



## Maple Hills Elementary PTA

15644 204<sup>th</sup> Avenue SE • Renton, WA 98059

[www.maplehillsppta.com](http://www.maplehillsppta.com)

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### Standing Rules

1. The name of this PTA is Maple Hills PTA, 2.6.15. It was chartered on November 9, 1977. Its National PTA number is 0023189.
2. This PTA serves the children in the Maple Hills school community, which includes the residences and businesses in the Maple Hills school enrollment area.
3. This PTA was incorporated on October 9, 1980 and assigned UBI 601 007 431. The Treasurer is responsible for the filing the annual corporation report. The registered agent for this corporation is Washington State PTA. The Employer Identification Number (EIN) is kept in the legal document notebooks in the custody of the PTA Secretary and Treasurer.
4. This PTA is registered with the Secretary of State under the Charitable Solicitations Act. This registration number may be found in the legal document's notebook. The Treasurer is responsible for filing this document.
5. This PTA was granted tax exempt status under section 501(c)(3) of the Internal Revenue Code on December 1996. A copy of the letter of determination is filed in the legal document notebooks maintained by the President and Secretary.
6. The Treasurer is responsible for filing the appropriate federal informational return IRS Form 990-EZ prior to November 15 (if an extension is granted then May 15) and providing a copy to the Board of Directors no later than December 1 (if extension is granted then June 1). Copies of the current and past years' returns are kept in the legal document notebooks maintained by Treasurer and Secretary.
7. This PTA has designated Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the Internal Revenue Service. Copies of the signed documents making such designation are available in the legal document notebooks maintained by the President and Secretary.
8. Per the *Washington State PTA Uniform Bylaws*, we will annually complete the Washington State PTA Standards of Affiliation agreement in its entirety, and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.
9. Membership in Maple Hills PTA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, community members, and any other persons that support and encourage the purposes of PTA.

10. The annual membership service fees of this unit shall be no more than \$15.00 per individual, \$20.00 per family, or \$10.00 for staff. The membership fees will be decided by the Board of Directors on an annual basis. Any community member (individual with no children at Maple Hills) wishing to join our PTA will pay \$10.00. All paid members have a voice and vote at Maple Hills PTA membership meetings. The Maple Hills PTA may not use their own funds to pay for or purchase PTA memberships.
11. Adoption of the budget, adoption of standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at membership meetings. Meetings may take place in person or on an online platform. A calendar of membership meetings adequate to accomplish the business of the association shall be determined by the Board of Directors. At least three meetings will be scheduled. Each member will receive notice of the place, date, and time of the meetings not less than ten nor more than fifty days prior to the date of the meeting. A quorum of at least 10 members must be present to conduct business.
12. The Nominating Committee is comprised of at least two committee chairpersons. The PTA will endeavor to enlist not more than one Board of Directors member, and at least one general PTA member. They shall be elected by the membership by the last day of January. Members of the Nominating Committee shall not serve more than two consecutive terms and must be elected each year.
13. An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the President.
14. All members of the Board of Directors, all committee chairs and any volunteer who handles PTA funds must be members of the Maple Hills PTA.
15. The Board of Directors shall consist of elected officers and chairs of Standing Committees, as follows. Elected officers shall include President, Vice President, Secretary, Treasurer, Director of Volunteers, Director of Membership, Director of One Time Events, Director of Ongoing Programs, and Director of Ways and Means. Standing committee chairs shall include Director of Communications, Special Needs Representative, and Advocacy Representative.
16. Ad hoc committee chairs will include Issaquah Schools Foundation Representative, Site Council Representative, and Auction Chair. Ad hoc committee chairs will be appointed by the incoming president at the beginning of that president's term, with the exception of the Auction Chair, who may be appointed at a time deemed reasonable by the board of directors. Ad hoc committee chairs are welcome to attend all board meetings, but only required to attend at times deemed necessary by the board of directors. Their attendance at a board meeting allows them to vote on PTA business conducted during that meeting. Their attendance will not affect the calculation of quorum.
17. Elected officers will be elected by majority vote of the membership by June 30<sup>th</sup> of each year and will assume office July 1<sup>st</sup>. Standing Committee Chairs and Ad Hoc Committee Chairs may be appointed by the incoming president at the beginning of that president's term.
18. Any elected position, except Treasurer, may be held jointly by two people. The position of Treasurer can be held by only one person. Each co- position holder shall be entitled to voice and vote at a Board of Directors meeting. President Elect shall have no vote. In the case of Co-Presidents, only the presiding President of that meeting shall have a tie-breaking vote. These officers will be in position for no less than 1 year and no more than 2 consecutive years and must be elected each year.
19. Per IRS regulations, family members or members of the same household are not permitted to serve on the board of directors during the same term.
20. Voting for officers or nominating committee positions may take place at an in-person meeting, a meeting conducted on an online platform, or by mail. If voting takes place by mail, the name of each candidate is

to be contained in the notice of the meeting and any vote cast must be received within the timeframe identified in the notice of the meeting.

