

Woodridge Elementary PTSA 2013-2014 Standing Rules

1. The name of the organization is the Woodridge Elementary PTSA (Parent Teacher Student Association). Woodridge Elementary PTSA is Local Unit 2.3.110 of the Washington State PTA.
2. This PTSA serves the children of Woodridge Elementary School and their community.
3. The organization was incorporated on March 15, 1978 as Woodridge Elementary PTA, and the name of the organization was duly changed to Woodridge Elementary PTSA on December 21, 1993. The renewal is due annually by March 31st. The documentation of incorporation is held in the Legal Documents Notebooks.
4. This PTSA shall keep at least 2 copies of all its legal documents in Legal Documents Notebooks in separate locations. One copy will be held in the safe deposit box at Chase Bank and the other copy with the Secretary or Treasurer. The nominated executive committee check signers will have access to the box. The Secretary and Treasurer shall maintain the documents in the Legal Documents Notebooks.
5. This PTSA is registered with the Secretary of State under the Charitable Solicitations Act; its registration number is available upon request. The treasurer is responsible for filing the annual registration.
6. This PTSA was granted tax exempt status under section 501 (c) (3) of the Internal Revenue Code on March 13, 1994 and has a federal employer identification number which can be found in the Legal Documents Notebook.
7. The current treasurer with the assistance of the immediate past treasurer is responsible for filing IRS form 990EZ or 990. Copies of the current and past years' returns are located in the Legal Documents Binder.
8. This PTSA has designated the Washington State PTA (also known as Washington Congress of Parents and Teachers) as its registered agent with the Washington Secretary of State's Office, the Washington Department of Revenue, and the United States Internal Revenue Service.
9. Annual membership fees shall not exceed \$20 per individual membership and \$30 per couple membership. All paid members have a voice and vote at Woodridge Elementary PTSA General Membership Meetings.
10. The elected officers of this PTSA consist of the President, Vice-President(s), Treasurer and Secretary who will serve for one school year from July 1st through June 30th of the following year
11. The Vice Presidents may include VP of Fundraising, VP of Communications, VP of Hospitality, VP of Volunteers and VP of Events. Each individual has a voice and a vote at all meetings.
12. A President-Elect position is optional each year. The President-Elect if voted in will serve one year as President-Elect and one year as the PTSA President the following year.
13. Co-officers may be elected for any of elected board positions by a vote of the Board to accept such nominations followed by a vote of the general membership.
14. In voting situations only one vote is allowed for each position or chairperson. It should be designated at the beginning of any meeting in which co-leadership exists which member will be the voting board member for that meeting. The other co-leader can then vote only as a general member for issues on the table.
15. Elected officers may not serve more than two (2) consecutive years in one position.
16. The Executive Committee of this PTSA consists of the elected officers. The executive committee will meet as necessary as determined by the President. Each member of the executive committee shall attend one training during the PTA year with at least one member attending "PTA and the Law" as per WSPTA bylaw article 5 section 2 (a)(5).
17. In the event that the President is unable to preside over a Board of Directors or General Membership meeting the secretary shall call the meeting to order and announce that a Vice President shall preside over the meeting. If a Vice President is unavailable the meeting will be adjourned.
18. An office shall be considered vacant if an officer is absent three (3) consecutive monthly Board of Directors/General Membership meetings, unless previously excused by the President.
19. If any office becomes vacant the President will appoint a replacement until someone can be elected at a General Membership meeting.
20. The Board of Directors of this PTSA consists of the Executive Committee, the school Principal, at least one and no more than four faculty representatives, and at least four chairpersons or members-at-large designated by the President and accepted by the Executive Committee.
21. All PTSA Board Members and committee chairpersons must be PTSA members.
22. This PTSA's Board of Directors will hold regular monthly open Board of Directors meetings during the school year on a schedule to be determined by the Executive Committee prior to the start of the new school year. Board of directors meetings will be held at a site to be determined by the Executive Committee.
23. This PTSA will hold at least three open General Membership meetings during the school year which may be held in lieu of the monthly Board of Directors meetings at the discretion of the Executive Committee.

24. As required by the State PTA regulations, a quorum for General Membership meetings shall consist of a minimum of 10 members.
25. The first General Membership meeting will be held no later than October 31st for the approval of the yearly budget and standing rules. New officers will be elected at a General Membership meeting held prior to April 30th.
26. A Nominating Committee will be elected according to the by-laws and will complete its duties prior to the State PTA Convention registration date.
27. The Executive Committee may call special meetings as needed.
28. This PTSA will organize committees to conduct business. The number and nature of these committees shall be determined by the Executive Committee and published prior to the beginning of the new school year.
29. The President shall nominate a person or persons to chair each committee, subject to acceptance by the Executive Committee.
30. The Committee Chairpersons will present committee spending plans to the board of directors for review during the year, keep accurate records and materials pertaining to their committee and will turn over such materials to the President no later than the final Board Meeting of the year. This will include a written report of duties, accomplishments and recommendations.
31. The PTSA operating budget will be made available to the General Membership prior to the First General Membership meeting and throughout the year.
32. The Board of Directors is authorized to re-allocate funds within the budget up to \$2,500.
33. This PTSA shall conduct a financial review of its books and records in January each year in addition to the required financial review at the close of the fiscal year.
34. The signature of at least three (3) elected officers shall be on the signature cards for this PTSA's authorized bank accounts. Two of these signatures shall be required for issuance of checks.
35. The PTSA PayPal account shall only be used to receive payments related to various PTSA activities. PayPal shall not be used for dispersal of funds except for depositing funds directly into the PTSA bank account.
36. Each month a non-signer PTSA Board Member shall review the monthly bank and PayPal statements.
37. All reimbursement requests for authorized expenses must be submitted with a receipt, accompanied by a written request, to the PTSA executive committee.
38. Principal and/or President Discretionary Fund(s) may be established in the budget, subject to approval of the membership. Upon approval, these funds will be available for use by the designated person (ie, Principal or President) for expenses related to activities consistent with the PTSA's mission without need for further approval.
39. The Sunshine Fund shall be used at the discretion of the Board of Directors to cover costs of regular school activities to ensure that no student is excluded due to lack of funds. The Sunshine Fund may also be used to collect and disperse funds for a specific family in need as identified by the principal.
40. One or more Golden Acorn Awards may be presented annually to an outstanding volunteer(s). A committee appointed by the president shall select the recipient. The Board of Directors shall determine the number of recipients.
41. Amendments or additions to these Standing Rules shall be adopted annually by the General Membership after approval by the Board and may be amended at any General Membership meeting at any time during the school year.

Revision 10/1/2013

President: Meribeth Nordloef-Pedersen