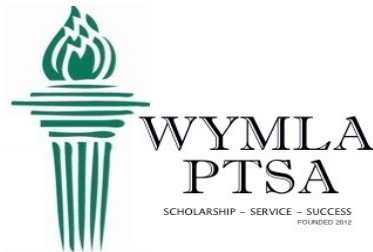


# WYMLA PTSA Standing Rules



**Original Adoption:** May 12<sup>th</sup>, 2014  
*month, date, year*

**Amendment Adoption:** \_\_\_\_\_  
*month, date, year*

**Amendment Adoption:** \_\_\_\_\_  
*month, date, year*

**Amendment Adoption:** \_\_\_\_\_  
*month, date, year*

*WYMLA PTSA is affiliated with National PTA and North Carolina PTA and is governed by the Uniform PTA Bylaws and the NCPTA Bylaws. WYMLA PTSA shall remain in good standing by following the NCPTA Good Standing Requirements which can found on the NCPTA website at [www.ncpta.org](http://www.ncpta.org).*

*Standing Rules cannot be in conflict with the Uniform PTA Bylaws, PTA policies, IRS regulations or nonprofit law. Standing Rules are a supplement to the Uniform PTA Bylaws.*



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## **ELECTED OFFICERS – GENERAL INFORMATION**

- See Uniform PTA Bylaws ARTICLE 6 OFFICERS.
- The only elected officers of WYMLA PTSA are a president, up to four (4) vice presidents, a secretary, and a treasurer.
- Elected officers shall take office on July 1<sup>st</sup> and shall serve through June 30<sup>th</sup>.
- Co-officers and officer-elect positions are not allowed (co-president, president-elect, or treasurer-elect).
- An increase in the number of vice presidents requires an amendment of these standing rules and a vote by the WYMLA PTSA Board of Directors.

### **I. BOARD OF DIRECTORS - COMPOSITION**

- See Uniform PTA Bylaws ARTICLE 7 BOARD OF DIRECTORS.
- Per Uniform PTA Bylaws, the Board of Directors consists of the elected officers (president, vice president(s), secretary, and treasurer), the chairs of the Standing Committees, the school principal, one teacher representative, and up to three At-Large members.

### **II. BOARD OF DIRECTORS - DUTIES**

- See Uniform PTA Bylaws Section 7.1 Duties.
- Maintain a Procedure Notebook, with the purpose of eventually being transferred to a successor. The Procedure Notebook includes a current copy of Uniform PTA Bylaws, WYMLA PTSA Standing Rules, and the budget. In addition, the Procedure Notebook is maintained as a record of duties and responsibilities, includes Plan(s) of Work (see Appendix: Plan of Work), and is a clear and concise record of procedures of how to carry out and fulfill those duties and responsibilities.
- Attend monthly meetings of the Board of Directors.
- Attend General Membership meetings.
- Attend Committee meetings as needed.
- Commit to being an active participant in the planning and implementation of all WYMLA PTSA activities and events.
- Members of the Board of Directors are expected to follow through with the responsibilities and duties of the position for which they hold to the best of their abilities. All Board members are required to sign the WYMLA PTSA Code of Ethics. See also (VI) Committees, and Appendix: WYMLA PTSA Code of Ethics.
- With the exception of extenuating circumstances, should a member of the Board of Directors miss three (3) monthly board meetings, the Board of Directors may vote to remove that member from the board. See Uniform PTA Bylaws Section 7.7 Removal from Board.
- Follow all Uniform PTA Bylaws and WYMLA PTSA policies.
- Participate in leadership development/training opportunities.
- WYMLA PTSA seeks to follow a “zero waste” guideline in regards to supplies. Board members are expected to make reasonable efforts to use existing PTSA supplies before purchasing new items, using due diligence in their procurement.

#### **A. President**

- See Uniform PTA Bylaws Section 6.6 General Duties and Section 6.7 President.
- Oversee, lead, and coordinate the activities of the WYMLA PTSA.

