



**HORACE MANN ELEMENTARY PTSA  
STANDING RULES 2025-2026  
2.8.37**

The uniform bylaws of the Washington Congress of Parents, Teachers and Students (hereafter WSPTA) are our foundational guide. The following Standing Rules are designed to complement these bylaws and establish stronger communication and collaboration among our members.

**1. NAME**

The name of this unit shall be the Horace Mann PTSA (Parent-Teacher-Student Association) number **2.8.37** incorporated with the State of Washington on January 29, 1979.

**2. LEGAL STATUS**

- a. The Horace Mann PTSA is a non-profit corporation with a tax-exempt status, Section 501(c)(3), granted August 15, 1979. The Treasurer or Co-Treasurers shall be responsible for filing federal tax forms by November 15 of each year.
- b. This unit's Federal Employer Identification Number (EIN) *is available upon request*.
- c. The PTSA was incorporated on January 29, 1979. The corporation number *is available upon request*. The Treasurer or Co-Treasurers will annually renew the Articles of Incorporation prior to the unit's anniversary date. The registered agent for this corporation is the WSPTA.
- d. This PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 2132. The Treasurer or Co-Treasurers will file the annual registration prior to November 15 each year.
- e. This PTSA shall maintain two copies of its legal documents; one copy may be in secure online storage. An original or hardcopy of any legal document shall be kept in a legal documents notebook in a secure location accessible by the president(s) and/or secretary. All elected officers shall have access to the contents of online legal document storage.
- h. Horace Mann PTSA may collaborate with non-PTA organizations. However, this PTSA will not be a fiscal agent, fiscal sponsor, or sign a sponsorship or charter agreement with any outside organization or agency.

**3. MEMBERSHIP**

- a. This PTSA serves the children in the Horace Mann Elementary school community. Membership shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members, and any other persons that support the mission and purposes of this PTSA.

- b. The voting body of the Horace Mann PTSA shall be those who have paid membership dues for the current year (October-September).
- c. All students attending Horace Mann Elementary shall be deemed honorary members without a voice, vote, or the privilege of holding office.
- d. The dues of this unit shall be established by the Board of Directors no later than August 30<sup>th</sup> of each year.  
Membership fees shall not exceed:
  - 1. \$20.00 for a Mann staff membership
  - 2. \$30.00 for an individual membership (1 adult)
  - 3. \$60.00 for a dual membership (2 adults)
  - 4. \$20.00 for a student membership
- e. Members of the Board of Directors shall be current members and have dues paid no later than September 30<sup>th</sup> of the current year.
- f. Dues shall be collected throughout the school year, with a special membership drive to be conducted before October 30<sup>th</sup> each year.
- g. Corporate sponsorships are permitted to offset the cost of PTSA activities and materials.
- h. An individual's membership in Horace Mann PTSA may be terminated by a two-thirds (2/3) vote of its board of directors for conduct that may damage the value and goodwill associated with PTSA or violates the purposes, policies, or standing rules of this PTSA. The PTSA must notify the WSPTA board within five business days if a membership is terminated.

#### 4. **EXECUTIVE COMMITTEE**

- a. The elected officials (i.e. the Executive Committee) shall be the President, Vice President of Communications, Vice President of Events, Vice President of Fundraising, Vice President of Volunteers and School Services, Vice President of Enrichment, Vice President of Art Programs, Vice President of Advocacy/F.A.C.E, Secretary and Treasurer. Each position can be shared with another elected official, with each individual entitled to voice and vote.
- b. Officers shall be elected prior to the end of each fiscal year for a term of one (1) year and no more than two years in the same position and shall assume office July 1. Each officer shall be a member of that local PTSA.
- c. The election of officers and filling of vacancies shall be conducted in accordance with Article V, Sec. 6 of the *WSPTA Uniform Bylaws*.
- d. In the absence of the President or Co-Presidents, the Vice-President or Co-Vice Presidents of Volunteers and School Services shall perform all duties of the President or Co-Presidents.

