

Woodinville High School PTSA

Standing Rules 2019-2020

Section I: Name and Purpose:

- a.) The name of this PTSA local unit shall be Woodinville High School PTSA. This local unit number is 6.10.85.
- b.) This PTSA serves all children without regard to physical location or school attendance.

Section II: State and Federal Status:

- a.) This unit incorporated as a non-profit corporation in the State of Washington on August 31, 1983. It is the responsibility of the Treasurer to file an annual Non-Profit Corporation Renewal report by August 31, and the annual Charitable Solicitations Report with the Washington Secretary of State by May 31. The registered agent for this incorporation is Washington State PTA. This Unit's Federal Employer Identification Number (EIN) can be found in the Legal Notebook.
- b.) This unit is registered with the Secretary of State under the Charitable Solicitations Act Registration Number 6505. The current Treasurer is responsible for filing the annual report.
- c.) This unit was recognized by the IRS as a tax-exempt organization under Section 501c3 on September 12, 2002. The current Treasurer is responsible for filing IRS Forms 990N or 990EZ prior to November 15.
- d.) Per the Washington State PTA Uniform Bylaws, we will annually complete the Washington State PTA Standards of Affiliation agreement in its entirety, and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.

Section III: Legal Requirements & Membership:

- a.) This unit shall keep at least two copies of each of its legal documents in two locations. The President will keep and maintain a copy will upload a virtual copy to the WHS PTSA Google Drive and the Secretary will maintain a hard copy that will be kept in the school office.
- b.) The membership service fees of this unit shall be \$15.00 per person.
- c.) The staff membership service fees of this unit shall be reflected by the minimum required by the WSPTA for that school year, plus Northshore Council PTSA service fees.
- d.) All students of Woodinville High School shall be considered honorary members of this unit without voice, vote or privilege of holding office. Full membership privileges are available to any student who joins this unit by paying the membership service fee.

Section IV: Officers & Elections:

- a.) The elected officers of this unit shall be President or Co-Presidents, Vice President or Co-Vice Presidents, Secretary or Co-Secretaries and Treasurer. These elected officers shall constitute the Executive Committee. Each member of the Executive Committee is required to attend a minimum of one WA State PTA approved training program during the PTA year. Further, at least one member of the Executive Committee will attend PTA & the Law during the PTA year.
- b.) Any elected position may be held jointly by (2) people, except the position of Treasurer. Each co-position holder shall be entitled to voice and vote at all meetings.
- c.) The Board of Directors shall consist of Executive Committee and Standing Committee Chairs.
- d.) The Standing Committees are appointed for a one year term by the president and approved by the Executive Committee. Per appointment the Standing Committee Chair position may be held jointly by two members. Whether held jointly (co-chair) or individually, each committee shall be entitled to one

voice and vote at each Board of Directors meeting. One Chair/Co-Chair will be expected to attend each Board of Directors meeting, as well as General Membership meetings. Standing Committees can be added or removed during the year by vote of the Board of Directors

e.) Standing Committees:

Legislative, Website, Hospitality, Membership, E-prep, Volunteer Coordinator, Reflections, Grants, Scholarships, Staff Appreciation, NS Council Rep, Student Directory, Audit, Student Appreciation, Adopt a Department, and Communications.

f.) An office/chair shall be declared vacant if that person misses three (3) consecutive meetings, unless excused by the President.

g.) The nominating committee shall be elected in accordance with Article V, Section 5, of the Washington State PTA Uniform Bylaws.

Section V: Meetings, Quorum and Voting:

a.) The Board of Directors shall meet at least four (4) times a year. Board Meetings of this unit shall be on a date and time to be determined by the Board of Directors and email notification of all meetings and committee reports will be accepted. A quorum for the Board of Directors shall be a majority of those serving on the Board. Approvals will require a simple majority of those present.

b.) General Membership Meetings of this unit shall be held at least three (3) times a year at the direction of the Board of Directors. These meetings shall be held to adopt the Annual Budget, approve the Standing Rules, elect officers and elect Washington State PTA Convention voting delegates. The quorum for a General Membership meeting will be ten (10).

c.) The Annual General Membership meeting of this unit shall be held in the spring to elect officers (before April 30th).

Section IX: Standing Rules:

a.) The Board of Directors will review the Standing Rules annually.

b.) The Standing Rules shall be adopted annually by a majority vote at the first General Membership meeting. The Standing Rules may be amended at any regular General Membership meeting. If membership has been given notice prior to the date of the meeting of the intended changes, then the change can be approved by a majority vote of the members present (if a quorum has been established). If no notice was given prior to the meeting, a 2/3 vote of the members' present is required.

Section VI: Budgeting and Finance:

a.) This PTA shall approve its annual operating budget in the spring of each year. The Board of Directors has authority to reallocate any funds budgeted for one purpose for another purpose by a two-thirds vote.

b.) This unit shall conduct a mid-year (January-February) financial review of its books in addition to the required financial review at the close of the fiscal year.

c.) The signatures of at least three (3) elected officers, except the Secretary, shall be on the authorized signature card of this PTSA's bank account.

d.) Two signatures are required on all checks.

e.) New line items in the PTSA budget will only be accepted after voted upon at the general membership meetings.

f.) Reallocation of funds between existing line items in PTSA budget shall be voted upon at a PTSA board meeting prior to any action being taken to reallocate.

g.) The unit's monthly bank statement (or copy) shall be provided to a person appointed by the Board of Directors for review. Such person will be appointed by the Board at the beginning of the fiscal year and shall not be a signer on the account. The reviewer shall promptly report any concerns or discrepancies identified in the review to the Executive Committee.

h.) All contracts must be approved by the Board and signed by the President and one other elected officer.

i.) This PTSA will have a minimum carry forward of \$10,000 at the end of each fiscal year.

Section VII: Conferences, Assemblies and Representation:

- a.) Voting delegates to Northshore PTA Council shall be the President(s) (except in the event said President(s) concurrently serves as an officer on the Council Board); Vice-President(s), Secretary and Treasurer. Alternates for Council shall be members of the Board of Directors.
- b.) Voting delegates to the Annual State PTA Convention shall be elected from the incoming officers by the general membership.
- c.) The voting delegate to the State PTA Legislative Assembly shall be the Legislative Chair unless otherwise designated by the Executive Committee.

Section VIII: Awards:

- a.) The Golden Acorn(s) may be presented annually. Whereas, anyone may receive a Golden Acorn, this is a PTA award honoring volunteers who work for the betterment of children and youth beyond the scope or responsibilities associated with specific job requirements and/or descriptions. A committee will be appointed by the President(s) consisting of at least three people, to review recommendations and to select the recipients(s)
- j.) The Outstanding Educator Golden Apple Award(s) may be presented annually to an outstanding teacher or educator. A committee will be appointed by the President(s), consisting of at least three people, to review recommendations and to select the recipients(s).