- Responsible for providing leadership in promoting the mission of the NC PTA and WYMLA PTSA.
- Communicate with and keep the Board of Directors informed of PTSA activities on an ongoing basis.
- Prepare agendas for and chair PTSA board and general membership meetings.
- As the presiding officer, maintain a fair and impartial position at all times and encourage members to participate.
- Approve all PTSA communication in conjunction with the principal prior to distribution to school, community, or staff.
- Train in, comply with, and be familiar with Uniform PTA Bylaws, Roberts Rules of Order, state and federal non-profit organization laws and regulations.
- Participate in leadership development/training opportunities.
- Maintain a procedures notebook including a current copy of the Bylaws, Standing Rules, budget, PTSA calendar, and other relevant documentation.
- At the end of the term train and transition to the incoming President.

## **B. Vice Presidents**

### **1. Vice President of Operations**

- See Uniform PTA Bylaws Section 6.6 General Duties and Section 6.8 Vice President(s).
- The Vice President of Operations works closely with the President and shall perform the duties of the President in the absence of that officer to serve.
- Organizes and oversees the implementation of the PTSA operations.
- Acts as a liaison between all committee chairs (not otherwise designated as fundraising) and the PTSA Board of Directors; provides committee reports during board meetings.
- Oversees PTSA committees not otherwise designated as fundraising, providing leadership, direction and assistance.
- PTSA operations committees may include, but are not limited to: Staff Appreciation / Hospitality, Communications, Giving Branch, Uniform Exchange / Lost and Found, Membership, Historical, and any other committees established.
- Participates as an active member in PTSA-sponsored events and activities.
- Keeps the President informed of PTSA activities on an ongoing basis.
- Maintains a procedure notebook including a current copy of Bylaws, Standing Rules, and budget as well as other duties and responsibilities.
- Participates in leadership development/training opportunities.

### **2. Vice President of Fundraising**

- See Uniform PTA Bylaws Section 6.6 General Duties and Section 6.8 Vice President(s).
- Vice President of Fundraising duties:
  - Organizes and oversees the implementation of PTSA fundraising efforts.
  - Acts as liaison between the Fundraising Committee Chairs (if applicable) and the PTSA Board of Directors; provides Fundraising Committee reports during board meetings.
  - Oversees the Fundraising Committees, providing leadership, direction, and assistance.

- PTSA Fundraising Committees may include, but are not limited to: Phoenix No Fuss Fundraiser, Spring Fundraiser, School Merchandise, Business Partners, Merchant Rewards Program, grants, and any other fundraisers.

#### **C. Secretary**

- See Uniform PTA Bylaws Section 6.6 General Duties and Section 6.9 Secretary.
- Keep the President informed of PTSA activities on an ongoing basis.
- Record minutes of PTSA board meetings and general membership meetings.
- Record board members and additional people in attendance at each board meeting.
- Electronically distribute minutes to each board member ***no later than 5 working days*** after the date of each board meeting.
- If the Secretary fails to distribute the minutes in a timely manner, the Board may vote to remove the Secretary.
- Deliver approved meeting minutes to the webmaster for posting on the PTSA website.
- Participate in leadership development/training opportunities.

#### **D. Treasurer**

- See Uniform PTA Bylaws Section 6.6 General Duties and Section 6.10 Treasurer.
- Develop financial procedures for the PTSA that shall be followed for the collection and deposit of PTSA funds, as well as, for reimbursement of PTSA funds.
- Manage all financial activities of the PTSA, including the PTSA Paypal account. The Paypal account may be used for fundraising and events at the discretion of the President.
- Keep the President informed of PTSA finances on an ongoing basis.
- Discuss with the board the PTSA insurance policy, ensure it is current and submit payment in a timely manner.
- Participate in leadership development/training opportunities.

### **III. BOARD OF DIRECTORS – MEETINGS**

- See Uniform PTA Bylaws Section 7.4 Regular and special meetings.
- Regular meetings of the Board of Directors are to be determined at, or prior to, the first Board of Directors meeting each new school year.
- Regular meetings are held: (date, time, place)  
The first Thursday of each month at 6:00 PM in the school's common room or the school's media center, or at a different location as agreed by the Board members. If the first Thursday of the month falls on a WCPSS holiday, the meeting will be held the second Thursday of that month, or on a different day at the discretion of the President.

### **IV. GENERAL MEMBERSHIP – MEETINGS**

- See Uniform PTA Bylaws ARTICLE 9 GENERAL MEMBERSHIP MEETINGS.
- General membership includes all members of the Board of Directors and all persons who have paid dues to the WYMLA PTSA for the current membership year.
- The WYMLA PTSA will hold the required three (3) general membership meetings in the months of September/October, January/February, and April/May.
- More than three (3) General Membership meetings may be held if desired.

