EMILY DICKINSON PTSA

supporting, enriching, advocating

Emily Dickinson PTSA Standing Rules

Last revised and approved at the PTSA General Membership Meeting on October 12, 2026

EDPTSA follows the WSPTA Bylaws. See http://www.wastatepta.org/

Article 1- IDENTIFICATION

A. The name of this local PTSA shall be Emily Dickinson PTSA, 2.8.13. It was chartered November 1978. PTSA will be referred to hereafter as EDPTSA.
B. Emily Dickinson PTSA is a non-profit organization recognized by the State of Washington. EDPTSA was incorporated on March 24, 1978, and assigned corporation number 2-277424-4. It was assigned UBI 601-860-780. The Treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA. The President and Secretary shall receive and keep a copy of the report. The annual renewal date is March 1. The EIN is located in the Treasurer's electronic files on SharePoint.
C. This unit serves children in the Emily Dickinson community: Emily Dickinson Elementary and Explorer Community School. Hereafter referred to as ED Community.

Article 2- PURPOSE

Section 1: Purpose

A. To promote the welfare of children and youth in home, school, and community;
B. To raise the standards of home life;
C. To secure adequate laws for the care and protection of children and youth;
D. To bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the education of children and youth; and
E. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social.

Section 2: IRS status

A. This unit was granted tax-exempt status by the IRS under section 501(c)(3) in December 1993.

B. EDPTSA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is ED-189-319.
C. The Treasurer is responsible for filing the annual registration prior to May 15. The President and Secretary shall receive and keep a copy of the report.
D. The current Treasurer is responsible for filing IRS Form 990 or 990EZ. The President and Secretary shall receive and keep a copy of the report. This annual filing is to be completed by November 15. The letter of determination will be kept in the Treasurer's electronic files on SharePoint.

Article 3 – FINANCIAL POLICIES

A. The EDPTSA shall approve its annual operating budget in the spring for the following year.
B. A Financial Review Committee, minimum of three (3) members appointed by the President, shall conduct a report of its books and records at the close of the fiscal year, which is June 30th of each year.
C. The signatures of the President(s), Executive Vice President (if there is one), and the Treasurer(s) shall be on this unit's bank account. A board appointed VP may be on the account if any of the above positions are unable to be signers.
D. The unit shall keep at least two copies of each of its legal documents in two separate locations, one of which can be electronic. The President and the Treasurer shall maintain the documents.
E. EDPTSA will follow the financial policy for refunds and payments.
F. There shall be a savings and checking account held at Bank of America located in Redmond. There are also PayPal, Square, and Stripe accounts for online incoming payments.
G. The use of an EDPTSA debit card and online banking, i.e. Bill Pay and Zelle, is permitted to disburse funds in accordance with the EDPTSA Finance Policy and Procedures.
G. The Board of Directors may reallocate budgeted line items between pre-existing budget line items up to two thousand dollars. Adding budget line items may occur at a membership meeting by way of majority vote.
H. An Expenditure Review Committee (ERC) consisting of a minimum of five executive board members, including at least one President and one Treasurer, will review expenditure requests over $200 that are not already part of the approved budget.
I. The Treasurer(s) shall be responsible for maintaining account information and passwords.
J. The President(s) and Executive Vice President (if there is one) will maintain a list of all online accounts and passwords. It will be the responsibility of each officer who controls online accounts and passwords to obtain login and password information from their predecessor upon taking office. The officer will change the password(s) and provide the updated account access information to the President(s) and Executive Vice President.

Article 4- MEMBERSHIP AND DUES

Section 1: Membership

A. The dues of this unit shall be $16 per individual member, $27 per dual membership, and $12 per staff member.
B. All students in the ED Community are honorary, non-voting members of the EDPTSA.
C. Any community member (individual with no children in the ED Community) wishing to join our PTSA will pay $16.
D. Honorary members of this PTSA do not have voice, vote, or the privilege of holding office.
E. Businesses that sponsor the EDPTSA are considered non-voting honorary PTSA members.
F. An individual's membership in EDPTSA may be terminated by a two-thirds (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 EDPTSA including the bylaws of WSPTA and National PTA. Details on the process for

termination of membership are included in current WSPTA policy. EDPTSA shall notify the WSPTA board of directors within 5 business days if a membership has been terminated.

Section 2: Membership term

Upon payment of dues, membership extends through October 31 of the subsequent fiscal year.

Article 5- ELECTED OFFICERS

A. The officers of EDPTSA shall be President, Executive Vice President, Vice President of Advocacy, Vice President of Communications, Vice President of Events, Vice President of Enrichment, Vice President of Fundraising, Vice President of Membership, Secretary, and Treasurer.
B. The Executive Committee might be shared by two people as a "Co."
C. Officers shall be elected by end of fiscal year for a term of one year and serving not more than two years consecutively in the same office and must be elected each year. An officer having served eight or more months in the same fiscal year shall be considered to have served a full year. A majority vote is necessary to elect. The election may be by voice vote if only one candidate is nominated for an office. Each elected officer shall be entitled to voice and vote at a Board of Directors or Executive Committee meeting.
D. Each officer shall be a member of EDPTSA.
E. All elected officers shall complete the training requirements during their term as mandated by the *Washington State PTA Standards of Affiliations Agreement*. Training is necessary to keep our unit in good standing with the Washington State PTA.
F. EDPTSA will annually review, submit, and complete all required *WSPTA Standards of Affiliation Agreement* and documentation by October 31, the required deadline.
G. An officer of a local PTA may be removed from office, with or without cause, by two-thirds vote of the membership present at a regularly scheduled meeting or at a special membership meeting called for such purpose. Best practices for officer removal can be found in current WSPTA Policy.

