

**Heatherwood Middle School PTA STANDING RULES 2011-2012**  
Revised September 2011

Heatherwood PTA adopts the following standing rules in conjunction, but not in conflict, with Uniform By-Laws under which all local PTA units in Washington State operate.

**A. General Information**

1. The name of the Association: Heatherwood Middle School PTA 7.3.71.
2. Incorporation date is September 27, 1989. The Corporation Account Number is 2-418078-8.
3. The local number is 7.3.71. This unit is a non-profit corporation recognized by the State of Washington. The Treasurer is responsible for filing the Nonprofit Corporation Annual Report.
4. The incorporation number is 601-204-357.
5. The unit's Employer Identification number is on file in the Treasurer's and President's notebook.
6. The IRS recognized this unit as a non-profit, tax-exempt organization, December 24, 1991, under Section 501©3. This unit shall keep at least two copies of its legal documents in two separate locations.
7. The current Treasurer, with assistance from the outgoing Treasurer, is responsible for filing IRS Form 990, or Form 990 EZ, prior to November 15, if required.
8. The PTA is registered under the Charitable Solicitations Act, registration number 2046. The Treasurer is responsible for filing the Charitable Solicitations Renewal form on a yearly basis.

**B. Membership and Dues**

1. The Association shall conduct an annual membership campaign at the first General Meeting of the school year and shall make membership available throughout the year.
2. Local businesses can be solicited for membership.
3. Only members in good standing of the Association shall be entitled to a vote and voice, or to serve in any of its elective or appointive positions. Final deadline

for payment of dues by the Board of Directors shall be October 31 of each year, to keep them in good standing.

4. Each member of the Association shall pay annual dues set by the Board. Such annual dues include a portion payable to the Council, State and National PTA.

5. All students are recognized as honorary members (no voice or vote).

6. The membership service fees for the PTA shall be Twelve Dollars (\$12.00) per individual, Twenty Dollars (\$20.00) per couple and Eight Dollars (\$9.00) per staff member.

a. \$5.50 WSPTA

b. \$1.75 NPTA

c. \$0.50 Council

d. \$4.50 Heatherwood

### C. Officers and Elections

1. A Nominating Committee consisting of three members shall be elected according to the State PTA Bylaws, Article V, with no person serving for more than two consecutive years.

2. Election of the officers should be completed by April 30.

3. The elected officers of this unit shall be, at least, President, Vice President, Secretary and Treasurer. The offices of President and Vice President may be shared, in which case they shall be referred to as Co-Presidents and Co-Vice Presidents. The elected officers shall constitute the Executive Committee, with each individual having an equal voice and vote.

4. Nominees for President shall have served on the PTA Board for at least one year, except in a case where no presidential candidate is nominated. In this situation, an interim President, who has not previously served on the board, can be appointed by the PTA Board for a period not to exceed one year.

5. The Board of Directors shall consist of the elected officers, standing committee chairs, Principal, Vice Principal and staff representatives shall serve as ex-officio members of the Board of Directors. All elected officers and appointed chairs shall have voice and vote at Board meetings. Co-chairs shall be granted individual voice but share one vote.

6. The duties of the President, Vice president, Secretary, and Treasurer are as specified in the State PTA Bylaws, Article V Section 7. The Vice President(s) shall chair a major committee.

7. Any Board of Directors' member who is absent from three consecutive Board Meetings, and who is not excused by the President(s), shall automatically forfeit his/her voting privileges.

8. Each officer shall maintain a procedure notebook to be handed over to the incoming President by June 30, with the exception of the Treasurer who will hand over the notebook by July 31.

#### D. Committees

1. The Standing Committees shall consist of at least the following: Book Fair; Concessions; Legislation; Membership; Newsletter; Programs; Audit; Reflections; Staff Appreciation; Volunteer Coordinator; Ways and Means; Web Master; and, Email Administrator.

2. All committee chairs shall be current PTA members.

3. Golden Acorn Award(s) shall be given annually. The Ad Hoc Committee shall include, but not be limited to, former Golden Acorn recipients.

4. All committee chairs shall maintain a procedure notebook to be handed over to the incoming President by June 30.

#### E. Meetings

1. General Membership meetings of this unit shall be held at least three times during the school year to cover the following business:

- a. To approve the budget and Standing Rules.
- b. To elect a Nominating Committee.
- c. To elect officers for the incoming year.

2. The Board of Directors shall meet on a regular basis, agreeable to a majority of the current Board Members. The meeting schedule and time will be set at the first Board Meeting. A majority of the board shall constitute a quorum.

3. The order of business for meetings of this unit will be determined by the criticality of the business at hand. Therefore, it is the business or decisions that determine the agenda and order of business.

#### F. Council/Region

1. Voting delegates to the Everett PTA/PTSA Council shall be the President and three authorized delegates. See Article IV, Section 3, in the Bylaws.

2. The vote of this unit for the Region Director shall be by board action.

3. Voting delegate to the Legislative Assembly shall be the Legislative chair unless otherwise designated by the board.

#### G. Budget and Finance

1. A budget for the upcoming year shall be submitted to the general membership for approval prior to the end of the fiscal year. The Budget Committee shall consist of at least the incoming and outgoing Presidents, Treasurers, and the Ways and Means chairs.

2. Two signatures shall be required on all checks. Authorized signers shall be the Presidents(s) and the Treasurer, or two alternates.

3. The Treasurer has the authority to pay all budgeted and approved expenses.

4. An Audit Committee of three (current-year, non-signing members) shall be appointed by the President and shall audit the Treasurer's books twice a year, in January and June. The Treasurer shall observe (but not sign) the audits.

5. The Executive Committee may re-allocate, for operating expenses, funds whenever it seems expedient to do so.

6. The PTA shall maintain a separate reserve account in the amount of \$4,000.00 to be replenished.

7. All reimbursement requests shall include a receipt and shall be submitted to the Treasurer within 60 days of purchase. All requests for reimbursement must be received by June 25.

8. Should the PTA receive a NSF check, a charge will be assessed in the amount of any bank penalties the PTA may accrue. If the NSF check or checks are not paid for by June 1, then the PTA will not accept any checks from this individual in the future.

#### H. Standing Rules and Parliamentary Authority

1. Parliamentary authority shall be "Robert's Rules of Order, Newly Revised."

2. The Standing Rules shall be adopted annually by a majority vote at the first General Membership Meeting.

3. The Standing Rules may be amended at any regular General Membership Meeting by a two-thirds vote, or if previous notice is given, by majority vote.