**V. MEMBERSHIP DUES**

- See Uniform PTA Bylaws ARTICLE 5 MEMBERSHIP AND DUES.
- See Appendix: WYMLA PTSA Membership Enrollment Form.
- The WYMLA PTSA must vote each year on the annual dues amount for the coming fiscal year at the *last* general membership meeting, which will be held in April or May.
- Each year the dues amount must be recorded in the meeting minutes, entered in the PTSA Year-End Report (Financial Review) online in the North Carolina PTA database, and recorded in the Standing Rules.
- Dues Formula:
  - Total Member Dues = WYMLA PTSA Dues + NCPTA dues (\$1.75) + National PTA dues (\$2.25)
- WYMLA PTSA Total Membership Dues are as follows:
  - \$10.00 Adult Membership (one member)
  - \$5.00 Student Membership

**VI. COMMITTEES**

- See Uniform PTA Bylaws ARTICLE 8 COMMITTEES.
- There are 2 types of committees: Standing Committees and Special Committees.
- Per Uniform PTA Bylaws, there are three (3) required Standing Committees:
  - Audit Committee – established by July 1<sup>st</sup>
  - Advocacy Committee – established by November 1<sup>st</sup>
  - Nominating Committee – established by November 1<sup>st</sup>
- The Board decides which of the other PTSA committees will be Standing Committees and which will be Special Committees. The Board may establish additional standing committees any time as needed.
- All Committee members for both Standing and Special Committees are required to sign the WYMLA PTSA Code of Ethics. See Appendix: WYMLA PTSA Code of Ethics.

**A. Standing Committees**

- See Uniform PTA Bylaws Sections 8.1 – 8.4 Standing Committees.
- Chairs of each Standing Committees are members of the Board of Directors, attend monthly board meetings, vote, and are counted in the quorum for Board of Directors meetings.
- Chairs of each Standing Committee present a Plan of Work (see Appendix) to the Board of Directors for approval prior to starting committee activities.
- Chairs deliver all PTSA correspondence to the PTSA President for approval by the both the President and the school Principal prior to distribution to the school, community, staff, etc.
- WYMLA PTSA Standing Committees include:
  1. Audit
  2. Advocacy
  3. Nominating
  4. PTSA Membership
  5. Staff Appreciation
  6. Communications

**B. Special Committees:**

- See Uniform PTA Bylaws Section 8.5 Special Committees.
- A special committee is defined as a committee that is created to perform a special project and goes out of existence once the project has been completed.
- Chairs of Special Committees are **not** members of the Board of Directors, do not vote and are not counted in the quorum for Board of Director meetings. However, may attend Board of Director meetings when their committee work is in progress.
- Chairs of each Special Committees present a Plan of Work (see Appendix) to the Board of Directors for approval prior to starting committee activities.
- Chairs deliver all PTSA correspondence to their committee's corresponding Vice President for approval by the both the President and the school Principal prior to distribution to the school, community, staff, etc.
- WYMLA PTSA Special Committees may include, but are not limited to:
  - o Uniform Exchange / Lost and Found
  - o Health & Wellness
  - o Business Alliance Initiative
  - o Historical
  - o Giving Branch
  - o Grants
  - o School Directory
- Additional committees may be established by the Board as needed.

**VII. FINANCES**

- See Uniform PTA Bylaws Section 6.10 Treasurer, Section 8.2 Audit Committee, and ARTICLE 11 FINANCE AND BUDGET. See Appendix: WYMLA PTSA Financial Procedures
- WYMLA PTSA funds are held in the following bank: First Citizens Bank, Preston Corners, Cary, NC



## Plan of Work

Date of Report \_\_\_\_\_

Date Approved \_\_\_\_\_

Approved by \_\_\_\_\_

*Signature of Vice President or President*

This completed form is used to present your committee's PLAN OF WORK to the Board of Directors of the WYMLA PTSA. After completion, please submit to the committee's reporting Vice President officer (if applicable) or to the PTSA President for review.

