



Woodmoor PTSA 6.10.52 Standing Rules 2024-2025

Approved by General Membership on 6/4/2024

Woodmoor PTSA is affiliated with National PTA and WA State PTA and as such is governed by the Uniform PTA Bylaws and WA State PTA Bylaws. This PTSA shall remain in good standing by following the WA State PTA policies which can be found on the WA State PTA website at <https://www.wastatepta.org>.

Standing rules cannot be in conflict with the WA State PTA Uniform Bylaws or policies, IRS Regulations, or nonprofit law. The WSPTA Uniform Bylaws shall govern all matters not listed in these Standing Rules.

Section 1: Code of Ethics and Conduct

1. At the beginning of each term on the Woodmoor PTSA's Board of Directors, each board member and chair(s) of special committees shall review and sign the PTSA Code of Ethics and Conduct form and return it to the Secretary to file in the legal documents binder prior to starting activities.
2. Each member of the Board of Directors and special committee chair(s) shall adhere to the Woodmoor PTSA's Code of Ethics and Conduct.

Section 2: Identification and Purpose

1. The name of this local PTSA is Woodmoor PTSA 6.10.52. It was chartered on November 2, 1992. Its National PTSA number is 00020300.
2. The Woodmoor PTSA serves the children, teachers, staff, and families in the Woodmoor Elementary School community which includes residences and businesses. The purpose of the Woodmoor PTSA is to promote the educational welfare of our students and staff. This includes but is not limited to:
 - a. To advocate for the laws that further the education, physical and mental health, welfare, and safety of students at Woodmoor.
 - b. To promote the collaboration and engagement of families and educators in the education of students at Woodmoor.
 - c. Supporting Woodmoor students by funding educational activities and student enrichment programs and events.
 - d. Supporting Woodmoor staff by funding art docent supplies and other classroom resources.
 - e. Building community with students, staff, and families by funding and staffing family events and activities.
3. This PTSA was recognized by the State of Washington as a non-profit corporation on November 2, 1992. The assigned corporation number is 2-464708-3, the UBI number is 601 423 651 and the EIN is 91-1553624. The treasurer is responsible for filing the annual Nonprofit Corporation Renewal report prior to November 30.

Section 3: Legal Compliance

1. Woodmoor PTSA is registered with the Washington Secretary of State under the Charitable Solicitations Act, registration number 5341. The Treasurer is responsible for filing the annual registration prior to May 31.
2. This PTSA was recognized by the IRS as a Non-Profit Tax-Exempt organization under section 501C (4) on May 21, 1993. The Woodmoor PTSA applied for and was granted Recognition of Exemption under section 501C (3) of the Internal Revenue Code on September 26, 2003. The Treasurer is responsible for filing the annual Non-profit Corporation Report no later than November 30.
3. The Treasurer of this local PTSA is responsible for filing the appropriate federal tax return Form 990, Form 990 EZ, or Form 990-N prior to November 15. Copies of current and past years' returns are located in the legal documents binder maintained by the President and Treasurer.
4. The Woodmoor PTSA has designated Washington State PTA as its registered agent.

Woodmoor PTSA 6.10.52 Standing Rules

2023-2024

- ~~5. Per the Washington State PTA Uniform Bylaws, the Board of Directors will annually review, complete, sign, and keep on file in the legal docs the WSPTA Standards of Affiliation Agreement by the required deadline.~~
6. The PTSA shall maintain at least two legal documents notebooks, each with copies of its legal documents. One copy is to be kept with the President and one copy with the Treasurer. The Board of Directors shall be responsible for annually reviewing and updating both legal documents notebooks.
7. This PTSA's Federal Employer Identification Number (EIN) is located in the records binder kept by this local PTSA Treasurer.

