

# **MARGARET MEAD ELEMENTARY PTSA 2.8.38**

## **STANDING RULES 2006-2007**

### **NAME**

1. The name of this PTA local unit shall be MARGARET MEAD ELEMENTARY PTSA, Local Unit number 2.8.38. It was chartered by the Washington State PTA in September 1979. This PTSA serves the children of the Margaret Mead Elementary School Community.

### **LEGAL STATUS**

2. This unit incorporated as a non-profit corporation recognized by the State of Washington on October 22, 1979. The unit's incorporation number is 2-293768-4. The registered agent for this corporation is the Washington State PTA. The treasurer is responsible for filing the annual corporation report prior to October 31st.

3. This unit is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 2838. (MAM-E88-284 was the previous number). The treasurer is responsible for filing the annual registration prior to November 15th.

4. This unit is recognized by the Internal Revenue Service as a non-profit, tax-exempt organization as of March 2, 1999 under section 501 (C) (3), 91-1152383. The treasurer is responsible for filing IRS Form 990 prior to November 15th.

5. Any non-budgeted expenditure from unit funds in excess of \$1,000.00 must be approved by the general membership by a majority vote.

6. This unit shall conduct an audit of its books and records in January of each year in addition to the required audit at the close of the fiscal year (June 30).

7. The signatures of the Treasurer and Co-Presidents shall be on the authorized signature card for this unit's bank accounts. The Secretary, A non-signer on the account will review this unit's bank statement monthly.

8. This unit shall keep at least two (2) copies of each of its legal documents in two (2) separate locations. The treasurer shall be responsible for maintaining the original copy and providing an updated copy to the Secretary.

9. All Contracts shall be issued to the Margaret Mead PTSA, and not to individuals. They will be presented to the Board of Directors for review. Contracts shall contain the signatures of the PTSA President and event chair or board member for a total of two signatures. All payments issued towards a contract must be made using the PTSA checking account with a formal check request. PTSA is not obligated to reimburse an individual for unauthorized contract payments. A copy of all signed contracts must be provided to the PTSA Treasurer for auditing purposes.

## **MEMBERSHIP**

10. Membership Service Fees for this unit shall be \$21 per family (includes 2 adult voting members), \$13 for individual memberships and \$10 for Mead staff and PTSA Enrichment partners. Mead students are considered honorary members without voice or vote.

## **OFFICERS**

11. Any elected position may be held jointly by two (2) people. Each co-position holder shall be entitled to voice and vote at Board of Directors meetings.

12. The elected officers of this unit shall be President, Vice President Communications, Vice President Ways and Means, Vice President Enrichment, Secretary, and Treasurer. The officers elected must be members of Mead PTSA and will constitute the Executive Committee.

13. Officers shall be elected by the April general meeting for a term of one year, shall assume office July 1 and no person shall serve in the same office for more than two (2) consecutive terms, according to Article VI Section 3(b) of the Uniform By - Laws. Officers are encouraged to attend the Washington State PTA Convention.

14. An office/chair shall be declared vacant if the officer or chairperson misses three (3) meetings unless excused by the presiding officer, according to Article VII, Section 1(d) of the Uniform By-Laws.

## **BOARD OF DIRECTORS**

15. The Board of Directors shall consist of the Elected Officers (Executive Committee), Teacher Representative(s) and standing committee chairs whose obligations require long term funding or involvement on the PTSA Board. The following committees shall fall

into this category and its chairs are eligible to serve on the Board of Directors. The roster of the current year Board of Directors will be posted by the second school Thursday of September and available at the first General Membership meeting. The principal, vice principal, and teacher representative shall be nonvoting, honorary members who serve in an advisory capacity.

Emergency Prep/Safety  
Volunteer Coordinator  
Newsletter Editor  
Legislative Representative  
Membership Chair  
Community Liaison  
Auditor

16. All Board of Directors and committee chairs must be current members of Mead PTSA.

17. The Board of Directors should attend all Board and general membership meetings.

## **MEETINGS**

18. The Board of Directors meetings will be held monthly, at a time and location determined by the Board of Directors. The time and location of each meeting shall be posted by the September general membership meeting.

19. The quorum for general membership meetings shall be at least 10 members.

20. General Membership Meetings of this unit shall be held at least 3 times per year. The purpose of these meetings is to adopt the annual budget, approve the standing rules, elect the nominating committee, and elect officers in accordance with the WSPTA By-laws.

21. The proposed annual budget shall be submitted by the Board of Directors to the Membership for approval at the last General Membership meeting of the school year by a majority vote of PTSA members.

22. Voting delegates to the Lake Washington PTSA Council shall be the President and three authorized delegates, for a total four, according to Article IV, Section 3(d) of the State Uniform By-Laws.

23. The Board of Directors shall determine the vote of this PTSA for the position of Washington State PTA Region Director and for Service Area Specialist.

24. Voting delegates to the annual Washington State PTA Convention shall be determined by the Board of Directors. The number of voting delegates is determined by Article XII, Section 2(b) of the Uniform By-Laws. The Board of Directors shall determine the number of visiting delegates.

25. Voting delegates to the National PTA Convention shall be determined by the Board of Directors.

26. The voting delegate to the Legislative Assembly shall be the Legislative Chairperson. If the Legislative Chairperson cannot attend the assembly, the Board of Directors shall determine who will represent the PTSA.

## **COMMITTEES**

27. The Nominating Committee shall be elected according to the Washington State Uniform Bylaws, Article V, by the January general meeting. No person shall be eligible to serve two (2) consecutive years on this committee.

28. The Awards Chair shall invite the previous year awards recipients to serve on the Awards and Recognition Committee to review the contributions of volunteers who are being considered for PTSA awards. The committee needs to include staff, past recipients, PTSA members and at least two (2) previous Golden Acorn Award recipients. At least one Golden Acorn Award shall be presented annually to an outstanding volunteer.

29. The Standing Rules shall be reviewed and modified as necessary by the Executive Committee according to Article IX, Section 1(b)(1) of the Uniform By-Laws and submitted for annual approval by a majority vote at the first general membership meeting in September.