Committee \_\_\_\_\_ Year \_\_\_\_\_

Name of person completing this form \_\_\_\_\_ Position \_\_\_\_\_

Committee Members

\_\_\_\_\_  
\_\_\_\_\_

Approved Budget Amount \_\_\_\_\_

Itemize how budget will be used:

_____	_____
_____	_____
_____	_____
_____	_____

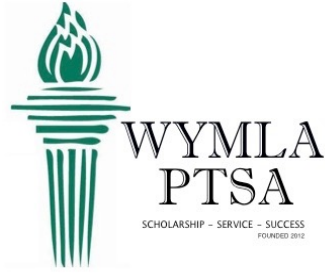
Goals / Proposed Actions for the Year \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Timeline Summary, including persons responsible for completion of tasks, if applicable.

_____	_____
_____	_____
_____	_____
_____	_____





## *Code of Ethics*

As a PTA volunteer, I realize that I am subject to a code of ethics similar to that which binds the professional in the field in which I work. Like them, I assume certain responsibilities and expect to account for what I do in terms of what I am expected to do:

1. I will keep confidential matters confidential.
2. I interpret "volunteer" to mean that I have agreed to work without compensation in money, but having been accepted as a worker, I expect to do my work according to standards, as the paid staff expect to do their work.
3. I promise to take to my work an attitude of open-mindedness; to be willing to be trained for it; to bring to it interest and attention.
4. I realize that I may have assets that my co-workers may not have and that I shall use these to enrich the project at which we are working together.
5. I realize also that I may lack assets that my co-workers have, but I will not let this make me feel inadequate but endeavor to assist in developing teamwork.
6. I plan to find out how I can best serve the activity for which I have volunteered, and to offer as much as I am sure I can give but no more.
7. I realize that I must live up to my promise and therefore, will be careful that my agreement is so simple and clear that it cannot be misunderstood.
8. I believe that my attitude toward volunteer work should be professional.
9. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the public.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_



## *Communications Policy*

1. Any PTSA communication to the WYMLA community must be approved by the PTSA President and the Principal prior to distribution.
2. The WYMLA PTSA logo should be included on all communication.
3. All PTSA-related communication intended for WYMLA community distribution, should be sent to [ptsa.wymla@gmail.com](mailto:ptsa.wymla@gmail.com) . After review and consolidation of items into a newsletter, the newsletter will be distributed via email to a WYMLA approved email list. *Please do **not** send PTSA-related correspondence items directly to the school Principal and/or Lead Secretary.*
4. In addition, after the Principal's approval, the PTSA webpage on the school's website will be updated with the "PTSA Newsletter" by the PTSA Web Communications Chair.
5. Information submitted by businesses for distribution to the WYMLA community, may be rejected or rewritten for editorial reasons, at the PTSA President's discretion. This is in addition to requiring approval by the PTSA President and the Principal.



Student Name \_\_\_\_\_ Grade/Advisory \_\_\_\_\_

**2015 -2016 WYMLA PTSA Membership Form**

Annual Dues: \$10.00 - Adult/Individual/\$5.00 WYMLA Student

567 E. Hargett St., Raleigh, NC 27601 919-664-5644

<http://youngmen.wakeacademy.org/ptsa> and  WYMLA PTSA

Parents, students, and staff of Wake Young Men’s Leadership Academy are encouraged to join the **Parent Teacher Student Association (PTSA)** and work together to provide a unique educational experience for our young men. Please complete the following and return this form with cash or check made payable to WYMLA PTSA. We would like to have 100% of our students (MS/HS/EC) represented by the WYMLA PTSA-- kindly help us reach that goal!

Geri Lyn Cross, WYMLA PTSA President ([gerilyncross@gmail.com](mailto:gerilyncross@gmail.com)/717-330-9780)

**Voting Member Information - Please print clearly**

Name	Email	Phone	Type	Amount
_____	_____	_____	A / S	\$10 / \$5
_____	_____	_____	A / S	\$10 / \$5
_____	_____	_____	A / S	\$10 / \$5
_____	_____	_____	A / S	\$10 / \$5
Total number of Individual memberships _____ at \$10.00 each			sub total: \$_____	
Total number of Student memberships _____ at \$5.00 each			sub total:\$_____	
Amount of additional donation***			sub total:\$_____	
<b>Total Amount Enclosed</b>				\$_____

\*A payee must reimburse the PTSA for any returned check fees. If the PTSA receives a second returned check from the same payee within the same school year, they will be unable to pay by check for the remainder of the school year.