Section 4: Membership

1. Membership in Woodmoor PTSA shall be open to all people without discrimination. Membership is open to all parents/guardians, teachers, staff, grandparents, community members, and any other persons that support and encourage the purpose of the PTSA.
2. The membership dues for Woodmoor PTSA should not exceed \$10 above the fees our PTSA is charged per adult member by National, State, and local Council PTAs.
3. Students of Woodmoor Elementary School are considered honorary members of this PTSA.
4. All paid and subsidized members have a voice and vote at Woodmoor PTSA membership meetings. Students have a voice but no vote at membership meetings.
5. Woodmoor PTSA's general meetings will be the first Tuesday of each month. At least 10 members must be present to conduct business. Special meetings may be called as provided in the Washington State Uniform Bylaws. Each member must receive written notice of the place, day, and time of the meetings not less than five days or more than fifty days prior to the date of the meeting.
6. The membership campaign shall be ongoing throughout the school year.
7. Executive Committee Organization, Roles, and Responsibilities will be kept in a separate document by the President.
8. Woodmoor PTSA shall run a membership dues subsidy program to further charitable purposes as stated in the IRS 1023 or 1024 filing. Membership subsidies equal the WSPTA and National PTA (and council, if applicable) portions of the membership dues that are remitted to WSPTA. The sources of membership subsidy funds are:
 - a. Donations made by members or sponsors expressly for the purpose of subsidizing memberships. These donations make up the funds in the Membership Subsidies – Restricted budget line and unused funds carry forward in the restricted budget line from year to year until used.
 - b. Woodmoor PTSA has general funds that the Woodmoor PTSA membership have designated for membership subsidies. The membership must vote on a specific number of membership subsidies to be funded. Those funds shall be included in the budget as Membership Subsidies – Designated. Unused funds carry forward in the designated budget line from year to year. The Woodmoor PTSA membership may vote to undesignate these funds at any membership meeting.

Section 5: Elected Officers, Board of Directors & Committees

1. The elected officers of Woodmoor PTSA shall be the President, Vice President of Programs, Vice President of Fundraising, Vice President of Membership, Treasurer, and Secretary. These elected officers shall constitute the Executive Committee.
2. Any elected position may be held jointly by two people. Each co-position holder shall be entitled to voice and vote at all meetings.
3. The position of President and Secretary may not be the same person.

Woodmoor PTSA 6.10.52 Standing Rules

2023-2024

-
4. If two board members live in the same household, they cannot both be signers on the account.
 5. Woodmoor PTSA will make sure that each Executive Committee member attends a minimum of one Washington State PTA approved training during the PTSA year. Further, at least one member of the Executive Committee will attend PTA and the Law during the PTSA year.
 6. The officers of this unit shall be elected at the general membership meeting, preferably in April, but no later than May 31st, each year for a term of one year beginning July 1. No person shall serve in the same office for more than 2 terms consecutively.
 7. Voting for officers or nominating committee positions may take place at a meeting or by email. If voting takes place by email, the vote cast must be received by the President(s) and Secretary no later than two hours prior to the meeting.
 8. The Board of Directors of Woodmoor PTSA shall consist of the elected officers, on site program representatives (such as ASB, SPED, PACE, Pre-K) and the following standing committee chairpersons: Communications Editor, Emergency Preparedness, Advocacy/Legislative Action, Natural Leaders Representative, Social Services, Website Administrator, and Volunteer Coordinator.
 - a. The Board of Directors will be appointed by the President(s) with the approval of the Executive Board.
 - b. The Board of Directors positions are a one-year position, July 1st to June 30th. The Executive Board has the right to extend the position beyond one year, but no more than two if the committee chair is meeting the needs of the general membership and working cohesively with the Executive Board.
 - c. Special committees shall be appointed by the President(s) as needed with the approval of the Executive Board such as: Financial Review Committee, Awards Committee.
 9. The Woodmoor PTSA's Board of Directors shall every other month, at a minimum. The meeting dates and times shall be set by the Executive Committee. Each board member shall receive written notice of the place, day, and time of the meeting. Quorum for meetings is a majority of the sitting board.
 10. All members of the Board of Directors must be at least 18 years of age and a current PTSA member.
 11. Voice and vote at Woodmoor PTSA Board of Directors meetings is limited to elected officers, standing chairs, elected teacher representatives, and the Principal of Woodmoor Elementary School.
 12. A Nominating Committee of at least 3 people shall be elected, in accordance with the Washington State PTA Uniform Bylaws, at the November general membership meeting. The President is not eligible to be elected to or serve on the Nominating Committee. No person shall serve on this committee for more than two consecutive years.
 13. The Nominating Committee shall post a slate of candidates fifteen (15) days before the election date.
 14. Candidates may be nominated or declared from the floor during the meeting at which the election takes place.
 15. Election of Nominating Committee members and officers must occur in person at a designated general or special membership meeting. Virtual meetings may be allowed under specific circumstances.
 16. Voting shall be by ballot unless there is only one candidate or set of co-candidates in which case the presiding officer may allow election by voice. Teller, appointed by the President, shall tally ballots, and present a report to the presiding officer who then announces the results by the end of the meeting.
 17. A majority of those voting is necessary to elect.
 18. If a vacancy occurs in the office of President, Vice President, Secretary, or Treasurer, the Executive Committee shall appoint an acting officer to serve until the next general membership meeting, at which time an election will be held to fill the office.
 19. Each Board member shall be a Woodmoor PTSA member in good standing, including a satisfactory background check as required of school volunteers.
 20. A board member is expected to act as a fiduciary for the PTSA Membership.
 21. A board member unable to fulfill his/her obligations must submit a resignation in writing to the Executive Committee (a resignation via email sent to the President is acceptable); or may be removed from the Board of Directors by a $\frac{2}{3}$ vote of the Board of Directors.

