

Woodinville High School PTSA Bylaws

Section 1

Name

The name of this local unit shall be Woodinville High School Parent Teacher Student Association (PTSA), a unit of the Washington Congress of Parents and Teachers.

Section 2

Basic Policies

(a) A local PTA in good standing is one which:

- (1) Adheres to the purposes and basic policies of the PTA;
- (2) Remits the state and national portion of the membership service fees to reach the WSPTA Office by the designated dates;
- (3) Has standing rules approved according to the procedures of the WSPTA;
- (4) Immediately after elections, identifies its elected officers to the WSPTA Office;
- (5) During the PTA year, at least one (1) member of the executive committee attend PTA and the Law, and all other elected executive committee members attend at least one (1) training which could include, but not be limited to, WSPTA Region Conferences, PTA and the Law, WSPTA Leadership Conference, WSPTA Legislative Assembly, WSPTA Emerging Minority Leaders Conference, training provided by a region service delivery team member, or other training options approved by the WSPTA Executive Committee. Training received at the WSPTA Convention or by a region service delivery team member in May or June shall be counted toward the training requirement for the PTA year following the Convention. A person who attends a required training and is a member of the executive committee of two or more PTAs shall have fulfilled the training requirement for all positions held; and
- (6) Meets other criteria as may be prescribed by the WSPTA.

(b) A PTA/PTSA local unit shall not enter into any financial obligations extending beyond the fiscal year (July 1 – June 30) except as approved by the general membership. The organization shall operate in a fiscally responsible and appropriate manner.

(c) PTA/PTSA membership lists shall not be released to outside interests.

(d) Each local unit shall be self-governing in the areas not in conflict with the WSPTA Uniform Bylaws.

(e) Because each constituent organization of the WSPTA must adopt these WSPTA Uniform Bylaws, such Bylaws shall not be in conflict with the Bylaws of the National PTA.

(f) Local unit standing rules shall not be in conflict with the WSPTA Uniform Bylaws.

Section 3

Membership and Voting

- (a) Any group desiring the services available and provided by the WSPTA, willing to promote the purposes of the National PTA, and willing to uphold the policies and subscribe to the WSPTA Uniform Bylaws, may become an affiliated local unit of the WSPTA upon payment of per capita membership service fees. A charter shall be granted by the WSPTA Board of Directors.
- (b) Twenty-five (25) or more members are required to organize or continue as an affiliated local PTA/PTSA local unit. An annual waiver to the twenty-five (25) member minimum requires WSPTA Executive Committee and region director approval.
- (c) Any individual supporting the purposes of PTA may become a member of a local unit by paying such membership service fees as are established by the local unit.
- (d) Upon payment of membership service fees, members are considered in good standing through October of the ensuing year.
- (e) Persons joining at the organizational meeting of a new local unit shall be entitled to all privileges of membership, including voting and election to office. The local unit shall forward per capita service fees with names and addresses of the charter members and officers to the WSPTA Office immediately following an organizational meeting.
- (f) Only members of a local unit who have paid membership service fees for the current membership year shall be entitled to a voice and one (1) vote on each matter in the business of the local unit.
- (g) To be elected to office a person must be a member of a PTA local unit, but not necessarily the local unit being elected to, at least thirty (30) days preceding the election, except as specified in Article 5, Section 3 (e) for newly formed local units and councils.
- (h) Absentee, mail or electronic ballots are prohibited with two (2) exceptions: election of officers and election of nominating committee positions.
- (1) The standing rules of the local unit may provide that voting for officer or nominating committee positions be by mail or by electronic transmission if the name of each candidate is contained in the notice of meeting or set forth in a record accompanying the notice.
 - (2) Any vote cast by electronic transmission must indicate the name of the member submitting the vote, be sent by email from the email address on file with the local unit, and be received at the email address set forth in the notice of meeting.
 - (3) Votes cast by mail or by electronic transmission must be received no later than the date set forth in the notice of the meeting.
 - (4) The local unit standing rules may provide that members voting by mail or electronic transmission are deemed present for all purposes of quorum, count of votes and percentages of total voting power present, or only for the purposes of the election(s) conducted at the meeting.

Section 4

Membership and Service Fees

- (a) Local unit membership service fees for PTA/PTSA members shall be determined by each local unit, the total to include the National PTA and the WSPTA assessments, and council assessment where applicable.

(b) Local units affiliated with a council shall pay the per capita membership service fees to the council which shall forward them to the WSPTA Office.

(c) Local units not affiliated with a council shall send the per capita membership service fees directly to the WSPTA.

