

Audubon PTSA Standing Rules

Section 1

Identification

- A. The name of this PTSA local unit shall be the Audubon Parents, Teachers and Students Association (herein referred to as PTSA), Local Unit No. 2.8.5.
- B. This PTSA serves the children in the Audubon Elementary School community.
- C. This PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The Registration Number can be requested from the Treasurer. The PTSA Treasurer is responsible for filing the annual registration prior to May 31.
- D. This PTSA incorporated as a nonprofit corporation in the State of Washington on February 4, 1974. It was assigned Corporation No. 235541. The PTSA Treasurer is responsible for filing the Annual Corporation Report prior to the anniversary date of the charter.
- E. This unit's Federal Employer Identification Number can be requested from the Treasurer.
- F. This unit was recognized by the IRS as a tax-exempt organization in January 1975 under Section 501(c) (3).

Section 2

Basic Policies

- A. All rules and policies of the Audubon PTSA shall be in accordance with the WSPTA Uniform Bylaws and the National PTA Bylaws.
- B. The Standing Rules shall be adopted annually by a majority vote at the first general membership meeting. The Standing Rules may be amended at any regular general membership meeting by a two-thirds (2/3) vote, or if previous notice is given, by a majority vote.
- C. This PTSA shall keep at least two copies of each of its legal documents in two separate locations. One of the President(s) and the Secretary shall maintain the documents.
- D. This PTSA shall conduct an annual financial review of its books and records between July 1st and August 15th, for the close of the previous fiscal year on June 30th. The PTSA may conduct an annual midterm financial review of its current books between January 1 and February 28. The signatures of the President(s) and two additional PTSA officers shall be on the bank authorized signature cards. In the event that two (2) or more members of the same household hold offices in this unit, only one (1) shall co-sign financial matters.

- E. All binding agreements, with the exception of checks, shall require two (2) signatures, one of which shall be a President's signature. Only elected officers shall have the authority to sign.
- F. Checks shall require two (2) signatures from the officers listed on the bank authorized signature cards., one of which shall be the signature of the President. In the event that two (2) or more members of the same household hold offices in this unit, only one (1) shall co-sign a binding agreement or check.
- G. A Budget Committee, to be appointed by the President(s) between February 1st and April 30th, shall draft a proposed budget of the upcoming school year and present it for general membership approval at a General Membership Meeting of the current school year, no later than May 30th.
- H. One or more Golden Acorn Awards may be presented annually to an outstanding volunteer(s). In addition, one Outstanding Educator Award may be presented annually to an outstanding staff member. A committee appointed by the President(s) shall select the recipient(s).
- I. In order to effectively address issues of the membership, the PTSA will respond to signed written communication addressed to the Board of Directors.

Section 3

Membership and Voting

- A. Any individual supporting the Objects and Purposes of Audubon PTSA may become a member by paying membership fees. Each member in good standing will be entitled to a voice and have one vote on each matter of business in a General Membership Meeting.
- B. Community business memberships shall be considered honorary PTSA memberships only. Businesses shall be ineligible to vote, hold office, or receive student directories with their memberships.
- C. The Students of Audubon PTSA shall be considered honorary members of the unit without a fee assessment, vote or the privilege of holding office.

Section 4

Membership Fees

- A. The membership service fees of Audubon PTSA shall be \$11.00/single membership and \$22.00/dual membership. Staff fee shall be \$8.00.
- B. The State PTA per capita membership service fee shall be a minimum of five dollars and twenty-five cents (\$5.25) for the 2009-2010 membership year; five dollars and fifty cents (\$5.50) for the 2010-2011 membership year; five dollars and seventy-five cents (\$5.75) thereafter, plus the National PTA per capita assessment which currently is one dollar and seventy five cents

- (\$1.75) and the Lake Washington PTSA Council assessment, which is One Dollar (\$1.00).
- C. Community business memberships will pay a fee of \$20.00 per business.

