

**HORACE MANN ELEMENTARY PTSA
STANDING RULES 2021-2022
2.8.37**

The uniform bylaws of the Washington Congress of Parents, Teachers and Students are our guide. The following Standing Rules are added to complement these ideals and establish stronger communication among our members.

1. NAME

The name of this unit shall be the Horace Mann PTSA (Parent-Teacher-Student Association) number **2.8.37**

2. MEMBERSHIP AND SERVICE FEES

- a. This PTSA serves the children in the Horace Mann Elementary school community.
- b. The voting body of the Horace Mann PTSA shall be those who have paid membership dues for the current year (October-September).
- c. The membership fees shall be
 1. \$ 11.00 for a Mann Staff membership,
 2. \$ 18.00 for an individual membership (1 adult),
 3. \$ 36.00 for a dual membership (2 adults).
 4. \$ 18.00 for a community membership
 5. \$11.00 for a student membership
- d. Service fees of 5% may be charged to after school enrichment vendors.
- e. All students attending Horace Mann Elementary shall be deemed honorary members without a voice, vote, or the privilege of holding office.
- f. The dues of this unit shall be established by the Board of Directors no later than August 30th of each year.
- g. Dues shall be collected throughout the school year, with a special membership drive to be conducted before October 30th each year.
- h. Members of the Board of Directors shall be current members and have dues paid no later than September 30th of the current year.
- i. Corporate sponsorships are permitted as advertising in the student directory to offset the cost of printing.

3. 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 Washington State PTA.
- 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.
- a. This unit shall keep at least two copies of its legal documents in separate locations. The President and the Treasurer shall maintain the documents.
- f. The budget shall be adopted each spring at a General Membership meeting by a majority vote.
- g. This PTSA shall conduct an audit of its books and records at the close of each fiscal year by the Finance & Audit 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.
- h. 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.

4. EXECUTIVE COMMITTEE

- a. The elected officials shall be the President, Vice President of Communications, Vice President of Events and Fundraising, Vice President of Volunteers and School Service, Vice President of Enrichment, Vice President of Art Programs, Vice President of Advocacy and Special Needs, 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 PTA.
- c. The election of Officers and filling of vacancies shall be conducted in accordance with Article VI, Sec. 6 of the Washington State PTSA 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 Executive Committee meetings and 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 duty of each elected officer to present a written summary, revised procedures book and supplies at the end of his/her term.

- 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*.

5. **COMMITTEE CHAIRS AND SPECIAL COMMITTEES**

- 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:
 - i. Membership & Outreach Chair
- c. The Committee Chair positions are 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.
- d. 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.
- e. 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 outline below in section 9)
 - Financial Review Committee

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 *WSPTSA Standards of Affiliation Agreement* in order to remain a PTA in good standing. The president(s) is responsible for completing this checklist annually.
- 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 Executive Committee 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.
- g. The secretary shall keep track of each Board of Directors' attendance.

- h. Refer to the organizational structure in Appendix.

7. BUDGET

- a. 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.
- b. 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 Committee Chair. Net Receipts is defined as total receipts less Total Expenses.
- c. 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. Any requests received after that date will be tabled until the next PTSA General Membership meeting.
- d. The Board of Directors has permission to reallocate funds up to \$500 without the General Membership’s approval.

8. MEETINGS

- a. Meetings shall be held each month September through May, June and December being optional. There shall be a Board of Directors meeting consisting of the Executive Committee and Committee Chairs. And there shall be a General Membership meeting consisting of the Board of Directors and all PTSA members.
- 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 a Nominating Committee and elect officers. Additional meetings shall be called by the president, a majority of the board of directors, or by five percent of the local PTA membership currently enrolled in the WSPTA membership database. Notification of place, date, time and purpose of the meeting by way of Horace Mannager blast shall be provided to members at least five days before the special meeting.
- d. The quorum for transacting business by the Horace Mann PTSA Board of Directors 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 or 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.

- 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.

9. NOMINATING COMMITTEE

- a. The Nominating Committee shall be elected according to the WSPTA Uniform Bylaws in Article 5, Section 5 by the December membership meeting.
- 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 of the unit at least thirty (30) days preceding the election of officers. No person shall be eligible to serve more than one (1) consecutive year 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.

10. 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 may be amended at any regular meeting of the Board of Directors and/or general membership by a two-thirds (2/3) vote of the quorum.

11. DISSOLUTION

In the event of dissolution of the association all processes will be followed according to WSPTA Bylaws, Article XVI.

12. 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.

13. 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.

14. SCHOLARSHIPS AND FINANCIAL AID

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

15. PTSA FINANCES

- a. All requests for reimbursement shall include a receipt, and shall be submitted to the Treasurer(s) within 60 days of purchase and/or the end of a PTSA event. All requests for reimbursement must be received by June 15th.
- b. All reimbursement requests shall be approved and processed by the Treasurer(s) in accordance with the approved budget.
- c. Should the PTSA receive an NSF 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.