Woodmoor PTSA 6.10.52 Standing Rules

2023-2024

22. A board member is required to attend at least 5 Board of Director Meetings during the school year, not be absent for more than 2 consecutive meetings, and must attend at least $\frac{3}{4}$ of Woodmoor PTSA General Meetings. The President may allow, with advance notice, a board member to participate via phone or video conference if necessary, and all board members can hear each other simultaneously. A board seat shall be declared vacant through resignation, removal, or absence from three (3) consecutive meetings unless previously excused by the presiding officer.
23. No member of the PTSA Board of Directors or any of its committees shall derive any personal profit or gain by reason of his or her participation in the PTSA. Each individual shall disclose to the PTSA any personal interest which she/he may have in any matter pending before the PTSA and shall refrain from participation in any decision on such matter.
24. Every effort shall be made to have a teacher or teachers serve on the Board of Directors.
25. Board of Directors meetings shall be open to observation by the general membership and shall be so stated in the newsletter and/or social media official pages.
26. A quorum for Board of Directors meeting shall be a majority of the members of the Board of Directors, as required by the WSPTA Uniform Bylaws.
27. The President shall be considered an ex officio member of all committees with the exception of the Nominating Committee.
28. Committees shall be established as deemed necessary by the Executive Committee. All committee chairpersons shall be PTSA members.
 - a. In an effort to collectively enforce a policy of sustainability, Woodmoor Elementary PTSA Board members can chair no more than one event or program in addition to their Board role. If despite consistent and multiple recruitment efforts, a capable chairperson for Woodmoor Elementary PTSA program or event cannot be found, the Executive Board will consider canceling the program or event in question until the role is filled.

Section 6: Finance, Budget & Passcodes

1. The Woodmoor PTSA annual operating budget shall be approved each year at the April general membership meeting and reapproved at the September general membership meeting. The Board of Directors has authority to reallocate any funds budgeted for one purpose to another purpose by a majority vote. The Treasurer shall chair the Budget Committee.
2. This PTSA shall conduct a financial review of its books and records in January of each year and at the close of each fiscal year.
3. A financial review committee with a minimum of three members will be appointed by the President to review the financial books and records. Members of this committee shall not include the Treasurer, or any person authorized to sign on the PTSA bank accounts, or any individuals living in their households, for the period that is being reviewed.
4. Woodmoor PTSA shall establish one or more accounts in a financial institution as established by the Board of Directors. Any such account shall require the signatures of two elected officers to make a withdrawal.
5. The Board of Directors shall determine which officers shall have signing authority on the PTSA bank account.
6. Signatures of three or more elected officers shall be on the authorized signature card for this PTSA's bank account(s).
7. Monthly review of bank statements: At the beginning of the fiscal year a person who is not a signer or a member of the household of a signer on the account will be appointed. The bank account shall be reviewed monthly.
 - a. The appointee shall have online view only access to the bank records
 - b. The Treasurer will provide the bank statement and reconciliation to the appointee monthly
 - c. The appointee shall:
 - i. Review the bank statement provided matches to the online statement
 - ii. Confirm the starting and ending balances on the statement and reconciliation
 - iii. Spot check at least 15% of transactions between the reconciliation and the statement

