

**Henry M. Jackson High PTSA 7.3.95
2025 – 2026 STANDING RULES**



Henry M Jackson High PTSA (the PTSA) adopts the following standing rules in conjunction, but not in conflict, with the Washington State PTA Uniform Bylaws.

General Information

1. The name of the Association is the Henry M. Jackson High PTSA 7.3.95. It was chartered on September 16, 1994. Henry M. Jackson High School is in Mill Creek, WA.
2. This PTSA serves the students, families, staff, and community of Henry M. Jackson High School.
3. This PTSA was incorporated on January 10, 1995. The treasurer is responsible for filing the annual corporation report. The Employer Identification Number (EIN) is available in the legal documents' notebook.
4. This PTSA will comply with the Washington Charitable Solicitations Act through registering if required or by using the optional registration process if registration is not required. The treasurer is responsible for determining whether registration is required and for filing the annual renewal by May 31st to avoid penalties.
5. This PTSA was granted tax exempt status under section 501(c)(3) of the internal revenue code on January 15, 1996. A copy of its determination letter is available in the legal documents' notebook.
6. The treasurer is responsible for filing the appropriate federal tax return Form 990, Form 990 EZ or Form 990-N prior to November 15th. Copies of the current and past years' returns are in the legal documents' notebook.
7. This 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.
8. Per the Washington State PTA Uniform Bylaws, we will annually review and complete the WSPTA Standards of Affiliation Agreement.

Membership & Dues

9. This PTSA will conduct an annual membership campaign. Membership shall be available throughout the year.
10. Membership at this PTSA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members and any other persons that support and encourage the purpose of PTA. All students of Henry M. Jackson HS are recognized as honorary members (they have a voice but no vote). Any student paying membership dues shall be entitled to a voice and a vote. Students who are eighteen years of age or older may hold elected positions.
11. Each member of the Association shall pay annual dues set by the Board. Such annual dues include a portion payable to the Council, State, and National PTAs.
12. **TERMINATION OF MEMBERSHIP:** An individual's membership in Henry M. Jackson PTSA may be terminated by a two-thirds ($\frac{2}{3}$) vote of its board of directors for conduct that may damage the value and goodwill associated with PTA, or that violates the purposes, policies, or standing rules of this Henry M. Jackson PTSA, including the bylaws of WSPTA and National PTA. Details on the process for termination of membership are included in current *WSPTA Policy*. Henry M. Jackson PTSA shall notify the WSPTA board of directors within 5 business days if a membership has been terminated.

Officers, Board of Directors, & Elections

13. The elected officers of this PTSA shall be president, vice president of fundraising, vice president of membership, secretary, and treasurer. Elected officers shall serve a term of one (1) year, from July 1st to June 30th. No person shall serve in the same elected office for more than two consecutive terms. These elected officers shall constitute the executive committee. Any elected position, other than treasurer, may be held jointly by two (2) people. Each co-position holder shall be entitled to voice and vote. In the case of co-presidents, the presiding president has only a tie breaking vote. An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer. If a vacancy occurs in an office, the executive committee will select an acting officer to serve until the next general meeting, at which time nominations will be taken from the floor with consent from the nominee.
14. As per WSPTA bylaws, nominees for elected positions must be a current member of a PTA for at least 15 days prior to election.
15. The election of officers shall comply with the Washington State PTA Uniform Bylaws.
16. Each officer shall maintain procedure information to be handed over to the incoming office by June end of term except for the treasurer who will hand over the notebook by July 31st or immediately after the completion of the year-end financial review.
17. Per the Washington State PTA Uniform Bylaws, our PTSA will make sure that each executive committee member attends a minimum of one WSPTA-approved training opportunity during the current PTA year. Further, at least one member of the executive committee will attend PTA and the Law during the current PTA year.
18. The board of directors of this PTSA shall consist of the elected officers and the chairs of the following committees:
 1. Advocacy
 2. Newsletter
 3. Social Media
 4. Staff Appreciation
 5. Website
 6. DEI/FACE

7. Grants

Principal and/or assistant principal may serve as ex-officio members of the board of directors.

19. The Nominating Committee shall be elected per the Washington State PTA Uniform Bylaws.

20. This PTSA may allow voting by email, online voting tool and/or by mail for election of the nominating committee and/or officers per WSPTA "Mail, email and online voting procedures" found in the WSPTA leadership guide.

Meetings

21. Membership meetings shall be held at least three times during the year, in person or by remote communication where all participants may hear one another and participate substantially concurrently, to cover the following business:

- To approve the budget
- To approve the standing rules
- To approve the financial review
- To elect a nominating committee
- To elect officers for the incoming year

22. Quorum at membership meetings shall be 10 members. Quorum at Board of Director meetings shall be a majority of the board of directors.

23. The board of directors shall meet on a regular basis, agreeable to a majority of the current board members. All elected officers and appointed chairs shall have voice and vote at board meetings. Co-chairs shall be granted individual voice and vote. Any board of directors member who is absent from three consecutive Board meetings, and who is not excused by the president, shall automatically forfeit their voting privileges.

24. The order of business for meetings will be determined by the president, based on the business at hand.

25. Membership meetings may be held in person, virtually, or via a hybrid of both. Virtual or hybrid meetings must use remote communication tools where all participants in person or virtually have equal opportunity for simultaneous participation, voice and vote.

