

## **Heatherwood Middle School PTA, #7.3.71**

### **Standing Rules 2023-2024**

*approved September 11, 2023*

Heatherwood PTA adopts the following standing rules in conjunction, but not in conflict, with Uniform By-Laws under which all local PTA units in Washington State operate.

#### **A. General Information**

1. The name of the Association: Heatherwood Middle School PTA 7.3.71.
2. Incorporation date is September 27, 1989. The Corporation Account Number is available upon request.
3. The WA State PTA local unit number is 7.3.71 and the National PTA local unit number- is available upon request. This unit is a non-profit corporation recognized by the State of Washington. The Treasurer is responsible for filing the Nonprofit Corporation Annual Report.
4. The incorporation number available upon request.
5. The unit's Employer Identification number is on file in the Treasurer's and President's notebook.
6. The IRS recognized this unit as a non-profit, tax-exempt organization, December 24, 1991, under Section 501(c)3. This unit shall keep at least two copies of the Letter of Determination and other legal documents in two separate locations; the Treasurer's binder and the Legal Documents binder maintained by the President.
7. The Outgoing Treasurer completes the applicable federal tax form before they leave their position out of good faith for the incoming treasurer. Copies of the current and past tax returns are located in the Treasurer's binder (or the Legal Documents Binder maintained by the President).
8. The PTA is registered under the Charitable Solicitations Act, registration number- is available upon request. The Outgoing Treasurer is responsible for filing the Charitable Solicitations Renewal form on a yearly basis.
9. Heatherwood PTA serves the students, parents and staff of Heatherwood Middle School, in Mill Creek, Washington.
10. Heatherwood PTA has designated the Washington State PTA as its registered agent.

#### **B. Membership and Dues**

1. The Association shall conduct an annual membership campaign at the first General Meeting of the school year and shall make membership available throughout the year.
  1. Local businesses can be solicited for membership.
  2. Only members in good standing of the Association shall be entitled to a vote and voice, or to serve in any of its elective or appointive positions. Final deadline for payment of dues by the Board of Directors shall be October 31 of each year, to keep them in good standing.
  3. Each member of the Association shall pay annual dues set by the Board. Such annual dues include a portion payable to the Council, State and National PTA's.

5. All students are welcome to become members with a voice and vote. Student members may serve as Heatherwood PTA Committee Co-Chairs with an adult but may not serve on the Executive Committee. Students who do not join the PTA are recognized as honorary members without voice or vote and may not serve as Co-Chairs. Each member of Heatherwood PTA will pay dues directly to Heatherwood PTA; the amount of these dues will be proposed by the Heatherwood PTA board of directors and shall be approved by its membership. The total amount of dues may be more than, but shall be at least equal to, the combined amounts payable to National PTA, Washington State PTA, and Everett PTSA Council, as determined by those organizations.

Each local PTA shall enter all members who submit a membership registration form into the WSPTA membership database, and shall pay dues to WSPTA for each member, in accordance with state and federal nonprofit laws and regulations and WSPTA policy. The dues shall equal the amount payable to the National PTA as determined by the National PTA and the amount payable to WSPTA as determined by the WSPTA.

Dues may be collected by a local PTA. The amount shall be determined by the local PTA's membership.

### **C. Officers and Elections**

1. A Nominating Committee consisting of three members shall be elected by a quorum of 10 members according to the State PTA Bylaws, Article V, with no person serving on the committee for two consecutive years. Neither the President nor the School Principal is eligible to serve on the nominating committee.

2. Election of the officers should be completed by April 30 by a quorum of 10 members.

3. The elected officers of this unit shall be, at least, President, Vice President of Fundraising, Vice President of Classroom & School Grants, Secretary and Treasurer. The offices of President, Vice Presidents and Secretary may be shared, in which case they shall be referred to as Co-Presidents, Co-Vice Presidents and Co-Secretaries. The elected officers shall constitute the Executive Committee, with each individual having an equal voice and vote.