- e. Elected officers shall attend monthly Board meetings or General Membership meetings. An office shall be declared vacant if that person misses three (3) consecutive meetings, unless excused by the President or Co-Presidents. The secretary shall keep track of each officer's attendance.
- f. It shall be the best practice for each elected officer to present a written summary, revised procedures book and supplies at the end of his/her term. This may be accomplished electronically.
- g. The Executive Committee may remove from office any member of the Board of Directors by a three-fourths vote of the Executive Committee, in accordance with the *Horace Mann PTSA Volunteer Commitment Form*.
- h. All elected officials as listed in sub-paragraph (a) above are expected to follow proper social media etiquette and conduct themselves with decorum including not disparaging the PTSA, past committee or board members or comments that may be taken in a negative manner on both their personal social media pages as well as any PTSA pages. Failure to do so may result in removal from the board.

## 5. **COMMITTEE CHAIRS AND SPECIAL COMMITTEES**

- a. The Executive Committee shall establish committees as necessary. The Committee Chairs will be appointed by the president(s) with the approval of the Executive Committee.
- b. The Committee Chair position is a one-year position. The Executive Committee has the right to extend the position beyond one year; but no more than two if the Committee Chair is meeting the needs of the General Membership and working cohesively with the Vice President(s) that oversees their committee and the Executive Committee.
- c. It shall be the best practice for each Committee Chair member to present a written summary, revised procedures book and supplies at the end of his/her term. This may be accomplished electronically.
- d. Special committees shall be appointed by President(s) as needed with the approval of the Executive Committee such as:
  - Awards Committee (as outlined below in section 13)
  - Nominating Committee (as outlined below in section 9)
  - Financial Review Committee
- e. Each committee chair shall provide a committee report including planned events, budget proposal for each event, and summary of completed events (e.g., what when well, what did not go well, opportunities for improvement, etc.) when requested by the Vice President(s) overseeing their committee.
- f. Each committee chair is expected to follow proper social media etiquette and conduct themselves with decorum including not disparaging the PTSA, past committee or board members or comments that may be taken in a negative manner on both their personal social media pages as well as any PTSA pages or attendance. Failure to do so may result in removal from the committee chair.

## 6. **BOARD OF DIRECTORS**

- a. The Board of Directors shall consist of the Executive Committee and the Committee Chairs as voting members.
- b. The principal or other resource representatives may be appointed to the Board of Directors as non-voting members.
- c. The Board of Directors shall comply with all duties outlined in the *WSPTA Standards of Affiliation Agreement (SOA)*. Per the *WSPTA Uniform Bylaws*, we will annually review the SOA agreement in its entirety and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.
- d. The Board of Directors shall execute the duties of their offices as described in the *WSPTA Uniform Bylaws*, Section 7, and shall perform additional duties as listed in these standing rules, the *Horace Mann PTSA Volunteer Commitment Form*, job descriptions, and as requested by the president(s).
- e. Board Members are encouraged to attend all Board of Director meetings. An officer or chair shall be declared vacant if that person misses three (3) consecutive meetings, unless excused by the President or Co-Presidents.
- f. All Board email and other online passwords will be reset each year no later than August. Access to a secure online password manager program is granted for up to 10 board members, which must include the Co-Presidents and Co-Treasurers for security of financial records. Upon completion of their term, board member access to the password manager will be terminated and replaced with new board members.
- g. The secretary shall keep track of each Board of Directors' attendance.
- h. Refer to the organizational structure in Appendix.

## 7. **MEETINGS**

- a. Meetings shall be held, September through June. The type of meeting shall be either a Board of Directors meeting consisting of the Executive Committee and Committee Chairs or a General Membership meeting consisting of the Board of Directors and all PTSA members. A calendar of membership meetings adequate to accomplish the business of the association shall be determined by the board of directors. Notice of the date, time, and place of meetings shall be given at least 10 but no more than 50 days in advance.
- b. Board of Directors meetings shall be held to review the budget prior to presenting to the general membership, approve committee plans on an ongoing basis based on current budget forecasts and financial conditions, transact necessary business and present recommendations to the general membership for action.

