

# CLYDE HILL ELEMENTARY SCHOOL PTA 2.3.27 STANDING RULES 2009-2010

Approved by General Membership on October 13, 2009

## 1. NAME AND IDENTIFICATION

- A. The name of this corporation shall be the Clyde Hill Elementary School PTA 2.3.27, local unit number 0203027. This PTA unit is organized under the authority of the Washington State PTA, a branch of the national PTA, and is subject to the uniform bylaws of the Washington Congress of Parent and Teachers.
- B. This PTA was incorporated on August 25, 1986. The Finance Officers are responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA. The Finance Officers are responsible for filing IRS Form 990 or Form 990 EZ prior to November 15th if required. This PTA's corporation number, UBI number, Federal Employer Identification number and Charitable Solicitations Act registration number are kept in the permanent financial records.
- C. This PTA was registered under the Charitable Solicitations Act in April 1975 under Section 501(c)(3). The Finance Officers are responsible for filing the annual registration in a timely manner.
- D. The aforementioned Finance Officers include the Vice President of Finance and the Treasurer(s).
- E. This unit shall keep at least two copies of each of its legal documents in two separate locations. The President and the Secretary shall maintain the documents.

## 2. OFFICERS AND THEIR ELECTION

- A. The elected officers of this unit shall be President, President-Elect, Vice President, Vice President of Finance, Secretary, and Treasurer. These officers shall be elected at a General Membership meeting in accordance with PTA uniform bylaws before April 30, and will assume their duties on July 1. These elected officers shall constitute the Executive Committee.
- B. Any elected position may be held jointly by two (2) people. Each co-position is entitled to voice and vote at all Executive Committee and Board of Directors meetings.
- C. A Nominating Committee shall be slated by the Board of Directors and elected at a General Membership meeting at least 30 days preceding the election of officers. This committee shall be formed and operate in accordance with PTA uniform bylaws.
- D. All financial matters and binding agreements shall require two signatures; one must be the Treasurer and one must be an elected officer who has signing authority through our financial institution. If the Treasurer position is a co-position, both Treasurers cannot sign the same document.
- E. The elected officer who reviews the financial documents may not have signing authority for financial matters and binding agreements.
- F. Financial decisions that deviate from the current, approved budget over \$1000 require a majority vote at a General Membership or at a Board of Directors meeting and will be reflected in the Treasurer's report at the next General Membership meeting.
- G. The Finance Officers shall keep Clyde Hill Elementary PTA money in FDIC insured banking institutions in accordance with current FDIC insurance limits to the best of their ability. This may require depositing funds in more than one FDIC insured banking institution.

## 3. BOARD OF DIRECTORS

- A. The Board of Directors of this corporation shall consist of:

Executive Committee	Independent Representative(s)
Principal	Membership Chair
Auction Chair(s)	PAT (PDC) Representative
After School Activities Chair	Room Parent Chair
Assemblies Chair	Volunteer Chair
Communications Chair	Walk-a-thon Chair(s)
- B. PTA Board of Director members must be PTA members.
- C. Board of Director Members will keep records and materials pertaining to their positions, including a written report of duties and recommendations to turn over to their successor on June 30th.
- D. The Board of Directors shall meet on a bi-monthly basis and members will be required to attend. These meetings will be closed to the General Membership and with the understanding that the General Membership will be fully informed of all actions by the Board of Directors.

## **CLYDE HILL ELEMENTARY SCHOOL PTA 2.3.27 STANDING RULES 2009-2010**

Approved by General Membership on October 13, 2009

- E.** Under state law, a quorum of the Board of Directors can be no less than 1/3 of all Directors. Motions are passed by the affirmative vote of a majority of persons present and voting as long as a quorum is present.

### **4. GENERAL MEMBERSHIP**

- A.** The annual membership dues for this unit shall be \$15 for single and \$25 for family.
- B.** Meetings of this corporation shall be held quarterly or at the discretion of the Board of Directors. All meetings are open to the General Membership.
- C.** The members of the PTA must meet to conduct certain types of business, such as adoption of the budget, adoption of standing rules, election of the nominating committee, and election of officers.
- D.** Annual membership dues shall be set each year by the PTA Executive Committee. These dues include fees for the Washington State PTA, the National PTA, and the PTA council.
- E.** A quorum will consist of at least 10 people present at a meeting. Motions are passed by the affirmative vote of a majority of persons present and voting as long as a quorum is present.

### **5. PTA COUNCIL AND SERVICE AREA VOTING**

- A.** The vote of this PTA for the position of Washington State PTA Region Director shall be determined by the Board of Directors.
- B.** Voting delegates to the Bellevue PTA/PTSA Council shall be the President(s) and three (3) (total of 4 maximum) other delegates appointed by the President(s).
- C.** Voting delegate(s) to the State PTA Legislative Assembly shall be a Board of Director's position that is selected by the members of the Board of Directors.
- D.** Voting delegate(s) to the State PTA Convention shall be selected by the Board of Directors.

### **6. UNIFORM BYLAWS**

- A.** These Standing Rules shall not be in conflict with the uniform bylaws of the uniform by laws of the Washington Congress of Parents and Teachers. The Standing Rules may be amended at any regular General Membership meeting by a 2/3 vote, or if previous notice is given, by a majority vote.
- B.** These Standing Rules shall be adopted annually by a majority vote at the first General Membership meeting.

### **7. PARLIAMENTARY AUTHORITY**

- A.** Robert's Rules of Order, Newly Revised, shall govern this organization.