4. Nominees for President shall have served on a PTA Board for at least one year, except in a case where no presidential candidate is nominated. In this situation, an interim President, who has not previously served on a board, can be appointed by the PTA Board for a period not to exceed one year.

5. The Board of Directors shall consist of the elected officers, Membership chair, Advocacy chair, Newsletter chair, Social Media chair, FACE (**Family and Community Engagement Chair**), plus up to three at-large members appointed by the President and approved by the executive committee as needed each year. Principal, Vice Principal and staff representatives shall serve as ex-officio members of the Board of Directors. All elected officers and appointed chairs shall have voice and vote at Board meetings. Co-chairs shall be granted individual voice but share one vote.

6. The duties of the President, Vice Presidents, Secretary, and Treasurer are as specified in the State PTA Bylaws, Article V Section 7. The Vice Presidents shall chair a major committee.

7. An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer.

8. Each officer shall maintain a procedure notebook to be handed over to the incoming officer or the President, if the office is not filled, by June 30, with the exception of the Treasurer who will hand over the notebook by July 31.

9. All passwords maintained by each Officer must be changed by the New Incoming Officer/s and documented in the procedural notebooks maintained by that Officer.

#### **D. Committees**

1. The Standing Committees shall consist of at least the following: Book Fair; Socials; Advocacy; Membership; Newsletter; Programs; Financial Review; Reflections; Staff Appreciation; Community Rewards; Webmaster; Facebook Administrator.
2. All committee chairs shall be current PTA members.
3. Golden Acorn and Outstanding Educator Award(s) shall be presented annually. Outstanding Advocate Award(s) may also be presented. The Ad Hoc Committee shall include, but not be limited to, former Golden Acorn recipients.
4. All committee chairs shall maintain a procedure notebook to be handed over to the incoming President by June 30.

#### **E. Meetings**

1. General Membership meetings of this unit shall be held at least three times during the school year to cover the following business: a. To approve the Budget and Standing Rules. b. To elect a Nominating Committee. c. To elect officers for the incoming year.
2. The Board of Directors shall meet on a regular basis, agreeable to a majority of the current Board Members. The meeting schedule and time will be set at the first Board Meeting. A majority of the board shall constitute a quorum.
3. The order of business for meetings of this unit will be determined by the criticality of the business at hand. Therefore, it is the business or decisions that determine the agenda and order of business.

Special meetings can be called in accordance with WSPTA Bylaws.

**ELECTRONIC VOTING:** Heatherwood PTA may allow voting by email, online voting tool and/or by mail for election of the nominating committee and/or officers per WSPTA "Mail, email and online voting procedures" found in the WSPTA leadership guide.

4. Heatherwood PTA may hold membership and board of directors meetings using remote communication where all participants may hear one another and participate substantially concurrently.

#### **F. Council/Region/State**

1. Voting delegates to the Everett PTSA Council shall be three members of the Heatherwood PTA Executive Committee.
2. Voting delegate to the Legislative Assembly shall be the Advocacy chair unless otherwise designated by the board. The number of delegates to be funded by Heatherwood PTA will be determined based on the amount approved for that purpose in the Heatherwood PTA budget.
3. Voting delegates to the State PTA convention in the Spring shall include members of the incoming or outgoing Heatherwood PTA Executive Committee, unless otherwise designated by the Board. The number of delegates to be funded by Heatherwood PTA will be determined based on the

amount approved for that purpose in the Heatherwood PTA budget.

### **G. Budget and Finance**

1. A budget for the upcoming year shall be submitted to the general membership for approval prior to the end of the fiscal year and requires a quorum of 10 members. The Budget Committee shall consist of at least the incoming and outgoing Presidents, Vice Presidents and Treasurer. Budget Line items may be added/adjusted throughout the year by vote of the general membership, so long as there is a quorum of 10 members.