\*\*By supplying your email, you are giving permission to contact you via email with PTSA news.

\*\*\*The Phoenix Painless Fundraiser will kick off in September and any additional donation included with this registration will be included in that fundraiser.

*WYMLA PTSA is an affiliated unit of the North Carolina PTA and the National PTA non-profit organizations. Please be aware that we have to send a total of \$4.00 for each voting member registered to the NCPTA and Nat’l PTA. Your membership dues and any additional donation to WYMLA PTSA are fully tax-deductible.*

WYMLA relies on volunteers to for the success of all of the activities, which take place throughout the year, which support our students and the staff. Whether you have availability in the evening, on weekends, or during the school day, there are many opportunities to become involved in your son’s school and to help really make a difference.

Office Use Only: Amount received \$\_\_\_\_\_ Cash\_\_\_\_\_ Check No. \_\_\_\_\_ Dues \$\_\_\_\_\_ + Donation \$\_\_\_\_\_

\_\_\_\_\_ # of Memberships NCPTA Data Base \_\_\_\_\_ Membership cards printed \_\_\_\_\_ Membership card distributed \_\_\_\_\_



## Financial Procedures

### **General Guidelines:**

- PTSA funds may NEVER be deposited into anyone's personal account or into the Wake Young Men's Leadership Academy ("the school") account.
- All monies received by the PTSA shall be promptly routed to the Treasurer with a completed Funds Received form. The Treasurer shall deposit all receipts into the PTSA bank account within one business day.
- All disbursements from the PTSA shall be done in the form of a check issued by the Treasurer.
- The WYMLA PTSA uses financial software to record all financial transactions. Deposits shall be recorded by the Treasurer after depositing with the bank. Checks are recorded when written.
- The PTSA utilizes a cash box to store funds received. When being utilized, it will be retained by the School's Secretary and locked in her desk. The cashbox comes with 2 keys which are retained by the Treasurer.
- For fundraising events, the Treasurer shall email gift receipts to donors in accordance with guidelines set by the IRS see the *National PTA Money Matters Guide* for more information.

### **Handling Receipt of Funds:**

The following guidelines should be followed for the collection of PTSA money to ensure the funds are properly safeguarded and accounted for.

### **Membership Dues:**

PTSA members will collect membership dues & forms. For memberships turned in at School, the secretary will store the memberships collected in the PTSA mail box to be collected by the Treasurer.

- A Funds Received form needs to be completed indicating the number of memberships included with the deposit.
- The form requires two signatures: the counter and a witness to verify the count.
- The Membership Chair retains the membership forms; the money and Funds Received form(s) are given to the Treasurer. (Place in an envelope and give to the secretary to keep until picked up by the Treasurer, if required).
- The Treasurer verifies the count, signs off on the form and indicates the budget category to be recorded as revenue.
- Checks are endorsed with the PTSA deposit stamp (retained by the Treasurer) and deposited as timely as possible at First Citizens Bank.
- A copy of the deposit slip is attached to the Funds Received form and kept in the Treasurer's binder until reviewed by the Audit Committee (see monthly bank statements below).

### Fundraising Activities:

For any PTSA events/activities where funds are collected directly by the committee representative(s), other volunteers and/or School staff, money should be counted at the conclusion of the activity for the day and deposited in accordance with the procedures outlined below:

- All money must be counted by two people and should then be recorded on a Funds Received form and signed by both persons who counted the money.
- Place in an envelope and give to the secretary to store in the cash box until picked up by the Treasurer.
- The Treasurer verifies the count, signs off on the form and indicates the budget category to be recorded as revenue.
- Checks are endorsed with the PTSA deposit stamp (retained by the Treasurer) and deposited as timely as possible at First Citizens Bank.
- A copy of the deposit slip is stapled to the Funds Received form and kept in the Treasurer's binder until reviewed by the Audit Committee (see monthly bank statement below).

