



**East Ridge Elementary PTA 6.10.14  
Standing Rules 2011-2012**

Approved by General Meeting of October 18, 2011

- 1) The name of this unit shall be East Ridge Elementary Parent Teacher Association 6.10.14.
- 2) This PTA serves the children of East Ridge Elementary.
- 3) This PTA is registered with Secretary of State under the Charitable Solicitations Act. The registration number is NDP 788 319. The Treasurer is responsible for filing the annual registration prior to August 30.
- 4) This is a non-profit corporation recognized by the State of Washington on August 8, 1991. It is the responsibility of this unit to annually renew the Articles of Incorporation prior to August 31st. The incorporation number is on file.
- 5) This unit's Employer Identification number is on file.
- 6) The IRS recognized this unit as a non-profit tax-exempt organization on June 2, 2000 under Section 501(c)(3).
- 7) The current treasurer is responsible for filing IRS Form 990 or Form 990 EZ prior to November 15th.
- 8) This unit shall keep at least two copies of each of its legal documents in two separate locations.
- 9) The membership service fees of this unit shall be \$13.00 per individual membership and \$22.00 per family membership.
- 10) The students of East Ridge shall be considered honorary members of this unit without voice, vote, or privilege of holding office.
- 11) The nominating committee shall be elected according to the WSPTA Uniform Bylaws Article V, Section 5, of the Washington State PTA Uniform Bylaws.
- 12) The elected officers of this unit shall be President, Vice President Fundraising, Vice President Programs, Vice President Publications, Vice President Events, Secretary, and Treasurer (see Article VI, Section 2 of the WSPTA Uniform Bylaws.) These elected officers shall constitute the Executive Committee. The officers shall be elected at a general membership meeting by April 30th of each year. No person shall serve in the same office for more than two (2) years.
- 13) Chairpersons of the following committees shall constitute the Standing Committees: Membership, Emergency Prep and Hospitality.

14) The Board of Directors shall consist of the Executive Committee and the Standing Committees chairpersons. Board Meetings of this unit shall be on a date and time to be determined by the Board of Directors. All Board Members shall be current PTA members of this unit.

15) During the PTA year, at least one member of the executive committee attend PTA & the Law and all elected executive committee members attend at least one training which could include, but not be limited to, WSPTA Spring or Fall Region Conference, PTA & the Law, WSPTA Convention, WSPTA Leadership Conference, WSPTA Legislative Assembly, WSPTA Emerging Leaders Conference, WSPTA approved e-learning course, or onsite training provided by a region service delivery team member. Note attendance at classes at the WSPTA Convention counts for the following school year.

16) Any board position may be held jointly by two (2) members. Each board position, whether held jointly or individually, shall be entitled to one voice and vote at a board of directors' meeting. If there are co-treasurers, only ONE of these people can be a signer on the PTA's bank account. The same rule applies to other co-board positions. Also co-treasurers cannot be part of the same household.

17) The Board shall approve committee plans on an ongoing basis based on current budget forecasts and financial conditions.

18) Adoption of the budget, adoption of the standing rules, election of the nominating committee and election of the officers shall take place at general membership meetings held from September through June as necessary to vote on business. Meetings shall be held at the direction of the board of directors. Members shall receive a minimum of ten calendar days notice of business to be conducted. All current members in good standing of this PTA hold voting rights at PTA general membership meetings.

19) Committee Chairs shall include, but not be limited to: Art Docent, After School Arts Program, Box Tops and E-scrip, Classic Books, Directory, Welcome Back Celebration, Field Day, Grant Coordinator, Historian, Ice Cream Social, Legislation, Reflections, School Play, Spring Dance, Science To Go, Spirit Wear, Staff Appreciation, Volunteer Coordinator and Webmaster. All Committee Chairs shall be current PTA members of this unit.

20) An Office/Chair shall be declared vacant if the person holding that position misses three consecutive meetings unless excused by the President. (See WSPTA Uniform Bylaws, Article VII, Section 1(d).)

21) The signatures of three or more elected officers shall be on the authorized signature card for this PTA's bank account. Two signatures shall be required on all checks.

22) All contracts and binding agreements require the signatures of two elected officers one of which must be the president.

23) This unit shall conduct a mid-year financial review of its books in February of each year in addition to the required financial review in the Uniformed Bylaws in July of each year.



24) The budget shall be approved annually by a majority vote of the general membership prior to June 30th. The budget can be amended at general membership meeting by majority vote.

25) The standing rules shall be adopted annually in the fall by a majority vote of the general membership. These standing rules may be amended at any regular general membership meeting by a majority vote.

26) Golden Acorn Awards shall be given annually on or before June 30th to an outstanding volunteer(s). The board of directors shall determine the number of recipients. The committee members shall be appointed by the President(s) and consist of at least (3) three to (5) five members including a past Golden Acorn recipient, if possible, and a current board member. The committee shall follow Washington State PTA guidelines.

27) Voting delegates to the Northshore PTA Council shall be up to four (4) local unit board members, including the President(s). (See Article IV. Section 6(d) of the WSPTA Uniform Bylaws)

28) The vote for this unit for the position of Washington State PTA Region Director shall be determined by the board of directors.

29) The voting delegate of the State PTA Legislative Assembly shall be the Legislative Chair unless otherwise designated by the Board.

30) The voting delegates to the State PTA Convention shall be determined in the following order: Incoming President, Incoming Treasurer, Incoming Vice President Fundraising, Incoming Vice President Programs, Incoming Vice President Events, Incoming Vice President Publications, Secretary, other incoming Committee Chairs, other general PTA members. The board of directors shall determine the number of delegates to be funded by the PTA.

31) General membership voting quorum will consist of a minimum of 10 current PTA members. Board meeting voting quorum will be a simple majority of Board members. See rules 12, 13, and 14. A simple majority of voters carry motions.

32) Management decisions shall be made at regular meetings of the PTA Board of Directors. Any PTA member is welcome to attend PTA board meetings. A PTA member who wishes to propose an agenda item at a board meeting must give the President 72 hours notice.

33) Management decisions which involve the expenditure of funds in excess of \$5000 must be put to a vote before the general membership.

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