

Standing Rules Twin Falls Middle School PTSA 2.18.40 2010-2011

NAME AND CHARTER:

1. The name of this PTSA unit shall be "Twin Falls Middle School Parent Teacher Student Association, 2.18.40".
2. It was chartered by the Washington State PTSA on April 22, 2008.
3. This PTSA serves the children in the Twin Falls Middle School community which includes the residences and businesses in the TFMS enrollment area.

LEGAL STATUS:

4. This unit is incorporated as a nonprofit corporation in the State of Washington on May 27, 2008. The assigned UBI number is available on request from the Treasurer.
5. The Treasurer is responsible for filing the Annual Corporation Report. The filing date for renewal of the Annual Corporation Report is August 31. The registered agent for this corporation is the Washington State PTA.
6. This PTSA is registered under the Charitable Solicitations Act, registration number is available on request from the Treasurer. The Treasurer is responsible for filing the annual registration (Due on or before May 31).
7. The PTSA's Federal Employer Identification Number (EIN) and the PTSA's Corporation number are available on request from the treasurer.
8. This PTSA was granted tax-exempt status under the section 501c(3) on September 16, 2008 effective date of May 27, 2008.
9. The Treasurer is responsible for filing the appropriate tax forms in a timely manner.
10. This PTSA shall keep all original legal documents in a Safe/Fireproof box accessible by the Board of Directors. The Secretary and President shall keep a copy of the legal documents in their respective notebooks. The Secretary shall be responsible for maintaining the original copies.

MEMBERSHIP AND SERVICE FEES:

11. The membership service fee for the PTSA shall not exceed \$15.00 per person annually, \$22.00 per family (includes two adults) annually, or \$25.00 per business annually. Business members have voice, but no vote. Members are considered in good standing through October of the ensuing year.
12. The students of Twin Falls Middle School shall be considered honorary members of this unit without voice, vote or privilege of holding office.
13. A quorum shall be no less than ten (10) members. Absentee or mail-in proxy ballots are prohibited.

BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE:

14. The Executive Committee of the PTSA Board shall be President, Vice President, Secretary and Treasurer. All elected positions may have co-officers. Each co-position holder shall be entitled to voice and vote at a Board of Directors meeting. The term of office commences on July 1st and concludes June 30th of the following year. No person shall serve in the same office for more than (2) two consecutive years.
15. The Board of Directors will include the Executive Committee and may include Membership and Fundraising chairs. Membership and Fundraising chairs may have co-officers. Each co-chair holder shall be entitled to voice and share one vote. Board of Directors shall include the Principal with voice but no vote.
16. Any elected office is considered vacant if three (3) consecutive meetings are missed by the officer or co-officers, unless excused by the President.

FINANCE:

17. This PTSA shall approve its annual operating budget at a General Meeting prior to the end of the current school year.
18. Three (3) PTSA members appointed by the PTSA President, one of whom will be a Board member, shall review the Treasurer's books by July 15th. It is recommended that the incoming Treasurer be included on this committee. Financial Review documents shall be retained for a period of ten (10) years in the legal document files as outlined by the National PTA bylaws.
19. All actions taken on behalf of the Twin Falls Middle School PTSA by any committee or members that results in expenditures of money and/or any type of sponsorship or endorsement by this PTSA needs approval by the President for expenditures for \$50.00 or under for non-budget items, approval by the Board of Directors for expenditures of \$50.01 to \$1,500.00 for non-budget items, and approval of the General Membership for expenditures over \$1,500.00 for non-budget items.
20. The signatures of three (3) of the Elected Officers, including the President and Treasurer, shall be on the authorized signature card for this PTSA's bank account. Two (2) signatures shall be required on each check.
21. All Non-Sufficient Funds NSF checks shall incur a \$40.00 transaction fee.

MEETINGS:

22. General Membership meetings shall be held at least three times a year to adopt the annual budget, approve standing rules, elect a nominating committee and elect officers within one of these meetings. Additional meetings shall be held at the direction of the Board of Directors. This PTSA's Board of Directors may meet monthly, on a date and time to be determined by the Board.
23. The President and up to three additional unit members, plus two alternates may be selected annually as voting delegates to the council.
24. The vote of TFMS PTSA for Region Director shall be determined by the Board of Directors.
25. Voting delegates for State PTA convention and State PTA Legislative Assembly shall be determined by the Board of Directors.
26. Standing rules shall be reviewed and/or revised annually. They shall be adopted by the last General Membership meeting of each school year by a quorum vote.

Approved by the General Membership on May 26, 2010, as reflected in the General Meeting Minutes.