### Handling PTSA Expenditures and Requesting Reimbursements

When the WYMLA PTSA is planning a fundraising activity the Treasurer should arrange to deposit the money in the bank as soon after the conclusion of the project as possible, but never more than one business day after the event. The chair of the activity should be responsible for seeing that the Treasurer receives all revenue immediately after completion of the activity. The chair of the activity and another person should count the monies received, and both should sign a cash counting sheet and complete a Funds Received Form verifying the amount. A copy of the Funds received form and the cash counting sheet should be given to the chair for the entire amount. Even if the project is a continuing one, the money should be deposited daily in the PTSA's bank account.

Money should never be deposited in anyone's personal account or in the school account, and never leave the money in the school building or in someone's home.

All checks to be deposited should be marked "For Deposit Only to the WYMLA PTSA". A stamp with this information may be secured at the time the account is opened. Duplicate deposit slips should be made so that the Treasurer will have a copy to retain for the record.

To keep accurate records, the Treasurer should be given itemized bills, sales slips, etc., from the fundraising activity to pay by check and a check request must be completed, signed and approved by the first VP, non-audit committee chair and given to the treasurer. **These expenses should never be paid with the cash from the activity.**

- Only disbursements that are part of the approved PTSA budget OR specific expenditures voted on by the PTSA Board may be made from the PTSA checking account.
- Board members and/or committee members can request reimbursement by completing a Check Request form.
- The person requesting reimbursement must complete all required information on the form, sign 'requested by', and attach the original invoice/receipt.
- The person requesting reimbursement must have a Board member approve the expenditure before forwarding to the Treasurer (note: if a Board member is requesting reimbursement, another Board member must approve).

- Audit committee members cannot approve the Request for Funds form.
- **No invoice or expense reimbursement will be paid without a properly completed Check Request form and original receipts or invoices.**
- The Treasurer will indicate the approved budget category to record the expenditure to in the financial accounting software.
- The carbon copy of the check is attached to the Check Request form and filed with the Treasurer's binder until reviewed by the Audit Committee.
- If cash box change is needed for an activity, a written request accompanied by a Check Request form must be submitted to the Treasurer at least five business days prior to the activity indicating amount needed and denomination breakdown.

### **Check Return Policy**

If the PTSA receives a returned check, the payee must reimburse the PTSA for any returned check fees. If the PTSA receives a second returned check from the same payee within the same school year, the payee will be unable to pay by check for the rest of the school year. ***This policy should be posted on the PTSA's page on the School's website.***

### **Monthly Bank Statements**

- The PTSA has one checking account with First Citizens Bank. The PTSA President and Treasurer are the only authorized check signers on the account. Two signatures are required on all checks.
- The Treasurer receives an email notification when the monthly bank statement is available. The bank statement is retrieved on-line and not in paper form.
- No on-line banking is authorized.
- At the end of the month, the Treasurer reconciles the cash account in the financial accounting software to the First Citizens Bank statement. The bank statement, reconciliation, Funds Received forms and Check Requests are presented to a member of the Audit Committee for review **each month**.
- A member of the Audit Committee utilizes the Audit Committee Review checklist to conduct their review. Any irregularities should be reported to the PTSA President immediately and his/her findings should be submitted in a report to the PTSA Board of Directors.
- The Treasurer should present a report of actual vs. budget to the PTSA Board during the monthly PTSA meetings.

### **Bonding/Insurance**

- The PTSA will secure a fidelity bond each year (via AIM - Association Insurance Management). It is in the best interest of the PTSA for the Treasurer, other elected officers, and all other individuals authorized to handle funds and securities of the organization to be covered by a fidelity bond in the amount determined by the Board of Directors.
- The expense of such insurance is borne by the WYMLA PTSA.

**Signature Page**

The WYMLA Standing Rules were adopted by a majority vote of the Board of Directors on

\_\_\_\_\_.

(DATE)

\_\_\_\_\_  
Print Name  
PTSA President

\_\_\_\_\_  
Print Name  
PTSA Secretary

\_\_\_\_\_  
Signature  
PTSA President

\_\_\_\_\_  
Signature  
PTSA Secretary

\_\_\_\_\_  
Email Address  
PTSA President

\_\_\_\_\_  
Email Address  
PTSA Secretary

\*\*The amendment of WYMLA PTSA Standing Rules must be recorded in the minutes of the meeting where amended. A revised copy of the Standing Rules should then be distributed to all members of the Board of Directors noting the date in which they were amended on the cover sheet.