Executive Board.