



STANDING RULES

2010-2011

HAZELWOOD ELEMENTARY PTSA

- 1) These Standing Rules shall not be in conflict with the current bylaws of the National PTA or Washington State PTA.
- 2) The legal name of this PTSA local unit is Hazelwood Elementary PTA 9.11.30. It was chartered by the Washington State PTA in October 1963.
- 3) This PTSA serves the children in the Hazelwood School and community.
- 4) This PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The Treasurer is responsible for filing the annual registration before November 15th.
- 5) This PTSA was incorporated on March 15, 1974. It was assigned corporation number 2-236560-5. The Treasurer is responsible for filing the annual corporation report prior to March 31st. The registered agent for this corporation is the Washington State PTA.
- 6) This PTSA was granted tax-exempt status under section 501(c)3 on February 2, 1993.
- 7) The current Treasurer is responsible for timely filing of regulatory Reports.
- 8) The member service fees of this PTSA shall be \$20.00 per household (2 members) and \$8.00 each additional member. The member service fees of this PTSA shall be \$10.00 per Hazelwood staff member.
- 9) The elected officers (Executive Board/Committee) of this PTSA shall be President, Vice President(s), Secretary and Treasurer.
- 10) Any elected position may be held jointly by two (2) or more people. Each co-position holder shall be entitled to voice and vote at the Board of Directors meetings.
- 11) The Board of Directors of this PTSA shall consist of the Executive Committee, Hazelwood Elementary Principal and the Chairperson(s) of all standing committees. Not all of the committees may be functioning in any given year due to a chair vacancy or the event itself not being scheduled.
- 12) All contracts must be signed by the president and/or vice president(s).
- 13) All members of the Board of Directors must be current members of Hazelwood PTSA.
- 14) General membership meetings of this unit shall be held to approve the standing rules, elect a nominating committee, and elect officers and approve the following year's operating budget, and will be held at the discretion of the Executive Committee. There shall be at least one (1) general meeting during the school year.
- 15) Quorum for the **general** membership meetings shall be at least 10.
- 16) The date of the Board of Directors' monthly meetings of this unit shall be determined each year by the new board of directors.



- 17) Quorum for the Board of Directors' monthly meetings shall be the majority of those on the Board.
- 18) This General Membership shall approve the annual operating budget in the spring of each year; however, budget changes are acceptable via discussion and vote of Board of Directors, as needed throughout the year.
- 19) This PTSA shall keep a permanent copy of each of its legal documents in two or more separate locations. The PTSA Room shall maintain the original copies, in a locked file cabinet maintained by the Secretary and Treasurer. The Secretary and Treasurer will maintain the duplicate copies of the legal documents pertinent to their duties. Treasurer reports and secretarial minutes will also be kept in the file cabinet. Minutes must be maintained indefinitely, but treasurer annual reports can be discarded after 10 years. Treasurer budgets, canceled checks, check registers, monthly financial reports, income records; receipts/invoices can be discarded after 3 years.
- 20) This PTSA may choose to conduct an internal audit of its books and records in January of each year in addition to the required internal audit for the close of the fiscal year (June 30th).
- 21) The signatures of at least three (3) officers shall be on the authorization signature card for this PTSA's bank account, with two (2) signatures, other than the payee being required on each check. The bank statement must be mailed directly to an Executive Officer, without signing authority before it goes to the Treasurer.
- 22) The students of Hazelwood Elementary School shall be considered honorary members of this PTSA without voting, or the privilege of holding office.
- 23) The Golden Acorn Award and the Outstanding Educator Award shall be presented annually to an outstanding volunteer. The committee chair shall be appointed by the President.
- 24) Voting delegates to the Renton PTA Council shall be any current PTSA member who attends a Council meeting where voting is required
- 25) The vote of this PTSA for the position of Washington State PTA Region Director shall be determined by the Board of Directors.
- 26) This PTSA shall carry forward at least \$25,000, but no more than ½ the operating budget as its operating expense reserve to start the following fiscal year.
- 27) All committee chairpersons must present their individual committee budget plan for the upcoming year to the Board of Directors by the October Board Meeting. Then going forward, any line item committee requests for money greater than \$50.00 over their presented budget will require voting by the Board of Directors, or can be handled through the grant process.
- 28) Funds deemed by the Board of Directors to be excess budget funds will be spent via a grant process. Requests will be sent out to PTSA members and Hazelwood staff for proposals on how best to spend the excess funds. The Grant Committee will vote on these proposals and submit their recommendations for final approval from the Board of Directors.

In the event that the total of the approved requests exceeds the budgeted amount of excess funds, the requests that receive the most votes will be granted. These approved requests cannot exceed the approved level of grant spending for that particular period. Additional details of the grant process are outlined in the Grant Notebook.
- 29) This PTSA shall allow for electronic voting deemed necessary by the president in cases where a decision must be made before the next scheduled Board of Directors meeting.