Section 5

Nominating Committee

- A. The Nominating Committee shall be elected in accordance with the WSPTA Uniform Bylaws, Article 5, Section 5 (a) at a General Membership Meeting no fewer than 30 days prior to the election of officers.
- B. Nominating Committee shall provide a written report, which is to include a list of one (1) or more candidate for the offices to be filled, to the general membership no later than 15 days prior to the election, in accordance with WSPTA Uniform Bylaws in Article 5 Section 5 (b).

Section 6

Officers and their Election

- A. The elected officers of Audubon PTSA shall be the President(s), Secretary(s), Treasurer, Vice President(s) of Communication, Vice President(s) for Fundraising, Vice President(s) for School Services, Vice President(s) for Events, and Vice President(s) for Student Enrichment. These officers shall be elected according the WSPTA Uniform Bylaws Article 5, Section 6. These elected officers shall constitute the Executive Committee.
- B. Any elected position, other than Treasurer, may be held jointly by two (2) people. Each co-position holder shall be entitled to a voice and vote at Board of Directors meetings. The Executive Committee officers shall be elected at a general membership meeting prior to April 30, for a term of one (1) year or until their successors are elected. Officers shall assume their duties on July 1st. No person shall serve in the same office for more than two (2) consecutive terms. An officer having served eight (8) or more consecutive months shall be considered to have served a full term.
- C. An elected officer position shall be declared vacant if that person misses three (3) consecutive meetings within the current term, unless excused by the President(s).
- D. The Vice President of Communications, as the first vice president, shall perform the duties of the President in the absence or inability of that officer to serve. In the case of a vacancy in the office of President, the vice presidents in their order shall temporarily assume the duties until the vacancy is filled. The order of the vice presidents at Audubon Elementary shall be: Vice President(s) of Communications, Vice President(s) for Fundraising, Vice President(s) for School Services, Vice President(s) for Events, and Vice

President(s) for Student Enrichment. If a vacancy occurs in the position of any Executive Committee member, the Board of Directors may elect an acting Executive Committee officer to serve until the next General Membership Meeting at which time nominations shall be made from the floor with the consent of the nominee. A quorum being present, a majority of all votes cast is necessary to elect. Voting may be by voice if only one (1) candidate is nominated for office. Absentee or mail-in or proxy votes are prohibited.

Section 7

Duties of Officers

A. President

1. The president(s) shall perform all duties pertaining to the office in accordance with the WSPTA Uniform Bylaws and these Standing Rules.
2. The president (s) shall:
 - a. Perform all duties as specified in WSPTA Uniform Bylaws Article 5, Section 7(b.)
 - b. Preside at all meetings and act as an ex-officio member of all committees, except the Nominating Committee.
 - c. Send to the WSPTA office the names and addresses of the newly elected officers for the upcoming year immediately upon election, but no later than May 1.
 - d. Assure participation in the Lake Washington PTSA Council by acting as voting delegates, and by appointing three (3) additional voting delegates and two alternates.
 - e. In the absence of an Advocacy Chairperson, appoint a voting delegate(s) to the State PTA Legislative Assembly.
 - f. Appoint a budget committee between February 1 and April 30.

B. Vice President (s) of Communications, Vice President(s) for Fundraising, Vice President(s) for School Services, Vice President(s) for Events, and Vice President(s) for Student Enrichment

1. The Vice President(s) shall perform all duties pertaining to the office in accordance with the WSPTA Uniform Bylaws and these Standing Rules.
2. Vice Presidents shall:
 - a. Perform all duties as specified in WSPTA Uniform Bylaws Article 5, Section 7(c.)

- b. Attend all board meetings and participate in the business of the Board of Directors.
- c. Oversee chairpersons, volunteers, and budgetary commitments in their area of influence.
- d. Perform additional duties as determined by a majority vote of the Board of Directors.

C. Secretary

1. The secretary shall perform all duties pertaining to the office in accordance with the WSPTA Uniform Bylaws and these Standing Rules.
2. The Secretary shall:
 - a. Perform all duties as specified in WSPTA Uniform Bylaws Article 5, Section 7(d.)
 - b. Keep accurate records of all meetings and notify the President(s) of any unfinished business.
 - c. Maintain a complete roster of all members, as well as complete rosters of all standing and special committees.
 - d. Be responsible for correspondence as designated by the President(s).
 - e. Maintain one copy of the Legal Notebook.

