

McKnight PTSA

2009/10 Standing Rules

1) NAME

- a) The name of this unit shall be McKnight PTSA, Local Unit #9.11.95 and will abide by the Uniform Bylaws of the Washington State PTA.
- b) This unit is a non-profit corporation recognized by the State of Washington on November 14, 1979. The Incorporation Number is on file with the Treasurer.
 - i) It is the responsibility of the Treasurer of this local unit to annually renew the Articles of Incorporation as designated by the State of Washington.
- c) This unit's Employee Identification Number (EIN) is on file with the Treasurer and is recognized by the IRS as a non-profit tax-exempt organization under Section 501(C)(3).
- d) This unit's Charitable Solicitation Number and Resale Certificate are on file with the Treasurer.

2) BASIC POLICIES

- a) These Standing Rules may be amended at any regular General Membership meeting by a two-thirds majority vote, or if prior notice is given, by a majority vote.
- b) This unit shall keep copies of its legal documents in at least two separate locations.
 - i) The Treasurer of this unit shall maintain the original file.
 - ii) The Secretary shall receive and maintain copies of the legal documents in the unit's permanent Legal Documents file.
- c) At least one (1) Golden Acorn Award shall be presented annually to an outstanding volunteer.

3) SERVICE FEES

- a) The membership service fees for this unit shall be \$12.00 for adults, \$9.00 for students and \$35.00 for a Family Membership with a maximum of four family members included.

4) BUDGET & FINANCIAL

- a) All financial matters or binding agreements of this unit must be presented to the Board of Directors.
- b) Only elected officers of this unit shall be authorized to sign on behalf of this unit.
 - i) Two (2) authorized signatures shall be required. In the event two (2) or more members of the same household hold offices in the same unit, only one (1) shall co-sign financial matters. (Uniform Bylaws, Article 5, Section 7(a)(2-3))
- c) All requests for funding from McKnight PTSA not having a dedicated line item and amount previously established in the budget approved by the membership must be submitted in writing to the Board of Directors for consideration.
- d) The budget shall be adopted annually by a majority vote at a General Membership meeting prior to June 30th.

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- e) The Treasurer shall be required to close the books by June 30th and submit for audit to an Audit Committee of no fewer than three (3) members appointed by the President.
 - i) The Audit Committee shall conduct an annual audit in July or August.
- f) Members of this unit under the age of 18 may not handle money at any PTSA function.
- g) The Board of Directors is authorized to reallocate money, up to \$100, between accounts to cover unexpected expenses incurred without obtaining General Membership approval.

5) NOMINATING COMMITTEE

- a) The Nominating Committee shall be elected at a General Membership Meeting at least thirty (30) days preceding the election of officers.
- b) The Nominating Committee shall submit to the membership a written and signed report at least fifteen (15) days prior to election, the name of one or more candidates for each office to be filled. (Uniform Bylaws, Article 5, Section 5)

6) EXECUTIVE COMMITTEE

- a) The elected officers of this unit shall consist of President, Vice-President, Secretary and Treasurer. The President and Vice-President positions may be held jointly by two (2) people.
 - i) The responsibilities of the officers shall be the same as Article 5 of the Uniform Bylaws in compliance with the current Washington State Bylaws. These elected officers shall constitute the Executive Committee.
- b) The officers of this unit shall be elected in the spring for a term of one year and shall assume office July 1st of the same year.
- c) An office or chair shall be declared vacant if that person misses three (3) consecutive meetings unless excused by the president. (Uniform Bylaws, Article 5, Section 7(a)(4))
- d) The Treasurer of this unit shall present a monthly written financial statement at each Board of Directors and General Membership meeting.

7) BOARD OF DIRECTORS

- a) The Board of Directors shall consist of members of the Executive Committee, the Principal, a faculty representative and chairperson(s) of the Standing Committees.
- b) The majority shall constitute a quorum at Board of Directors meetings.
 - i) In the event a member holds more than one position within the unit, their vote shall only count for one
- c) Board of Directors meetings shall be held once a month while school is in session if business is needed.
 - i) The date will be designated by the current Board of Directors.
 - ii) The Executive Committee meeting shall be held prior to the Board of Directors meeting; day and time to be scheduled on a monthly basis.

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8) GENERAL MEMBERSHIP

- a) The students of McKnight Middle School shall be considered honorary members of this unit without voice, vote or privilege of holding office.
 - i) Those students wishing to have a voice and vote may become card-carrying members by paying membership service fees of \$8.00.
 - ii) According to the laws of the State of Washington, no one under the age of 18 may hold an elected office position in a private, non-profit organization.
- b) All committee chairpersons shall be required to keep and maintain a procedures folder/notebook pertaining to activities and recommendations of their office or committee and shall be required to turn over this folder/notebook to the newly elected president by June 30th.
 - i) All committee chairpersons shall be current PTSA members.
- c) General membership meetings of this unit shall be held from September through June. There shall be at least three (3) General Meetings during the year.

9) VOTING

- a) Parliamentary authority shall be Robert's Rules of Order, newly revised.
- b) A quorum for the General Membership meeting shall be no less than ten (10) members. (Uniform Bylaws, Article 5, Section 10(e))
- c) Voting delegates to the Annual State PTA Convention shall be elected by the Board of Directors.
- d) Any member of this unit is an authorized voting delegate to the Renton PTA Council. (Renton PTSA Council 9.II, 6a)
- e) The voting delegate to the legislative assembly shall be the Legislative Chair, unless otherwise designated by the Board of Directors.