26. Voting may take place at a meeting, by mail, or by electronic transmission. The voting method utilized must be the same for all meeting participants. If voting takes place by mail or electronic transmission, the Henry M. Jackson PTSA must follow voting policy and procedures that align with Electronic Voting Best Practices in WSPTA Policy.

Budget & Finance

27. A budget for the upcoming year shall be approved by the membership prior to the end of the fiscal year (no later than June 30th of each year). The budget committee shall consist of at least the incoming and outgoing presidents, treasurers, and the vice presidents of fundraising.

28. The board of directors has authority to reallocate up to \$1,000.00 budgeted for one purpose to another purpose.

29. The PTSA shall maintain two copies of its legal documents, one may be in secure online storage. An original or hardcopy of any legal document shall be kept in a legal documents' notebook maintained and held by the treasurer. All elected officers shall have access to the contents of online legal document storage.

30. A financial review committee, minimum of three (3) members appointed by the president, will review the financial books at the end of the year, as required. They may conduct an additional mid-year review, as recommended. Members of this committee shall not include the treasurer or any person authorized to sign on the PTSA bank accounts for the period that is being reviewed or any individuals living in their households. The financial review can be conducted virtually.

31. The PTSA shall establish one or more accounts in financial institutions as determined by the board of directors. The board of directors shall determine which officers shall have signing authority on the PTA bank account. The signatures of two elected officers shall be required on all checks.

32. The PTSA permits the use of online banking and a debit card to disburse funds; the PTSA does not permit use of a credit card. The PTSA board of directors will create and approve written procedures and internal controls (referred to as the PTSA's Money Handling Policy) for handling funds received, cash equivalents, banking and reporting, passwords and online access, and funds spent (including approved use of debit cards and online banking) to minimize the risk of misappropriation of funds. Procedures for the use of a debit card and online banking can be found in current WSPTA policy. Per WSPTA Policy, the PTSA will purchase fidelity bond insurance to protect against financial losses due to theft, fraud, embezzlement, or other dishonest behavior by PTA officers, board members or members.

33. The PTSA shall maintain a separate reserve account with a minimum amount of \$2,000.00.

34. All reimbursement requests shall include a receipt and shall be submitted to the treasurer along with the *JHS PTSA Reimbursement Request Form*. Unless previously approved by the executive committee, all requests for reimbursement must be received by June 1st or will be considered a donation to the PTSA.

35. All funds collected must be submitted to the treasurer along with the *JHS PTSA Money Tally Form* and be double counted by 2 current PTSA members, whereby, the treasurer will issue a receipt.

36. Should the PTSA receive a NSF check, a charge will be assessed in the amount of any bank penalties the PTSA may accrue. If the NSF check or checks are not current 30 days after notification, then the PTSA will have the option to not accept any checks from this individual in the future.

37. The PTSA's monthly bank account statements shall be provided unopened to a person appointed by the board of directors. Such person will be appointed by the beginning of the fiscal year and shall not be a signer on the account or a member of the treasurer's household. 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.

38. The PTSA will not enter into contracts and financial obligations extending beyond the fiscal year (July 1-June 30) except as approved by the membership. All contracts will be signed by two elected officers.
39. **CHARTERING OUTSIDE ORGANIZATIONS:** The PTSA may collaborate with non-PTA organizations. The PTSA will handle only JHS PTSA funds and will have in place a signed contract with the other organization to clearly establish whether it is a JHS PTSA activity or the other organization's activity. JHS PTSA will not be a fiscal agent, fiscal sponsor, or sign a sponsorship or charter agreement with any outside organization or agency.

Committees and Student Representatives

40. All committee chairs shall be JHS PTSA members for the year they serve.
41. Golden Acorn and/or Outstanding Educator and/or Outstanding Advocate and/or Outstanding Student Advocate and/or Honorary Life Membership award(s) shall be offered annually. The awards committee shall include former award recipients.
42. All committee chairs shall maintain procedure information to be handed over to the incoming committee chair or the incoming president if an incoming committee chair has not been appointed by the end of their term.
43. This PTSA may have one or more student representatives to serve as a connection between the student population and the PTSA of Henry M. Jackson High School. They must meet the qualifications and perform the duties and responsibilities as stated in the student representative job description.
44. Committees shall be established by the executive committee and committee chairpersons shall be appointed by the board of directors.

Voting Delegates

45. Henry M. Jackson PTSA voting delegates to the Everett PTSA Council meetings shall be at least 1 authorized delegate up to a maximum of three (3).
46. This PTSA may send as many voting delegates and as many visiting delegates to the WSPTA convention as the budgeted amount can support. All voting delegates for the WSPTA convention shall be selected by the board of directors. The budget may reimburse registration, hotel, parking, and meals as determined prior to the event.
47. This PTSA may send as many voting delegates and as many visiting delegates to the WSPTA Legislative Assembly that the budgeted amount can support. The budget may reimburse for registration, hotel, parking, and meals as determined prior to the event. The Advocacy chair will be one of the voting delegates.

Miscellaneous

48. The president and treasurer will maintain all online login and password information.
49. This PTSA shall maintain a social media policy. The policy shall reside with the secretary. Members of this PTSA shall not use any social media platform to bully, insult, embarrass, harass, target, or post threats of physical or verbal abuse toward any individual, including school board officials, school administrators, teachers, PTA members, volunteers, or other individuals associated with Everett School District.