

Hollywood Hill Elementary PTA 6.10.17  
Standing Rules  
(Adopted 2013-14)

These standing rules shall be in compliance with Washington State PTA Uniform Bylaws.

**Section 1 – Name and Purpose**

1. The name of this PTA local unit is Hollywood Hill Elementary Parent Teacher Association 6.10.17 (Region 6, 10-Northshore Council, 17-Hollywood Hill Elementary School) & our National PTA ID is 00023194.
2. This PTA serves the Hollywood Hill Elementary community.

**Section 2 – State and Federal Status**

3. This PTA has designated the WA State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the United States Internal Revenue Service. Copies of the signed documents making such designation are available in the legal document binder maintained by the President.
4. This PTA is registered with the Secretary of State under the Charitable Solicitations Act, Registration #2106. The Treasurer is responsible for filing the annual registration by May 31<sup>st</sup> to avoid penalties.
5. This PTA is a non-profit corporation incorporated by the State of Washington on October 28, 1980. The Corporation number is 601-596-350. The Treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA.
6. This PTA's Federal Employer Identification Number on file in our permanent records notebook.
7. This PTA was recognized by the IRS as a Non-Profit Tax-Exempt Organization on June 30, 1999 under Section 501(c) (3). A copy of the Letter of Determination is filed in the Legal Documents Binder. The previous year's treasurer is responsible for filing IRS form 990 or 990EZ prior to November 15<sup>th</sup> or prior to their last day as officer (July).

**Section 3 – Legal Requirements and Membership**

8. This unit shall keep at least 2 copies of its legal documents notebook in 2 separate locations, one in the PTA closet and one with the President. The Secretary shall be responsible for providing updated copies for the President's notebook and for the office copy.
9. The membership service fees of this unit shall be determined by the incoming Executive Committee. The Membership fee for this unit shall be \$20 for individual, \$25 for dual (two members), and \$10 for school staff.
10. The students of Hollywood Hill shall be considered honorary members of this unit without voice, vote or privilege of holding office. The principal shall be an ex-officio member of the PTA.
11. All Membership fees include dues paid to National PTA, Washington State PTA, and Northshore Council PTA.

#### **Section 4 – Officers, Board of Directors, and Elections**

12. The nominating committee, who must be current PTA members, shall be elected according to the WSPTA Uniform Bylaws Article V. The committee will post a slate of candidates at least 15 days prior to election of those candidates. Additional nominations may be made from the floor with the consent of the nominees.
13. The elected officers of this unit shall be President, President-Elect, Secretary, Treasurer, and Vice Presidents of Ways & Means, Enrichment, Outreach, & Family Life and Health, (see Article VI, Section 1 of the WSPTA Uniform Bylaws.) These elected officers shall constitute the Executive Committee and shall not serve in the same office for more than 2 consecutive years. Any elected position (except Treasurer) may be held jointly by two (2) people. Each co-position is entitled to one (1) vote per position at the Board of Director's meeting. The President-Elect shall serve a two-year term, the first year as President-Elect and the second year as President.
14. Ongoing committees of our PTA programs shall constitute the Standing Committees. The Board of Directors shall consist of the Executive Committee and the Standing Committees. Executive Committee Meetings of this unit shall be on a date and time to be determined by the Executive Committee. All members of the Board of Directors must be current PTA members.
15. Committee chairpersons shall include but are not limited to:
  - a. Ongoing committees (when supported by participation and budget): Communications, Legislative, Reflections, & Membership
  - b. PTA directed functions (but not limited to): Math Club, Science Docent, Art Docent, Chess Club, Popcorn, Staff Appreciation, Geography Bee, Science Fair/Day , Directory, Open House, Theater, Back to School Social, Spirit-wear, Spelling Bee
  - c. School directed functions supported by the PTA: Picture Parent, Vision & Hearing, Emergency Preparedness
16. Our PTA will comply with the training requirements necessary to remain in good standing, as specified in the most current Washington State PTA Uniform Bylaws.

#### **Section 5 – Meeting & Quorum**

17. General Membership Meetings of this PTA shall be held at least 4 times a year as necessary to vote on PTA related business (and shall include election of nominating committee, adoption of the budget, and election of the officers) and dates will be determined by the Executive Committee. Meetings shall be held on Tuesday of the month and changes of meeting dates may be made as deemed necessary by the Executive Committee. Members shall receive a minimum of ten calendar days' notice of business to be conducted. A link to the meeting minutes for each General Membership meeting will be made available to the general membership via the PTA newsletter.
18. Local unit voting quorum will consist of a minimum of 10 current PTA members. A simple majority is required at the General PTA Board meetings.

#### **Section 6 – Bank Accounts, Contracts, and Signers**

19. The signatures of three elected officers shall be on the authorized signature card for this PTA's bank account and investment account. Two signatures shall be required on all checks, with one being the treasurer unless the check is payable to the treasurer. Two signatures shall be required on all contracts.
20. The PTA's monthly bank statements shall be provided unopened to a person appointed by the Board of Directors who is appointed at the beginning of the fiscal year and not be a signer on the account. They shall promptly report any concerns or discrepancies identified to the Executive Committee. If

none are found, the reviewer shall initial and date the account statements and provide them to the Treasurer.

**Section 7 – Budget and Finance**

21. The Budget Committee will include outgoing board members and the incoming board members to set the budget for the upcoming school year.
22. The PTA shall conduct a required financial review of its books and records at the close of the fiscal year. A mid-year financial review is strongly recommended. Final financial review must be completed by the first general membership meeting.
23. The Budget shall be approved/adopted annually by a majority vote of the General Membership present, prior to June 30<sup>th</sup>. The Board of Directors has authority to reallocate up to the larger of \$100 or 10 % (not to exceed \$1,000) budgeted for one purpose to another purpose by a two-thirds vote.

**Section 8 – Standing Rules**

24. The Standing Rules shall be approved/adopted annually by a majority vote of the General Membership present, prior to January 31st.

**Section 9 – Awards**

25. PTA Award(s), if given, shall be given annually on or before June 30<sup>th</sup>. The Awards Committee shall be appointed by the Executive Committee.

**Section 10 – Voting Delegates, Representation, and Training**

26. Voting delegates to the Northshore PTA Council shall be the President or Co-Presidents and three authorized delegates. (See Article IV. Section 2 of the WSPTA Uniform Bylaws).
27. The voting delegates of the State PTA Legislative Assembly shall be the Legislative Chairperson unless otherwise designated by the Board.
28. The voting delegates to the State PTA Convention shall be the newly elected Executive Board and any other PTA member that the Executive Board invites.
29. The Board of Directors shall determine the vote of this unit for the position of WSPTA Region 6 Director
30. PTA Membership Lists and School Directories shall not be released to outside interests.

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_