(d) A local unit may NOT use their own funds to pay for or purchase PTA/PTSA memberships. This includes using PTA funds for partial or full membership scholarships.

e) A local unit MAY set up a restricted line item in their budget, specific to membership scholarships, which is funded solely by donations. These funds may be used to pay for partial for full assistance of PTA memberships. Unused funds in the membership scholarship budget may carry over year to year but may only be used to cover the cost of PTA memberships.

Section 5

Nominating Committee

(a) ELECTION

(1) The nominating committee shall be elected at a general membership meeting of the local unit at least thirty (30) days preceding the election of officers and shall consist of at least three (3) members and two (2) alternates. The nominating committee members shall be elected by voice vote if there are no more than three (3) nominees and by ballot if there are more than three (3) nominees. The nominating committee alternates shall be elected by voice vote if there are no more than two (2) nominees and by ballot if there are more than two (2) nominees. A plurality vote shall elect. The designated number of candidates receiving the highest number of votes shall be declared the nominating committee. The committee shall select its chair at its first meeting.

(2) The members of the nominating committee shall have been members in good standing for at least thirty (30) days preceding their election. Alternates to serve on the nominating committee shall be named in order of the number of votes received.

(3) No person shall be eligible to serve two (2) consecutive years on this committee.

(4) Neither the president nor the school principal is eligible to be elected to serve on the nominating committee.

(5) Only members of the local unit shall be eligible to vote for or serve on the nominating committee.

(b) DUTIES

The nominating committee shall submit to the membership a written and signed report at least fifteen (15) days prior to the election of the name of one (1) or more candidates for each office to be filled. Additional nominations may be made from the floor with the consent of the nominee.

Section 6

Officers and Their Election

(a) Each elected officer of a local unit shall be a member of that PTA local unit prior to taking office and be at least eighteen (18) years of age.

(b) There shall be at least four (4) elected officers: president, vice president, secretary, and treasurer, with the recommendation that the legislative chair may be an elected officer. There may be other officers as designated in the standing rules.

(c) The officers shall be elected at a general membership meeting prior to April 30 for a term of one (1) year or until their successors are elected. No person shall serve in the same office for more than two (2) consecutive terms. An officer having served eight (8) or more months shall be considered to have served a full term. Officers shall assume their duties on July 1.

(d) A quorum being present, a majority of all votes is necessary to elect. Voting may be by voice if only one (1) candidate is nominated for an office; except as provided in Article 5, Section 3(h), absentee or mail ballots are prohibited. Consistent with the National PTA Bylaws, proxy voting is not allowed.

(e) If a vacancy occurs in an office, the executive committee may fill the vacancy until the next general membership meeting at which time nominations shall be made from the floor with the consent of the nominee. A quorum being present, a majority of all votes cast is necessary to elect. Voting may be by voice if only one (1) candidate is nominated for office; except as provided in Article 5, Section 3(h), absentee or mail ballots are prohibited. Consistent with the National PTA Bylaws, proxy voting is not allowed.

Section 7

Duties of Officers

(a) GENERAL

(1) Upon assuming office, the officers shall be empowered to honor expenditures that have been provided for in the approved budget. All books, funds, and supplies belonging to the PTA/PTSA shall be relinquished to the new officers by the retiring officers immediately upon leaving office.

(2) All financial matters and binding agreements shall require two (2) signatures; only elected officers shall have the authority to sign.

(3) WSPTA requires two (2) signatures on every check. Use of a PTA debit card, credit card, ATM card and online banking to disburse PTA funds is not permitted.

(4) In the event two (2) or more members of the same household hold offices in the same local unit or council, only one (1) shall co-sign financial matters.

(5) An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer.

(b) PRESIDENT

The president shall:

(1) Preside at all meetings;

(2) Serve as spokesperson for the local unit;

(3) Make appointments to positions and committees as designated in the standing rules, with approval of the executive committee, for a term of one (1) year;

(4) Be an ex-officio member of all committees except the nominating committee;

(5) Disseminate and communicate all information received pertinent to PTA/PTSA programs;

(6) Perform all duties pertaining to the office such as specified in these WSPTA Uniform Bylaws and the standing rules;

(7) Send to the WSPTA Office the names and addresses of the newly elected officers for the upcoming year immediately upon election but no later than May 1;

- (8) Participate in the election of the region director; and
- (9) Assure local unit representation at council meetings if the local unit is a member of a council.

(c) VICE PRESIDENT

The vice president shall perform the duties of the president in the absence or inability of that officer to serve, and shall assist the president when called upon. In the case of a vacancy in the office of president, the first vice president or vice presidents in their order shall temporarily assume the duties until the vacancy is filled.

(d) SECRETARY

The secretary shall:

- (1) Keep accurate records of all meetings;
- (2) Notify the president of any unfinished business;
- (3) Be responsible for correspondence as designated by the president;
- (4) Keep a complete roster of the membership of all standing and special committees;
- (5) Perform such other duties as provided for in the WSPTA Uniform Bylaws or standing rules; and
- (6) Maintain a complete roster of all members.