- c. General Membership meetings shall be held to adopt the annual budget, approve the standing rules, elect Committee chairs and elect officers.
- d. The quorum for transacting business by the Horace Mann PTSA shall be no less than ten (10) members. Each Board of Director's position has a maximum of two votes.
- e. Special meetings of the Board of Directors may be called by the president or upon written request of the majority of members of the board of directors. The general membership may be called upon via e-mail notification of place, date, time and purpose of the meeting with five (5) calendar days' notice by the President or Co-Presidents, or by a majority of the Board of Directors. If less than five days' notice is given, documentation of each member's consent to conduct business shall be obtained in writing or by email.
- f. The delegates to the annual State PTA Convention and Legislative Assembly shall be the President or Co-Presidents and/or delegates appointed by the President or Co-Presidents with the approval of the majority of the Executive Committee.  
The voting delegates will be determined by the President or Co-Presidents and shall consist of four authorized delegates for up to 200 members and one more for each additional 100 members.
- g. The voting delegates to the Lake Washington PTSA council shall consist of four authorized delegates for up to 200 and one more for each additional 100 members. Delegates are appointed by the President or Co-Presidents.
- h. This PTSA can conduct business via e-mail for announcements, reminders, and the transferring or sharing of information among Board members and the General Membership.
- i. Meetings may be any combination of in-person, virtual, or hybrid. Virtual and hybrid meetings must use remote communications tools where all members attending in-person or virtually have equal opportunity for participation, voice and vote. Best practices for virtual and hybrid meetings are located in the WSPTA Policy Manual, Appendix P.
  - Membership Meetings: Membership meetings may be held in-person or by remote communications where all participants may hear one another and participate fully.
  - Voting By Electronic Transmission: Voting may take place at a meeting, or by electronic transmission. If voting takes place by electronic transmission the Horace Mann PTSA must follow voting policy and procedures that align with Electronic Voting Best Practices in WSPTA Policy Manual, Appendix N.
  - Board Meetings: Regular or special board meetings may be held in person or by remote communications where all participants may hear one another and participate fully.

**\*\*Note:** If a PTA decides to conduct electronic voting, a second document must be developed that outlines the procedures. *(Refer to WSPTA Policy Manual Appendix N & P for creating said document.)*

## 8. **BUDGET**

- a. The budget shall be adopted each spring at a General Membership meeting by a majority vote.
- b. If a budgeted income item for an event or item considered a "pass-through" exceeds the budgeted amount, the corresponding expenses will be automatically increased to match the new receipt

amount. Pass-through is defined as a budgeted event, service or item where total budgeted receipts equal total budgeted expenses.

- c. If the actual receipts from a fundraiser exceed the approved budget, then additional expenses exceeding the budgeted amount may also be paid, as long as the Net Receipts from any such changes meet or exceed the original budget for Net Receipts. Additional expenses must be approved by a Co-President and a Co-Treasurer and relevant Committee Chair. Net Receipts are defined as total receipts less Total Expenses. Additional expenses up to \$1000 above the budgeted amount for a fundraising event may be approved if they will result in an increase in net receipts larger than these additional expenses. These must be approved by a Co-President, a Co-Treasurer and Committee Chair.
- d. The Executive Committee must receive a Committee Plan of Action and written Budget Requests for Funds at the Board of Directors meeting scheduled prior to the upcoming General Membership meeting. New budget requests should be sent in writing to the Executive Committee (email copy to co-Presidents and co-Treasurers), allowing time for initial review at next Board of Directors meeting, and possible vote at next General Membership meeting.
- e. The Board of Directors has permission to reallocate funds up to \$500 without the General Membership's approval.
- f. Vice Presidents may choose to retain additional oversight of their reporting committee budgets and may request regular review or updates on expenditures including budget planning. Any event expenditures totaling over \$500 for that event are subject to oversight and approval by the Vice President to which that committee reports.

## **9. NOMINATING COMMITTEE**

- a. Early election, by ballot, of the nominating committee is ideal, by the November membership meeting. If no nominating committee is elected an attempt shall be made at each following general meeting until one is elected, a minimum of 30 days prior to the election (per the *WSPTA Uniform Bylaws*, Article 5, Section 5).
- b. The Nominating Committee shall consist of three members that have been members of the local PTA for at least 30 days preceding their election. In addition to the three members, a member of the previous year's Nominating Committee can serve as a mentor. The Nominating Committee shall be elected at a general membership meeting at least thirty (30) days preceding the election of officers. No person shall be eligible to serve more than two (2) consecutive years on this committee. The President or Co-Presidents is not eligible to be elected to or to serve on the Nominating Committee.
- c. If a vacancy on the nominating committee occurs, the board of directors may appoint a replacement. The nominating committee is discharged from service after the officers are declared elected.
- d. The Nominating Committee shall submit a written report to the General Membership at least fifteen (15) days prior to the elections. The report will name one (1) or more candidates for each office to be filled. A position may be listed as "open" if the committee is unable to find a qualified

candidate. Additional nominations may be made from the floor with the consent of the nominee only when the election is held during a meeting.