Article 6- BOARD OF DIRECTORS

A. The Board of Directors of this unit shall consist of the Executive Committee and Board Appointed Liaisons.
B. The Board must appoint all Liaisons at a General Membership Meeting.
C. The Board Appointed Liaisons may consist of the following: an Explorer Liaison and a Special Education Liaison. A liaison is recognized as one (1) person, or one vote, but can be shared by two people.
D. The Board of Directors may vote to create additional Liaisons to address the needs of specific groups in the ED Community.
E. All members of the Board of Directors shall be members of our EDPTSA.
F. Each person of the Board of Directors shall be entitled to voice and one vote at a Board of Directors meeting.

Article 7- MEETINGS

Section 1: General Membership meetings

A. This unit shall have at least three (3) General Membership meetings per school year with additional meetings being held at the discretion of the Board of Directors. Meeting in person is the preferred method of conducting business; however, when circumstances prevent in-person meetings long enough to impede accomplishing essential PTSA business, a virtual meeting should be set up.
B. General Membership meetings shall be held for the purpose of adopting the annual budget, approving the Standing Rules, electing a Nominating Committee, appointing a Financial Review Committee, and electing officers.

C. First regular meeting shall be designated as the annual meeting.
D. The quorum during a General Membership meeting shall be 10.
E. A President can call a General Membership meeting at any time, if membership is given at least 10 days' notice of the intended date but not more than 50 days' advance notice. Messenger will be EDPTSA's primary method of meeting notices.
F. All people attending the membership meetings shall adhere to EDPTSA's Membership Conduct Policy.

Section 2: Board meetings

A. We follow Roberts Rules of Order Newly Revised.
B. The Board of Directors meetings shall be once a month as voted by the Board of Directors during the school year.
C. The quorum for a Board of Directors meeting shall be more than half.
D. Meeting notices will be emailed as to dates and times.
E. All elected members shall have voice and vote.
F. Any guest and/or board member in attendance shall follow the EDPTSA Guest & Conduct Policy as to voice and vote.

Section 3: Voting and Proxy Voting

A Board Member may only vote in person or in personal attendance in a virtual meeting. Members not present in person or in a virtual meeting may submit to the Secretary via email prior to the beginning of the Meeting a request to proxy their vote to another elected Board Member. Only elected Board Members may proxy their vote. General Members must attend meetings in person or personally attend a virtual meeting to exercise their vote. Voting can be verbal, a show of hands, or via a secret ballot returned to the Secretary to count, as determined by the President(s).

Article 8- WSPTA LEGISLATIVE ASSEMBLY

The voting delegate(s) to the WSPTA Legislative Assembly (fall) shall be determined in the following order: Legislative Advocacy Chair, President, Secretary, and Treasurer. The Board of Directors will determine the number of delegates to be funded by the PTSA as outlined in the Legislative Policy.

Article 9- WSPTA CONVENTION

The voting delegates to the annual WSPTA convention (spring) shall be determined in the following order: Incoming President, Incoming Executive Vice President, Incoming Secretary, Incoming Treasurer, Ongoing President, Ongoing Vice President, Ongoing Secretary, Ongoing Treasurer. The Board of Directors will determine the number of delegates to be funded by the PTSA as outlined in the EDPTSA Convention Policy.

Article 10- LWPTSA COUNCIL

Voting delegates to the Lake Washington PTSA Council shall be a President and three authorized delegates according to the WSPTSA Bylaws.

Article 11- RECOGNITION OF VOLUNTEERS

One or more Golden Acorn Awards may be presented annually to outstanding volunteer(s).

Article 12- AMENDMENTS TO THE EDPTSA STANDING RULES

A. The Standing Rules shall be reviewed and approved annually by the membership. This review and adaptation is undertaken in October at a General Membership meeting.

B. If the membership has been given proper notice (more than 10 days but not more than 50 days) prior to the date of the meeting of the intended change, then the change can be approved by a majority vote of the members present; if proper notice was not given prior to the meeting, a 2/3 vote of the members present is required (if a quorum has been established).

Article 13- Collaboration with Outside Organizations

- EDPTSA may collaborate with non-PTA organizations. The PTA will handle only PTA funds and will have in place a signed contract with the other organization to clearly establish whether it is a PTA activity or the other organization's activity. This PTA will not be a fiscal agent, fiscal sponsor, or sign a sponsorship or charter agreement with any outside organization or agency.