



# **Maywood Middle School PTSA** 2.6.40

14490 168<sup>th</sup> Ave SE, Renton WA 98059 – [www.maywoodptsa.com](http://www.maywoodptsa.com)

## **STANDING RULES**

1. The name of the PTSA shall be Maywood Middle School PTSA. Our local unit number is 2.6.40. Maywood PTSA was chartered in 1969. Our National PTA number is 00023186.
2. Maywood PTSA serves the children in the Maywood Middle School Community, which includes the residences and businesses in the Maywood Middle School enrollment area.
3. Maywood PTSA was incorporated as a non-profit corporation in the State of Washington on September 27, 1997, and assigned UBI number 601-810-079. The treasurer is responsible for filing the annual corporate report by September 30<sup>th</sup> of each year. The registered agent for this corporation is the Washington State PTA. The Employer Identification Number can be found in the legal documents notebook.
4. Maywood PTSA will comply with the Washington Charitable Solicitations Act by registering, if required, or by using the optional registration process if registration is not required. The treasurer is responsible for determining if registration is required and for filing the annual renewal by May 31 to avoid penalties.
5. Maywood PTSA was granted tax-exempt status under Section 501(c)3 of the Internal Revenue Code on December 2, 1996. A copy of the letter of determination is filed in the legal documents notebook.
6. The treasurer is responsible for filing the appropriate federal information return (Form 990, 990-EZ, or 990-N) prior to November 15<sup>th</sup> and providing a copy to the board of directors for review. Copies of the current and past years' returns are in the legal document notebook. The Treasurer or President is responsible for filing IRS Form 8822-B when the PTA's mailing address changes or the identity of the "responsible party" as listed in the IRS Form 990 changes.
7. 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.
8. The annual membership fees of Maywood PTSA shall not exceed \$20.00 per individual, \$30.00 per family, and \$15.00 for staff or community member. Membership is open to all people without discrimination. Students of Maywood Middle School shall be considered honorary members of this PTSA without voice, vote or privilege of holding office.
9. Adoption of the budget, standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at a Membership meeting. There shall be at least three Membership meetings during the school year. At least 10 members must be present to conduct business. Meeting notice via email/website will be given at least 10 days prior to each membership meeting. General Membership meetings can be held in person or virtually and business will be conducted as usual. Email and chat groups are not platforms to be used when conducting meetings.

10. The elected officers of Maywood PTSA shall be President, Vice President, Secretary, and Treasurer. The 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 the meeting shall have a tie-breaking vote. The non-presiding president has a voice and a vote. In the case of co-vice presidents, each VP has a voice and a vote. These officers shall be in position for no less than 1 year and no more than 2 consecutive years.
11. Maywood PTSA will ensure that each elected officer attends a minimum of one WSPTA-approved training during the fiscal year. Further, at least one member of the executive committee will attend PTA and the Law during the fiscal year.
12. The Board of Directors of Maywood PTSA may consist of the elected officers as defined in #10 above (President, Vice President, Secretary and Treasurer), and appointed officers (Director of Membership, Director of Communications, Director of Volunteers, Advocacy Representative, ISF Representative, Family and Community Engagement Chair (FACE), Special Needs Chair (SPED), Outreach Chair, Diversity Equity and Inclusion (DEI) Chair 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. Influence the Choice Representative will be an ad-hoc board member, meaning they are part of the board but do not have a vote at board meetings.
13. The Board of Directors shall meet monthly, or a minimum of 8 times per fiscal year. Quorum for Board meetings and executive committee meetings is 50% + 1. A financial report will be distributed monthly to the Board of Directors.
14. If the President is unable to preside over a meeting, the vice president, secretary, or treasurer (in that order) will fill in.
15. An office can be declared vacant if an officer is absent three consecutive meeting, unless previously excused by the president.
16. Maywood PTSA shall approve its annual operating budget in the spring of each year for the following school year. The budget will be reviewed and re-approved in the fall. The board of directors has authority to amend the budget by 10% of the total budget without membership approval. Committee chairs need approval from the board of directors to exceed their budget by more than 3%.
17. Maywood PTSA shall maintain two legal documents notebooks in separate locations. The President and Treasurer shall be responsible for maintaining each notebook.
18. Maywood PTSA shall conduct a financial review of its books and records in January (mid-year) and July (year-end). The financial review committee with a minimum of two members shall be appointed by the president. Members of the committee shall not include the treasurer, or any person authorized to sign on the PTSA bank account for the period being reviewed, or any individuals living in their household.
19. The signatures of at least three elected officers shall be on the signature card of the PTSA's bank account. Two signatures are required for the issuance of checks. Use of a PTSA debit card, credit card, or online banking is not permitted, with the exception of Member Planet. A non-signer must open, review, and sign the bank statements on a monthly basis. The non-signer will be appointed by the president.

20. The nominating committee shall be comprised of three PTSA members. It is recommended that one of the committee members be a board member. The committee shall be elected by the membership in January/February. Members of the nominating committee shall not serve more than two consecutive years.
21. 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 until an officer is elected by the membership (elected positions) or appointed by the president (appointed positions).
22. All members of the board of directors and all committee chairs must be members of the Maywood PTSA. Only members are allowed to handle PTSA funds.
23. All reimbursement requests shall be submitted with receipts attached to the treasurer within three weeks of the expense or event and no later than May 31st.
24. Voting delegates to the Issaquah PTSA Council shall be the president, and three authorized delegates chosen by the president.
25. Voting delegates to the WSPTA Convention shall be determined in the following order: incoming president(s), incoming vice president(s), incoming secretary, and incoming treasurer followed by other appointments made by the outgoing president. The board of directors shall determine the number of delegates based upon the budget for the year.
26. Voting delegates to the WSPTA Legislative Assembly shall be determined in the following order: advocacy representative, 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 of directors shall determine the number of delegates based upon the budget for the year.
27. Grant Requests will be reviewed and voted on by the board of directors at each board meeting. Complete applications are required for a request to be considered.
28. If the board of directors needs to conduct a vote outside of a scheduled board meeting, a vote can be conducted via email. The email record will be printed and filed in the secretary notebook.
29. The president and treasurer shall each maintain and protect a record of all online logins and passwords used for PTSA business. All passwords must be changed on an annual basis after July 1. The president may grant access to other board members as needed.
30. All committee chairs are requested to attend the three annual membership meetings or submit a written report.
31. Golden Acorn and/or Outstanding Advocate awards may be presented annually to outstanding volunteers. An Outstanding Educator award(s) may be presented annually to an outstanding staff member. A committee appointed by the president and approved by the board shall select the recipient(s). The board of directors shall determine the number of recipients on an annual basis depending on the budget.
32. The Facebook and Instagram pages 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.

33. All board members must sign and follow the Maywood PTSA Code of Conduct.
34. These Standing Rules shall be adopted annually by a majority vote at a General Membership Meeting and may be amended at any membership meeting by a two-thirds vote.

Approved by board 10/11/2023