2. Two signatures shall be required on all checks and withdrawals. Authorized signers shall be the President(s) and the Treasurer, with up to 2 additional signers from the Board of Directors as determined by the Heatherwood PTA Executive Committee.

3. The Treasurer has the authority to pay all budgeted and approved expenses.

4. The PTA's monthly bank account statements shall be provided unopened to 1 member of the Board of Directors who is not a signer on the account. If there are no concerns or apparent discrepancies, the reviewer shall initial and date the account statements and provide them to the treasurer. Online, read- only access may be granted in accordance with WSPTA guidelines.

5. A Financial Review Committee of three, current-year, non-signing members shall be appointed by the President. The committee shall do a financial review of the Treasurer's books twice a year, in January and July. The newly elected Treasurer is highly encouraged to serve on the Financial Review Committee prior to becoming Treasurer. No member of the Financial Review Committee may serve more than 2 consecutive years. These results will be shared with the general membership at the the next general membership meeting.

6. The Board of Directors may re-allocate up to \$500 in PTA funds, whenever it seems expedient to do so.

7. The PTA shall maintain a separate reserve account in the amount of 6 months estimated operating expenses or a minimum of \$10,000 to be replenished. To be shown in and be voted on as part of the annual budget.

8. All reimbursement requests shall include a receipt and shall be submitted to the Treasurer as soon as possible and within 60 days of purchase. All requests for reimbursement must be submitted within 7 days of the last day of school. Lost Receipts will be assessed on a case-by-case basis by the Board of Directors.

9. Should the PTA receive an NSF check, a charge will be assessed in the amount of any bank penalties the PTA may accrue. If the NSF check or checks and fee(s) are not paid for in cash or by money order within 30 days of the PTA receiving the check, then the PTA will not accept any checks from this individual in the future.

10. All Heatherwood PTA contracts require 2 Executive Committee signatures.

11. The Treasurer is authorized to pay WA State PTA dues/fees online for items already approved or included in the budget.

**12. BONDING AND INSURANCE:** The following insurance shall be purchased annually by the Heatherwood PTA: General Liability, Medical Payments, Non-Profit Professional Liability (Officer Liability) - at least minimum limits; Fidelity Bond (Crime) - at least as high as the maximum expected bank balance. Other

coverage and/or increased limits may be purchased as approved by the Board. The Board will review and approve the policy coverage and limits annually prior to renewal.

#### **H. Standing Rules and Parliamentary Authority**

1. Parliamentary authority shall be "Robert's Rules of Order, Newly Revised."
2. The Standing Rules shall be adopted annually by a majority vote at the first General Membership Meeting and require a quorum of 10 members.
3. The Standing Rules may be amended at any regular General Membership Meeting by a two-thirds vote, or if previous notice is given, by majority vote and require a quorum of 10 members.

#### **I. Training**

1. Heatherwood PTA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Uniform Bylaws.
2. Heatherwood PTA will fund the required training of its Board Members.
3. Although Heatherwood PTA is currently only required to have one Executive Committee member attend the PTA & the Law class, all Executive Committee members are encouraged to attend.

#### **J. Communications**

1. Heatherwood PTA advertises PTA, ASB, school and district-related activities, events and opportunities to Heatherwood members, parents/guardians and staff through the Heatherwood PTA newsletter, eBlasts, Facebook and webpage, unless otherwise agreed upon by the Heatherwood PTA Executive Committee. Heatherwood PTA will follow Everett School District, National PTA and Washington State PTA guidelines regarding student privacy and other communication policies.
2. Heatherwood PTA Members' email addresses shall remain private and not be shared.
3. **SOCIAL MEDIA:** Heatherwood PTA shall maintain a social media policy. The policy shall reside with the Secretary. Members of Heatherwood PTA shall not use any social media platform to bully, insult, embarrass, harass, target, or post threats of physical or verbal abuse toward any individual, including school board officials, school administrators, teachers, PTA members, volunteers, or other individuals associated with Everett School District.