



## **Maywood Middle School PTSA 2.6.40**

14490 168<sup>th</sup> Ave SE Renton, WA 98059

[www.maywoodptsa.org](http://www.maywoodptsa.org)

### **STANDING RULES**

1. The name of the PTSA local unit shall be Maywood Middle School PTSA; the local unit number is 2.6.40. This PTSA was chartered in 1969.
2. This PTSA serves the children in the Maywood Middle School community.
3. This unit was incorporated as a nonprofit corporation in the State of Washington on September 27, 1997. The annual renewal date is Sept. 30 of each year. Its corporation number is available upon request. The treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA.
4. 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.
5. This unit was recognized by the IRS as a tax-exempt organization on December 2, 1996 under Section 501(c)3.
6. The annual membership service fees of this unit shall not be more than \$20.00 per person, \$30.00 per family, and \$10.00 for staff. Any community member (individual with no students at Maywood) wishing to join our PTSA will pay \$10.00. The membership fees will be no less than necessary to cover the required National, State and Council fees.
7. The elected officers of this PTSA shall be President, Vice President, Secretary, and Treasurer. These elected officers will be known as the Executive Committee. Only the positions of President and Vice President may be held jointly. In the case of Co-Presidents, only the presiding President of that meeting shall have a tie-breaking vote. The non-presiding President has a voice and a vote. In the event of Co-VPs, both VPs have a voice and a vote at meetings. These officers shall be in position for no less than 1 year and no more than 2 consecutive years.
8. The Officers of this unit shall be elected by the membership by June 30th and assume office on July 1st. Newly elected officers may attend June board meetings.
9. The Maywood Board of Directors shall consist of the Executive Committee, Director of Membership, Director of Ways and Means, Director of Communications, Director of Volunteers, Advocacy Representative, and up to two Board Members at Large. Non-elected positions are appointed by the President. In accordance with IRS regulations, family members or members of the same household are not allowed to serve on the board at the same time.
10. The Board of Directors shall meet monthly, or as pre-determined necessary by the Board. A financial report will be distributed monthly to the Board of Directors. A quorum for Board meetings and Executive Committee meetings is a simple majority (50%+1).
11. In the event that the President is unable to preside over a meeting a substitute shall be determined by the order listed in rule 7.
12. An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the President.

13. If a position on the Board of Directors is not filled or becomes vacant, the duties of that position will be shared among the members of the Board of Directors until an officer is elected by the membership (elected positions) or appointed by the president (appointed positions) to fill that vacancy.
14. All members of the Board of Directors, all committee chairs and all committee members must be members of the Maywood PTSA.
15. The PTSA shall conduct a financial review of its books and financial records twice yearly. The review should be complete by the last day of the month following the audit period. The July Financial Review Committee will verify that no monies are remaining in the PayPal account as of July 1st of the given year. Members of the Financial Review Committee must be members of the Maywood PTSA.
16. All requests for reimbursement shall be submitted, with copies of receipts attached, to the Treasurer within three weeks of the expense/event and no later than 7 days prior to the last day of school.
17. The signatures of at least three (3) elected Officers shall be on the signature cards for this PTSA's authorized bank account. Two of these signatures shall be required for issuance of checks. Use of a PTA debit card, credit card, ATM card, or online banking to disburse PTA funds is not permitted. A non-signer must review and sign the monthly bank statement and Paypal account. The non-signer must be a Maywood PTSA member and will be appointed by the Board of Directors.
18. This PTSA shall approve its annual budget in the spring of each year for the following school year. The budget will be amended and re-approved in the fall of the school year it applies to.
19. Committee Chairpersons need approval from the Board of Directors to exceed their budget by more than 3%.
20. The Board of Directors, upon majority vote, may amend the budget by 10% of the total budget amount without membership approval.
21. Maywood Staff grant requests will be reviewed and voted upon by the Board of Directors at each Board meeting. Complete grant applications are required for a request to be considered.
22. In the event that the Board of Directors needs to conduct a vote immediately, outside of a scheduled board meeting, a quorum vote can be conducted via email. The email record will be printed and filed in the Secretary notebook.
23. This unit shall keep at least two copies of its legal documents in separate locations. The Secretary and Treasurer shall maintain the documents in notebooks.
24. The President and Treasurer shall each keep and protect a copy of all online logins and passwords used for PTSA business. Access information to these websites shall include, but not be limited to: Our School Pages, PayPal, Money Minder, GoDaddy, PT Avenue, Scholastic Book Fair, SignUp Genius for all ongoing programs or events (Staff Appreciation, Vision and Hearing, School ASB Help, etc.), Facebook, Peach Jar, and Amazon Smile. Access information to other sites shall be added upon the opening of any new account. The President shall grant Admin access to other board members, as needed, to fulfill the duties of their positions.
25. All committee chairs are requested to attend the three annual Membership meetings or submit a written report. All committee chairs are ad-hoc members of the Board with voice but no vote at Board meetings.
26. The students of Maywood Middle School shall be considered honorary members of this PTSA with voice but without vote or privilege of holding office.
27. There shall be at least three Membership meetings of this unit during the school year to conduct business, adopt the budget, approve the Standing Rules, elect the Nominating Committee, and elect the Executive Committee. Proper notice of no less than 10 days will be given for a Membership meeting.

28. The quorum for a Membership meeting shall be ten (10) members. All paid members shall have a voice and a vote at Membership meetings.
29. The Nominating Committee is comprised of at least three PTSA members. It is recommended that one committee member be a board member. This committee shall be elected by the membership by the last day of January. Members of the Nominating Committee shall not serve more than two consecutive years.
30. Voting delegates to the Issaquah PTSA Council shall be the President and three (3) authorized delegates chosen by the President.
31. Voting delegates to Annual State PTA Convention shall be determined in the following order: Incoming President(s), incoming Vice President, incoming Secretary, incoming Treasurer followed by the other appointments made by the outgoing President. The Board of Directors shall determine the number of delegates funded by this PTSA.
32. Voting delegates to the annual Legislative Assembly shall be determined in the following order: Leg Chair, President, Vice President, Secretary, and Treasurer. In the event that none of these are able to attend, the President may appoint a candidate. The board shall determine the number of people able to attend with funds from this PTSA.
33. A Golden Acorn Award may be presented annually to outstanding volunteer(s). An Outstanding Educator Award may be presented annually to outstanding staff member(s). An Outstanding Advocate Award may be presented annually to outstanding volunteer(s). A committee appointed by the President(s) and approved by the Board shall select the recipient(s). The Board of Directors shall determine the number of recipients on an annual basis based on the budget. -
34. The Facebook page will be administered in compliance with guidelines suggested by the Washington State PTA, and there will be at least 2 administrators to update and monitor the site. At least one of the administrators will be a Board member.
35. All Board Members must sign and follow the Maywood PTSA Code of Conduct.
36. The Maywood PTSA will comply with the training requirements necessary to remain in good standing, as specified in the current WSPTA bylaws.
37. These Standing Rules shall be adopted annually by a majority vote at a Membership meeting and may be amended at any Membership meeting by two-thirds vote.