

MARGARET MEAD ELEMENTARY PTSA 2.8.38
STANDING RULES 2021-2022, amended by General Membership on May 13, 2021

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

LEGAL STATUS

3. This unit was incorporated as a non-profit corporation recognized by the State of Washington on October 22, 1979. The unit's incorporation number can be found in the legal binder. The registered agent for this corporation is the Washington State PTA (WSPTA). The Treasurer is responsible for filing the annual corporation report prior to October 31st.
4. This unit is registered with the Secretary of State under the Charitable Solicitations Act. The registration number can be found in the legal binder. The Treasurer is responsible for filing the annual registration prior to November 15th.
5. This unit is recognized by the Internal Revenue Service as a non-profit, tax-exempt organization as of March 2, 1999. The 501(C)(3) number can be found in the legal binder. The Treasurer is responsible for filing IRS Form 990 prior to November 15th.

MEMBERSHIP

6. Membership for this unit shall be open to all people without discrimination. Membership is open to all parents, community members, teachers, staff, students, and any other persons that support and encourage the purpose of this PTSA.
7. The students of Margaret Mead Elementary School shall be considered honorary members of this unit without voice, vote or privilege of holding office, unless they are a paid member.
8. Membership dues for this unit shall be \$47 per family (4) membership, \$27 for dual membership, ~~and~~ \$15 individual membership & \$10 for staff membership. This includes fees paid to National, State and Local Council PTA's. All paid members shall have a voice at Mead PTSA General Membership meetings. Individual members have one vote.

OFFICERS

9. Any elected position, may be held jointly by two (2) people with the exception of the treasurer position which may be held by one (1) person. Each member is entitled to a voice and each position shall be entitled to a vote at Board of Directors meetings.
10. The elected officers of this unit shall be President, Vice President, Secretary and Treasurer. The officers elected must be members of the Mead PTSA and will constitute the Executive Committee.
11. Officers shall be elected by the end of our fiscal year for a term of one year, shall assume office July 1st and no elected person shall serve in the same office for more than two (2) consecutive terms.
12. Mead Our PTSA will comply with the training requirements necessary to remain in good standing as specified in the most current WSPTA Standards of Affiliation Agreement. Per the ~~Washington State~~ PTA Uniform Bylaws, Mead PTSA we will annually review, complete, sign, and submit the WSPTA Standards of Affiliation agreement by the required deadline.
13. An office/chair shall be declared vacant if the officer or chairperson misses three (3) consecutive meetings unless excused by the President.

BOARD OF DIRECTORS

14. The Board of Directors shall consist of the Elected Officers (Executive Committee), and standing committee chairs whose obligations require long term funding or involvement on the Mead PTSA Board. The following committees shall fall into this category and its chairs shall serve on the Board of Directors: Communications, Fundraising, Advocacy ~~Legislative~~, Membership, Emergency Prep, Volunteer, Family & Community Engagement (FACE), Diversity Equity & Inclusivity (DEI), -and Sustainability.
15. -The principal and teacher representative shall be non-voting, honorary members who serve in an advisory capacity.
16. All of the Board of Directors and committee chairs must be current members of Mead PTSA and be approved Lake Washington School District (LWSD) volunteers.

17. The Board of Directors should attend all Board and ~~g~~General ~~M~~Membership meetings.

MEETINGS

18. The Board of Directors meetings will be held monthly as deemed necessary with a minimum of eight (8) meetings per fiscal year, at a time and location determined by the Board of Directors. The time and location of each meeting shall be posted by the September ~~G~~general ~~M~~membership ~~M~~meeting.

19. The quorum for General Membership ~~m~~Meetings shall be at least ten (10) members. The quorum for Board ~~m~~Meetings shall be half of the voting Board members plus one.

20. General Membership ~~m~~Meetings of this unit shall be held at least three (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. While meeting in person is the preferred manner, alternative methods of meeting (conference call, online platforms, etc.) may be used when circumstances prevent in-person meetings for enough time so as to impede accomplishing essential PTSA business.

22. While in-person voting during membership meetings is preferred, should circumstances prevent in-person meetings from being held, voting for essential business may take place via alternate methods such as email, survey or digital voting in accordance with Margaret Mead Elementary PTSA policy.

~~23~~4. The proposed annual budget and standing rules shall be submitted by the Board of Directors to the ~~General~~ Membership for approval at the last General Membership meeting of the school year by a majority vote of ~~Mead~~ PTSA members.

~~24~~2. Voting delegates to the Lake Washington PTSA Council shall be the President and three (3) authorized delegates, for a total of four (4), according to the ~~WSPTA~~State Uniform By-Laws and the Standing Rules of the Lake Washington PTSA Council ~~2.8~~.

~~25~~3. The voting delegate to the Legislative Assembly shall be the ~~Advocacy~~Legislative Chairperson. If the ~~Advocacy~~Legislative Chairperson cannot attend the ~~A~~assembly, the Board of Directors shall determine who will represent ~~Mead~~the PTSA.

FINANCES

~~26~~4. ~~Mead~~The PTSA shall approve its annual operating budget prior to July 1st of each year. The ~~B~~oard of ~~D~~irectors, with a 2/3 majority vote, has the authority to reallocate up to \$5,000 budgeted from one purpose to another purpose.

~~27~~5. Any non-budgeted expenditure from unit funds in excess of \$1,000 must be approved by the ~~G~~eneral ~~M~~membership by a majority vote.

~~28~~6. This unit shall conduct a financial review of its books and records twice per year (January and July).

~~29~~7. A minimum of three (3) signatures of elected officers shall be on the signature card at this unit's authorized bank. The officers shall be the Treasurer, President, and one designated officer. The Secretary, a non-signer on the account, will review this unit's bank statement monthly.

~~30~~28. This unit shall keep at least two (2) copies of each of its legal documents in two (2) separate locations. The ~~T~~reasurer shall be responsible for maintaining the original copy and providing an updated copy to the Secretary.

~~31~~29. All contracts shall be issued to ~~the Margaret~~ Mead PTSA and not to individuals. They will be presented to the President for review. Contracts shall contain the signatures of the ~~PTSA~~ President and event chair or board member for a total of two (2) signatures. All payments issued toward a contract must be made using the ~~Mead~~ PTSA checking account with a formal check request. ~~Mead~~ 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.

~~32~~9. All reimbursement requests shall include a receipt and reimbursement form and shall be submitted to the Treasurer within ninety (90) days of purchase and/or within one (1) month of the event. All requests for reimbursement should be received by June 10th or they will be considered a donation to ~~the Mead~~ PTSA.

COMMITTEES

~~33~~1. The committee chairs of this ~~u~~Unit shall be appointed by the President.

~~34~~22. All committee chairs must be current Mead PTSA members and approved LWSD volunteers.

~~35~~23. The Nominating Committee shall be elected according to the ~~WSPTA~~ashington State Uniform Bylaws, by the January ~~G~~eneral ~~Membership~~ ~~M~~meeting. No person shall be eligible to serve two (2) consecutive years on this committee.

~~363~~4. One or more awards may be presented annually to (an) outstanding volunteer(s). A committee appointed by the President shall select the recipient.