D. Treasurer

1. The treasurer shall perform all duties pertaining to the office in accordance with the WSPTA Uniform Bylaws and these Standing Rules.
2. The treasurer shall:
 - a. Perform all duties as specified in the WSPTA Uniform Bylaws, Article 5, Section 7 (e.)
 - b. Keep an accurate and detailed account of all money received and disbursed in the Treasurer's permanent record, pay by check all bills as authorized, and ensure the provision of receipts for monetary and in-kind donations.
 - c. File IRS form 990EZ by November 15 if the unit's annual gross income exceeds \$25,000.
 - d. Serve as chairperson of the budget committee, and present the budget to the board of directors.
 - e. File the Annual Corporation Report prior to February 4.
 - f. Prepare all checks for signature.
 - g. Provide written financial statements at each regular meeting, provide all financial records if requested by the President(s) or other Board of Directors member, close the books on June 30, and submit them for financial review as specified in WSPTA Bylaws Section 5, Article 7 (e) and in Article 2, D of these Standing Rules.

E. Ways and Means Chairperson

1. The Ways and Means Chairperson shall:

- a. Convene the Ways and Means Committee twice per year, spring and fall.
- b. Review all requests for use of surplus funds through a formal grant process.
- c. Twice per year, make recommendations to the board regarding funds allocated via the budget.
- d. Bring recommendations before the General Membership for approval.

Section 8

Executive Committee

- A. The Executive Committee shall consist of the elected officers. A present majority of individuals on the committee shall constitute a quorum.
- B. The executive committee shall:
 - (1) Appoint members to the Board of Directors for a term of one (1) year.
 - (2) Review the standing rules annually.
 - (3) Refer recommendations to the board of directors and/or general membership for action.

Section 9

Board of Directors

- A. The Board of Directors of Audubon PTSA shall consist of the elected Executive Committee officers and those Standing Committee Chairpersons and At Large Members as appointed by the President and approved by the remainder of the Executive Committee, who commit to attend meetings and participate as voting members on the Board of Directors. The complete list of Standing Committee Chairpersons and At Large Members is available on the Audubon PTSA Website. The principal and the teacher representative(s) will serve as advisors to the Board of Directors and will attend regular meetings. The Board of Directors will meet at least bimonthly. All members of the Board of Directors must be members of the Audubon PTSA.
- B. The Board of Directors of Audubon PTSA shall elect a Standing Committee Chairperson for Ways and Means. This committee shall consist of the Chair, Audubon PTSA Treasurer, Audubon Principal, and two members of the Audubon PTSA appointed by the Executive Committee.
- C. The Chairpersonship of a Standing Committee may be held jointly by two (2) or more persons. Each co-chairperson shall be entitled to voice and vote at a Board of Directors meeting.

- D. The vote of this PTSA for the position of Washington State PTA Region Director shall be determined by the Board of Directors.
- E. The voting and visiting delegates to the annual State PTA Convention shall be determined by the Board of Directors.
- F. The quorum for a Board of Directors Meeting shall be fifty percent (50%) plus one member of the Board of Directors roster.
- G. Any measure formally presented before the Board of Directors for adoption by vote, with a quorum present, shall be determined by a simple majority.
- H. Each board member, in coordination with committee chairs, shall provide regularly scheduled committee reports. ~~which should include a record of their activities, monies used, the number of volunteer hours worked and lessons learned.~~

Section 10

General Membership Meetings

- A. General Membership Meetings of this unit shall be held at least three times during the year to conduct the following business: adoption of the Annual Budget, approval of the Standing Rules, election of a Nominating Committee, and election of Executive Committee Officers. Additional meetings may be called by the President(s) or a majority of the Board of Directors. Absentee or mail-in or proxy votes are prohibited.
- B. The quorum for General Membership Meetings shall be 10 current Audubon PTSA members.

2009-2010 Standing Rules Review Committee:
Julie Haase, Roy Captain, Stephanie Weeks, Judy East