21. This PTA will ensure that each elected officer attends a minimum of one WSPTA-approved training during the fiscal year. At least one elected officer will attend PTA and the Law during the fiscal year. The Maple Hills PTA will review the WSPTA Standards of Affiliation yearly. The President is responsible for filing required documentation.
22. The Board of Director's shall meet at least six times throughout the year on a date and time determined by the Board, or when deemed necessary by the President. A quorum for Board meeting is a simple majority (50%+1).
23. Special membership meetings may be called by the President, a majority of the Board of Directors, or by 5% of the membership. Notification of place, date, time, and purpose of the meeting shall be provided to members at least five days before the special meeting.
24. The Board may vote by email only when it is not feasible to wait for a regularly scheduled meeting. Use of email vote to expedite business in between meetings shall not exceed \$1,000.00. An effort should be made to contact all Board members. Majority needed for approval. Any email communication shall be used to expedite business, relay information or be used for announcements. Discussions shall be limited to regular, general or special meetings.
25. This PTA shall approve a draft annual budget by June 30. The Board of Directors, upon majority vote, may amend the budget by 10% of the total budget without a vote by the general membership. The budget will be amended and reapproved the following school year at the first Membership Meeting of the financial year. Committee Chairpersons need approval from the Board of Directors to exceed their budget by more than 3%.
26. The PTA shall conduct two financial reviews of its books and records a year. One review will take place mid-year and the second will take place at the end of the fiscal year by August 31. The financial review is to be conducted by a qualified accounting professional or committee. Members of the committee shall not include the Treasurer, or any person authorized to sign on the PTA bank accounts for the period being reviewed, or any individuals living in their households.
27. This PTA shall establish one or more accounts in financial institutions as determined by the Board of Directors. Use of a PTA debit card, credit card, ATM card and online banking to disburse PTA funds is not permitted. The exception is to pay Membership Dues to Washington State PTA.
28. The Board of Directors have determined the positions of President (or Co-Presidents), Vice President, Secretary and Treasurer have signing authority on the PTA Bank accounts. Two signatures shall be required for issuance of checks.
29. The PTA's monthly bank account statements shall be provided unopened to a person appointed by the Board of Directors. This person will be appointed by the board at the beginning of the fiscal year and shall not be a signer on the account. The reviewer shall promptly report to the executive committee any concerns or discrepancies identified in the review. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the Treasurer.
30. All reimbursement requests for authorized expenses must include a receipt and be submitted to the Treasurer in a timely manner. All requests for reimbursement must be received June 12 or they will be considered a donation to the PTA.
31. Should the PTA receive an NSF check, a service fee in the amount of \$25.00 will be charged, in addition to any fees imposed by the PTA's bank. If the NSF check is not paid by June 1, the PTA will not accept

any checks from this individual in the future. If more than 3 NSF checks are received from the same individual during the fiscal year, the PTA will not accept further checks from the individual responsible.

32. Students of Maple Hills Elementary are honorary members of the Maple Hills PTA without voice, vote, or the privilege of holding office.
33. Voting delegates to the Issaquah PTSA Council shall be appointed by the President.
34. The voting delegates to the annual Washington State PTA Convention shall be determined by the current elected officers and should include incoming officers and can include outgoing officers.
35. The voting delegates to the annual Washington State Legislative Assembly shall be determined in the following order: Advocacy Chair, President, Vice President, Secretary and Treasurer.
36. Washington State PTA Volunteer Recognition Award nominations shall be conducted annually to recognize outstanding volunteers.
37. Maple Hills PTA shall maintain policies for money handling. These policies shall be reviewed and approved yearly by the Board of Directors. These policies shall reside with the Secretary.
38. Maple Hills PTA shall maintain policies for online logins and passwords. This policy shall be reviewed and approved yearly by the Board of Directors. This policy shall reside with the Treasurer.
39. Maple Hills PTA shall maintain a social media policy. The policy shall reside with the Secretary. Members of Maple Hills 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 Maple Hills Elementary.
40. All Board Members must sign and follow the Maple Hills PTA Code of Conduct and Conflict of Interest Policy Agreement.
41. These Standing Rules shall be adopted annually by a majority vote at the fall general membership meeting if quorum is present. They may be amended at any general membership meeting by a majority vote if quorum is present.

Standing Rules approved by the Maple Hills PTA membership on \_\_\_\_\_