Woodmoor PTSA 6.10.52 Standing Rules

2023-2024

-
- iv. Review any major transactions or usual activity and report them to the Executive Committee
 - v. Report any discrepancies immediately to the Executive Committee
 - vi. Sign and date the bank statement and reconciliation and return to the Treasurer monthly
8. All reimbursement requests for authorized expenses must include a dated receipt and be submitted to the Treasurer. All requests for reimbursement for the current fiscal year must be received by May 31st or they will be considered a donation to the PTSA. For all events that occur after May 15th, receipts will be accepted until June 30th or the last day of school, whichever is later.
 9. Woodmoor PTSA shall maintain policies for online logins and passwords. This policy shall be reviewed and approved yearly by the Woodmoor PTSA Board of Directors. This policy shall reside with the Treasurer. The Treasurer is responsible for canceling/closing/transferring financial account login information and will help in the transfer of non-financial accounts. If any account is not transferred to a new board member, then the account is transferred to the Treasurer until the board identifies a member for the role. Extra care must be made when transferring financial accounts using Multi-Factor Authentication.
10. Expenditures
 - a. Budgeted Expenditures
 - i. The Treasurer may fund any expenditure less than the budgeted line item using the established method
 - ii. The Treasurer must report any concerns where an expenditure may cause future expenditures over budget
 - b. Expenditures Over Budget:
 - i. Less than \$250 or less than 5% over budget will be reimbursed at the discretion of the Treasurer
 - ii. Less than \$1000 and 5% or greater over budget requires Board approval
 - iii. \$1000 or more over budget must be approved by General Membership
 - c. Unbudgeted Expenditures:
 - i. New budget items under \$300 may be approved by majority vote by the Board of Directors
 - ii. New budget items over \$300 must be approved by majority vote at a general membership meeting
 - iii. These limitations are not to prevent emergency or necessary payments but must be reviewed at the next available board of Directors or General Membership meetings
 11. The Budget Committee is composed of all the current and incoming Executive Committee Members.
 12. The Secretary shall give notice of the proposed budget via posting the proposed budget in person within the school and other appropriate means not less than 14 days prior to the spring general meeting.
 13. The Board of Directors will review any 3rd party transactional rate charge. Upon approval of the Board of Directors, the rate may be passed along to Membership and will be disclosed to the Membership prior to finalizing purchase.
 14. All checks for payment made on behalf of this PTSA must include the signatures of two members of the Executive Committee, preferably with one signature being the President or one of the Co-Presidents and the other being the Treasurer. Any check for payment that does not include a signature of a President or one of the Co-Presidents must be photocopied and be immediately provided to the President or Co-Presidents.
 15. Payment to a vendor in excess of \$500 must be paid directly from the Woodmoor PTSA bank account. If this is not possible, then approval by the Executive Committee is required.
 16. The payor of any returned check to the PTSA for NSF (non-sufficient funds) will be liable for the amount of the original check plus the returned check fee.