#### 10. **PTSA FINANCES**

- a. This PTSA shall establish one or more accounts in financial institutions as determined by the Board of Directors. All financial documents including checks and binding agreements shall require the signature of two elected officers. In the event that two or more officers are members of the same household, only one member of that household may co-sign financial documents. In addition, members of the same household may not sign checks for another member of that household.
- b. The elected President or Co-Presidents together with the elected Treasurer or Co-Treasurers will have the authority to designate additional authorized persons or delete persons from accounts with the banking institution.
- c. This PTSA shall conduct an audit of its books and records at the close of each fiscal year by the Financial Review Committee within 30 days of the end of the fiscal year. A mid-year audit will be performed in January of each year if deemed necessary by the Executive Committee and held in the same manner. Furthermore, in compliance with the *WSPTA Uniform Bylaws*, the Treasurer has the responsibility to gather all financial records for delivery to committee.

The Treasurer, while not a member of the financial review committee, is a resource and should be available electronically to answer questions. The Financial Review Committee should not include any person authorized to sign on the PTSA bank accounts for the period that is being reviewed, or any individuals living in their household.

- d. All requests for reimbursement shall include a receipt and shall be submitted to the Treasurer(s) within 30 days of purchase and/or the end of a PTSA event. All requests for reimbursement must be received by June 15th. Failure to submit reimbursement requests promptly may result in denial of the request.
- e. All reimbursement requests shall be approved and processed by the Treasurer(s) in accordance with the approved budget.
- f. Should the PTSA receive an NSF (non-sufficient funds) check, it shall require the issuer to reimburse any bank penalties the PTSA may incur. If the NSF check is not paid, including any accrued bank penalties, within 14 days of notification of insufficient funds, the PTSA will no longer accept checks from the issuer.
- g. Horace Mann PTSA **may** permit the use of a debit card, secured credit card, and/or online banking for the disbursement of funds. Any use must follow Mann PTSA's documented procedures and internal controls to minimize financial risk, in accordance with the WSPTA Policy 3.11 Digital Financial Transactions. These procedures may be updated by a vote of the board.

- h. Reserves. The PTSA shall make **best efforts** to accumulate and maintain cash reserves in an amount that is no less than six months and no more than one year's typical budgeted expenditures.

#### 11. **GRANTS**

When it is decided by the Board of Directors and/or General Membership to grant funds to a school program, it shall be handled in accordance with Money Matters and PTA & the Law. A grant agreement must be completed.

#### 12. **AWARDS**

- a. One or more Golden Acorn Award(s) may be presented annually to an outstanding volunteer(s).
- b. One or more Golden Apple Award(s) may be presented annually to an outstanding staff member(s).
- c. One or more Mannie Award(s) may be presented annually to an outstanding volunteer and does not have to be a member of Mann's PTSA. The Mannie Award is an optional award.
- d. A Committee of 3-5 PTSA members appointed by the President or Co-Presidents shall select the recipients.

#### 13. **SCHOLARSHIPS AND FINANCIAL AID**

PTSA scholarship funds will be used for programs and activities and will support student learning.

#### 14. **STANDING RULES**

- a. These Standing Rules shall be adopted each year at the first or the final general meeting of the fiscal year.
- b. These Standing Rules can be amended at any time by a vote of the membership, provided that quorum is present. If the membership has been given proper notice of the intended change prior to the date of the meeting, then the change can be approved by a majority vote of the members present; if no notice of changes was given prior to the meeting, a 2/3 vote of the members present is required.

#### 15. **DISSOLUTION**

In the event of dissolution of the association all processes will be followed according to *WSPTA Uniform Bylaws*, Article 3, Section 3.

APPENDIX: ORG CHART

