

SHORECREST HIGH SCHOOL PTSA 6.12.95
Standing Rules 2011-2012

1. The name of this local unit shall be Shorecrest High School PTSA, Local Unit Number 6.12.95.
2. Shorecrest PTSA is a nonprofit corporation recognized by the State of Washington on January 25, 1980. The annual corporation renewal date is January 31. The state incorporation number is 2-296372-2. A nonprofit corporation annual report must be submitted to the office of the Secretary of State each year. The charitable solicitation renewal deadline is May 31. The IRS recognized SHORECREST PTSA as a nonprofit, tax-exempt organization on December 8, 2003 under section 501 (c) (3). The unit's Employer Identification Number is available upon request. The registered agent for the corporation is the Washington State PTA. The annual federal tax return is currently due on November 15. These renewal dates must be confirmed each year. *The Treasurer, with assistance from the immediate past Treasurer, is responsible for filing IRS Form 990, Form 990 EZ or Form 990-N prior to November 15th. Copies of the current and past years' returns are located in the Legal Documents Binder maintained by the President(s) and the Treasurer.*
3. *Membership at this PTSA shall be open to all people without discrimination. Membership is open to all Parents, Community members, Teachers, Staff, Grandparents, Guardians, Students and any other persons that support and encourage the purpose of PTSA. Students under the age of 18 are not allowed to hold elected positions within the PTSA. The annual membership service fees of this unit shall be \$15.00 per member. Increases in annual dues from the Council, State, and/or National PTA will be automatically incorporated into our local service unit fees. Decisions to raise the local unit service fees must be approved by the majority vote at a local unit General Membership meeting.*
4. Election of officers and any other appropriate business shall be done at a General Membership meeting, held no later than April 30. Officers are elected for a one-year minimum term, or until their successors are elected. Officers shall assume their duties on July 1.
 - a. Voting for officer positions may take place at a meeting or by electronic position. If voting takes place by electronic transmission, this PTSA shall abide by the suggestions and recommendations made by the **Washington State PTA for E-mail, Mail, and Electronic Voting at PTA Local Units and Councils and Washington State PTA Bylaws.**
5. The elected officers of this PTSA shall be **President(s), Vice President(s), Secretary and Treasurer.** Any elected position may be held jointly by two (2) people, excluding Treasurer, and each co-position shall be entitled to voice and vote at any Board of Directors or General Membership meetings. The elected officers shall constitute **The Executive Committee.** The Executive Committee shall be responsible for: approving committee appointments; reviewing the Standing Rules; making recommendations to the Board of Directors and/or General Membership. The officers will determine the Executive Committee meeting schedule.
6. The **Board of Directors** of this PTSA shall consist of (but is not limited to) the elected officers (Executive Committee), the Vice President(s) of the Standing committees (**Legislation, Fundraising, Membership, Communications, Senior Spree**), Chairs of ad hoc committees and additional Chairs of Committees as appointed by the President(s) with the approval of the Executive Committee. Each co-

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position holder shall be entitled to voice and vote at Board of Director's meetings. All Board of Directors members, Executive Committee members and committee chairs must be current members of Shorecrest PTSA. Board members should endeavor to attend all PTSA meeting.

7. An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer. If a vacancy occurs in an elected office, the Executive Committee may appoint an active officer to serve until the next General Membership meeting, at which time nominations shall be made from the floor with the consent of the nominee.
8. Board of Directors meetings will be called in accordance with the WA State PTA Bylaws. The Board of Directors shall be responsible for: reviewing the budget prior to its annual submission to the General Membership; setting the annual General Membership meeting dates (to elect officers before April 30): and transacting business between General Membership meetings. The Board of Directors shall have permission to reallocate budgetary funds between General Membership meetings by a majority vote.
9. General Membership meeting shall be held a minimum of four times per year from September through May, at 7:00 pm, at the Shorecrest High School, unless otherwise called by the President(s) or Board of Directors in accordance with WA State PTA Bylaws. Adopting the annual budget, approving the Standing Rules, electing the Nominating Committee, and electing the officers shall be done at General Membership meetings. Quorum at all General Membership meetings shall be 10 members to conduct business.
10. The Nominating Committee shall be elected at a General Membership meeting or by electronic transmission, according to the Washington State PTA Uniform Bylaws regarding Local Units (no later than January each year). No member of the Nominating Committee shall be eligible to serve two (2) consecutive years.
 - a. Voting for Nominating Committee may take place at a meeting or by electronic position. If voting takes place by electronic transmission, this PTSA shall abide by the suggestions and recommendations made by the **Washington State PTA for E-mail, Mail, and Electronic Voting at PTA Local Units and Councils and Washington State PTA Bylaws.**
11. Voting delegates to the annual State PTA Convention shall be the President(s)-elect or First Vice President(s)-elect, or an alternate appointed by the Executive Committee.
12. Voting delegates to the Shoreline PTA Council general meetings shall be President(s) or other delegates appointed by the President(s).
13. The delegates to the Legislative Assembly shall be the Vice President(s) of Legislation and additional allowed delegates appointed by the Executive Committee.
14. This unit may present one or more Golden Acorn/Outstanding Educator/Outstanding Advocate Awards each year. A committee appointed by the President(s) shall select the recipient(s).

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15. The Board of Directors of this PTSA may approve the use of on-line surveys as needed.
16. The Standing Rules of this PTSA shall be reviewed and revised annually by the Executive Committee, and approved by the General Membership no later than September 30.
17. The Executive Committee shall review and revise the annual operating budget in the spring of each year.
 - a. The proposed budget shall be approved at the May General Membership meeting.
 - b. The Executive Committee shall budget a reserve for the following year of not less than \$1,000.00.
18. As recommended by the Washington State PTA, a quorum for General Meetings is 10 members. A quorum for Board of Director Meetings shall be the current majority of the Board of Directors (one-half [1/2], plus one).
19. This PTSA shall maintain a Legal Documents Binder; original copies of any legal documents shall be kept in the binder, maintained by the Treasurer. Copies of the Legal Documents Binder are to be made for the President(s) and Secretary. All elected officers shall have access to the contents of the Legal Documents Binder.
20. Two audits of the Treasurer's books and records shall be conducted each year, the first in January and the second by July 31. The President(s) shall appoint an Audit Committee of at least three (3) persons who were not authorized to sign on the account for the period being audited. Members of this Audit Committee shall not serve two (2) consecutive terms.
21. This PTSA shall require two (2) signatures on all financial matters, including binding agreements and PTSA checks; only elected officers may be authorized to sign. More than two (2) officers' names may be listed on the signature card. The Board of Directors shall determine who the signers on the PTSA bank account shall be.
22. The Bylaws for local units as published by the Washington State PTA shall govern all matters not listed in these Standing Rules.