Woodmoor PTSA 6.10.52 Standing Rules

2023-2024

17. Anyone handling PTSA funds must be a current Woodmoor PTSA member. Two members other than the Treasurer must count and document the cash funds prior to transferring to the Treasurer at the conclusion of each event.
18. At no time should PTSA funds be taken home by a volunteer. Money should be counted immediately at the close of each event and stored in the PTSA safe at the school until it can be transferred into the Treasurer's custody.
19. All cash transferred to the Treasurer must be accompanied by a deposit form which includes documentation of the two counters from Sections 6, Rule 17.
20. Digital Payments or money transfers: All digital payments require two person review and documentation. This may be done after payment for budgeted expenditures. Use of Payment apps such as PayPal, Venmo, etc. require documented review of funds received and transferred.
21. An Operational Reserve shall be maintained during normal operating environments. The Operational reserve is equivalent to the amount required to maintain normal operations for 1 year. This would be considered the Administration, Events, Programs, Student/School Support sections of the budget, not including the Operational Reserve. Funding should be kept above 50% with a goal of fully funding this amount. The Operational Reserve should not be used for daily expenses during the school year.
22. The Operational Reserve may be invested in conservative insured instruments at the discretion of the Executive Board, so long as funds would be available within 30 days of request.

Section 7: Voting

1. Voting delegates from the Woodmoor PTSA to the Northshore PTA Council shall be the President or Co-Presidents and three authorized delegates as determined by the Board of Directors.
2. The Board of Directors shall determine the Woodmoor PTSA vote for the position of Washington State PTA Area Vice President.
3. Woodmoor PTSA will send as many voting delegates to the WSPTA Convention as the budgeted amount for the convention can support. All delegates for the WSPTA convention shall be selected by the Board of Directors. Individuals attending the convention, paid for by the PTSA, will submit to the Board of Directors a summary of classes and general sessions attended.
4. Woodmoor PTSA will send as many voting delegates to the WSPTA Legislative Assembly as the budgeted amount will sustain. The legislative chair for Woodmoor PTSA will be one of the voting delegates representing the PTSA; the rest will be determined by the Board of Directors. Individuals attending the assembly, paid for by the PTSA, will submit to the Board of Directors a report about the WSPTA Legislative Assembly.
5. If the President determines that a formidable challenge will prevent a scheduled membership meeting to happen in person, ballot voting, including the election of officers or nominating committee, may take place via electronic transmission. If ballot voting takes place by electronic transmission, the Woodmoor PTSA electronic voting, policy and procedure will be followed.

Section 8: Awards

1. Recipients for all awards will be selected from among active PTSA members (for at least 30 days prior to nomination) within the Woodmoor community.
2. A committee appointed by the Board shall select the recipients for the Golden Acorn, Outstanding Educator, Outstanding Advocate, and Honorary Lifetime Membership awards. These awards shall be presented annually to outstanding volunteers and teachers.
3. The number of award recipients will be as follows: up to three Golden Acorn, up to three Outstanding Educator, one Honorary Lifetime Membership, and one Outstanding Advocate.

Woodmoor PTSA 6.10.52 Standing Rules

2023-2024

Section 9: Standing Rules

1. The Board of Directors will review the standing rules annually, prior to the first general meeting of the fiscal year.
2. The standing rules shall be adopted annually by a majority vote at the first general meeting of the school year. Standing rules may be amended at any regular general membership meeting by a quorum of no less than 10 voting members.

Section 10: Contracts and Organization

1. Woodmoor PTSA shall maintain contracts for all equipment that is owned by the PTSA and is being stored at Woodmoor Elementary. All PTSA equipment shall be labeled as "Property of Woodmoor PTSA". These contracts will reside in the legal documents notebooks.
2. All contracts pertaining to the PTSA must be signed by two elected officers not living in the same household, one of whom must be the President, and are subject to the approval of the majority of the Board of Directors.
3. All proposals to raise funds or collect goods on behalf of Woodmoor PTSA must be presented in writing to the Board of Directors prior to being presented at a general membership meeting.
4. Woodmoor PTSA may collaborate with other non-PTSA organizations (including but not limited to PACE and ASB). The PTSA will sign a contract clearly establishing guidelines whether it is a PTSA activity, the other organization's activity, or a joint activity.
5. Any contracts extending beyond the fiscal year must be approved by the general membership.

Section 11: Other

1. Woodmoor PTSA activities/events are defined by those that are in alignment with the current budget that has been approved and adopted by General Membership.