

Standing Rules

Article 1: The name of this association shall be Madrona K-8 PTSA (Parent-teacher-student association), Seattle Council, Local Unit Madrona K-8 PTSA # 6.15.223. (Hereafter referred to as “Madrona PTSA”.)

Article 2: PTSA’s global purpose is to “work for the health, welfare, safety, education, care and protection of children in the home, school, community, and place of worship.” This Madrona PTSA serves all children in the Madrona school community which includes the residences and businesses in the Madrona elementary school enrollment area.

Article 3: Madrona PTSA was incorporated on November 3rd, 1983 and assigned corporation number 2-337984-5. The treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA, also known as Washington Congress of Parents, Teachers and Students.

Article 4: Madrona PTSA is registered under the Charitable Solicitations Act, registration number 2811. The treasurer is responsible for filing the annual registration.

Article 5: Madrona PTSA has been granted tax-exempt status under section 501(c)(3) and must be filed by November 15 by the treasurer to avoid penalties.

Article 6: If the annual gross income of the PTSA exceeds \$25,000, the filing of IRS Form 990EZ is required. If the annual gross income exceeds \$100,000, the PTSA must file IRS Form 990. For Madrona PTSA, the treasurer is responsible for filing IRS Form 990EZ prior to November 15th if required.

Article 7: Membership fees shall be set by the Executive Committee annually. The membership fees for Madrona PTSA shall be \$ per person and includes National and State fees.

Article 8:

Section 1: The officers of the Madrona PTSA shall be President, Vice President, Secretary, and Treasurer.

Section 2: Officers shall be elected in the spring of each year for a term of one year and shall assume office at the last board meeting of the year before June 30th.

Section 3: The election of the officers shall follow the Washington State PTSA bylaws under Article VI of the Uniform Bylaws.

Section 4: If a vacancy occurs in the executive committee, the board of directors along with the nominating committee shall select a replacement with an affirmative vote of the general membership.

Article 9: The Nominating Committee of the Madrona PTSA shall be elected in the spring of each year by March 31.

Article 10: The Executive Committee of the Madrona PTSA shall be the President, Vice President, Secretary, and Treasurer.

Article 11: Standing committees may be created and/or altered by the executive committee as shall be found necessary to carry out the work of the Madrona PTSA. Committee Chairs will be elected by the board of directors.

Article 12: The board of directors of the Madrona PTSA shall consist of the elected officers, the Building Leadership Team (including Principal and Vice Principal), the Grade Representatives and the Committee Chairs. This board of directors will meet monthly, on a date and time to be determined by the board.

Article 13: Adoption of the budget, adoption of standing rules, election of the nominating committee, and election of the officers shall take place at general membership meetings. Meetings shall be held at the direction of the board of directors with a minimum of 6 per year. A quorum for the general meetings shall be no less than ten members not to include the executive committee.

Article 14: This Madrona PTSA shall approve its annual operating budget in the spring of each year.

Article 15: This Madrona PTSA shall conduct an audit of its books and records in January of each year in addition to the required audit at the close of the fiscal year.

Article 16: All reimbursement requests shall include a receipt and shall be submitted to the treasurer within 60 days of purchase. All requests for reimbursement must be received by June 1st.

Article 17: The standing rules shall be adopted at the 1st fall meeting of the year. The standing rules may be amended by a 2/3rd vote at any meeting.

Article 18: The Uniform Bylaws of the Washington Congress of Parents and Teachers shall govern all matters not listed in these standing rules.