



Horace Mann
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Horace Mann PTSA

Standing Rules Updates

Section: Legal Status

Old text	This unit shall keep at least two copies of its legal documents in separate locations. The President and Treasurer shall maintain the documents.
New text	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 and/or secretary. All elected officers shall have access to the contents of online legal document storage.
Reason for change	To bring this section up to date with online storage protocols and more in line with WSPTA Standing Rules Guide Section 6.2.

Section: Membership

Old text	This PTSA serves the children in the Horace Mann Elementary school community.
New text	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.
Reason for change	To explicitly state that membership is open to all people without discrimination as suggested by the WSPTA Standing Rules Guide Section 4.1

Section: Membership

Old text	The membership fees shall be: • \$12.75 for a Mann staff membership • \$19.75 for an individual membership (1 adult) • \$39.50 for a dual membership (2 adults) • \$12.75 for a student membership
New text	The dues of this unit shall be established by the Board of Directors no later than August 30th of each year. Membership fees shall not exceed: • \$20.00 for a Mann staff membership • \$30.00 for an individual membership (1 adult) • \$60.00 for a dual membership (2 adults) • \$20.00 for a student membership
Reason for change	Condensing sections for clarity and to create more flexibility to change membership fees for any given year and take into account increases in state and national PTA membership fees without needing to change the standing rules as recommended by the WSPTA Standing Rules Guide Section 4.3.

Section: Executive Committee

Old text	The elected officials (i.e. the Executive Committee) shall be President, Vice President of Communications, Vice President of Events and 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.
New text	The elected officials (i.e. the Executive Committee) shall be 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.
Reason for change	Splitting the Events & Fundraising role into two to balance responsibilities and distribute the workload more effectively.

Section: Executive Committee

Old text	It shall be the duty of 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.
New text	It shall be the best practice for each elected officer to present a written summary, revised procedures book and supplies at the end of their term. This may be accomplished electronically.
Reason for change	Refreshing language for flexibility in times when this may be unnecessary.

Section: Committee Chairs & Special Committees

Old text	a. The Committee Chairs will be appointed by the president(s) with the approval of the Executive Committee. b. The Standing Committee Chairs or Co-Chairs shall consist of the following: Membership & Outreach Chair.
New text	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. Deleted
Reason for change	Refreshing the language to allow for flexibility in committees from year to year.

Section: Committee Chairs & Special Committees

Old text	It shall be the duty of each Committee Chair member to present a written summary, revised procedures book and supplies at the end of his/her term.
New text	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 their term. This may be accomplished electronically.
Reason for change	Refreshing language for flexibility in times when this may be unnecessary.

Section: Board of Directors

Old text	All Board email and other online passwords will be reset each year no later than August.
New text	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.
Reason for change	Including language for the use of a password manager program for more online security as recommended by the 24-25 financial review committee

Section: Meetings

Old text	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 there shall be a General Membership meeting consisting of the Board of Directors and all PTSA members. Regular meeting of local PTA members & PTA membership and board meetings shall be held as needed and as required by WSPTA bylaws. One of the General Membership meetings shall be designated as the annual meeting. Notice of date, time and place at least 10 but no more than 50 days in advance.
New text	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.
Reason for change	Editing the language for clarity

Section: PTSA Finances

Old text	None
New text	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.
Reason for change	To bring the Standing Rules into compliance with WSPTA Uniform Bylaws Article 5, Section 2F