(e) TREASURER

The treasurer shall:

- (1) Serve as chair of the budget committee; present the budget to the membership; keep accurate records at all times; receive, issue receipts, and deposit promptly in an authorized account all monies and disburse same according to the approved yearly budget;
- (2) Present a written financial report every month and at such other times as required by the president; provide all financial records if requested by the president or board of directors members; and close the books on June 30 and submit the books and records for financial review;
- (3) Perform such other duties as may be provided for in the standing rules; and
- (4) Keep a record of membership service fees, transmitting same accompanied by membership lists bearing the names and addresses of members to the council treasurer. Local units not affiliated with a council shall transmit same to the WSPTA Office. A duplicate membership list shall be provided to the local unit secretary.

Section 8

Executive Committee

- (a) The executive committee shall consist of the elected officers. A majority of those on the committee shall constitute a quorum.
- (b) The executive committee shall:
 - (1) Appoint members of the board of directors for a term of one (1) year;
 - (2) Appoint a non-signer to review and sign the monthly bank statement;
 - (3) Review the standing rules annually; and
 - (4) Refer recommendations to the board of directors and/or general membership for action.

Section 9

Board of Directors

- (a) Each board member of a local unit shall be a member in good standing of that local unit prior to assuming the roles and responsibilities of the position.
- (b) The board shall:
 - (1) Consist of the executive committee and appointed positions as specified in the local unit standing rules;
 - (2) Review the budget prior to its annual submittal to the general membership;
 - (3) Approve committee plans on an ongoing basis based on current budget forecasts and financial conditions;
 - (4) Transact necessary business between meetings of the membership and other such business as may be referred to it by the membership; and
 - (5) Present recommendations to the general membership for action.
- (c) A majority of those currently serving on the board shall constitute a quorum.
- (d) Special meetings of the board may be called by the president(s) or upon written request of the majority of all members of the board. Written notice stating date, time place and purpose of the meeting shall be delivered to each member of the board at least ten (10) days prior to the special meeting. If less than ten (10) days' notice is given, documentation of each member's consent to conduct business must be obtained in writing or via email. A quorum of the board must be present to conduct business.

Section 10

General Membership Meetings

- (a) There shall be meetings of the general membership as established by the local unit standing rules to conduct business; adopt the budget; approve the standing rules; elect the nominating committee; and to conduct other business.
- (b) There shall be an annual meeting of the members to be held at a time and place fixed by the board of directors for the purpose of electing officers and conducting any other business which may properly come before the annual meeting. The local unit president or secretary shall deliver written notice of the place, day and time of the annual meeting not less than ten (10) nor more than fifty (50) days prior to the date of the annual meeting to each member of the local unit.
- (c) Notice of regular meetings shall be made by providing each member with an adopted schedule of the regular meetings at any time after the annual meeting and before ten (10) days prior to the next succeeding regular meeting, and at any time requested by a member, or by such other notice as may be prescribed in the standing rules.
- (d) Special general membership meetings may be called by the president, a majority of the board of directors, or by five (5%) percent of the local unit membership enrolled in the WSPTA membership database. The person calling a special meeting shall provide notification in accordance with state law to all members of the local unit, not less than ten (10) nor more than fifty (50) days before the date of the special meeting, stating the place, date, time, and purpose of the special meeting. Upon receipt of a request for special meeting from person(s) authorized to call a special meeting under this section, the WSPTA staff shall provide information necessary for the required notice.

(e) A quorum shall be specified in the local unit's standing rules but shall be no less than ten (10); except as provided in Article 5, Section 3(h), absentee or mail ballots are prohibited. Consistent with the National PTA Bylaws, proxy voting is not allowed.

(f) Local unit general membership meetings may be open to all interested persons, but the privilege of making motions, debating, or voting shall be limited to the voting body of the local unit as defined in Article 5, Section 3 (f).

(g) The standing rules of the local unit may provide that members and any committee of members of the local unit may participate in a meeting by conference telephone or similar communications equipment so that all persons participating in the meeting can hear each other at the same time. The standing rules may also provide that participation by that method constitutes presence in person at a meeting.

Section 11

Financial Review

(a) Each member of the board of directors has the fiduciary responsibility to make sure a Financial Review is done at the end of the PTA fiscal year. The Treasurer shall close the books on June 30 and submit the books and records for financial review to a financial review committee or a qualified accountant.

(b) The financial review committee shall consist of no fewer than three (3) members appointed by the president. The financial review committee shall not include the people who were authorized to sign or individuals living within the same household as those authorized to sign on the bank account for the period being reviewed.

(c) No member shall serve on the financial review committee for more than two (2) consecutive years.