

GREGORY HEIGHTS ELEMENTARY SCHOOL PTSA  
STANDING RULES  
2007-2008

1. The name of this unit shall be Gregory Heights PTSA, Local Unit # 9.5.50.
2. This unit is a non-profit corporation recognized by the State of Washington on 1-11-1982. It is the responsibility of this unit to annually renew the Articles of Incorporation prior to March 1st. The incorporation number is 2-31751-7.
3. This units Employer Identification number is 91-1254671.
4. This unit was changed from a 501-C (4) non profit tax exempt organization to a 501-C (3) non profit tax exempt organization on October 31, 1995. The unit may not change back.
5. This unit shall keep at least two (2) copies of each of its legal and procedural documents, one copy to be kept with the current president, the other in the PTSA files at school. The current president is responsible for maintaining and updating the files year round.
6. The membership service fees of this unit shall be determined by unit Board members annually.
7. The students of Gregory Heights Elementary shall be considered honorary members of this unit without voice, vote, or privilege of holding office.
8. The nominating committee shall be elected according to the Uniform Bylaws of the Washington Congress of Parents and Teachers (Washington State PTA), Article VI.
9. The elected officers of this unit shall be: President or Co-President, Vice-President or Co-Vice-President, Secretary or Co-Secretary, Treasurer or Co-Treasurer, and Scrip Account or Co-Scrip Account Chairperson. Each elected position shall be entitled to one (1) vote per person at a Board of Directors meeting.
10. The Executive Committee shall consist of the elected officers.
11. The Board of directors shall consist of: The Executive Committee, Volunteer Coordinator, Legislative Coordinator, Room Parent Coordinator, Teacher Representative, Membership Chair, and School Administrator. Non-elected positions shall be entitled to one (1) vote per position at a Board of Directors meeting. Board meetings of this unit shall be held at the discretion of the president(s).
12. General membership meetings of this unit shall be held at the discretion of the Executive Committee. There shall be at least two (2) meetings held during the school year.

13. A budget shall be developed by the Board of Directors. The Board of Directors shall recommend the budget to the General Membership for approval at the last General Membership meeting in the spring. If this unit's plans change, the budget can be revised at the first General Membership meeting in the fall. The Executive Committee reserves the right to allocate funds up to \$200.00 if approved by majority vote by the Executive Board.
14. All money that is for the school or staff for use in purchasing equipment, supplies, programs, or any other use shall be given to the school in a grant form. The Board of Directors will require a detailed statement from the school, outlining how the grant money was spent. Money not spent by June 1st, must be returned to this unit by the closing of our fiscal year, June 30th.
15. All Requests for Payment must be submitted to the current PTSA Treasurer (Co-Treasurer) on or before June 25th for the current fiscal year in order to be reimbursed. Requests for payment received June 26th or after which are related to the current fiscal year may not be honored. Checks will be issued within five (5) business days for all check requests that have been received.
16. The Treasurer shall submit the books and records for up to two audits during the year (as determined by the Board of Directors) to a qualified accountant or an auditing committee of no fewer than three (3) members appointed by the president. The audit committee shall not include any person (or his/her spouse or partner) who was authorized to sign on the bank accounts for the period being audited. At least one audit shall be done in a timely manner after the close of the fiscal year. The Treasurer is to submit the completed Form 990 to the PTSA Board of Directors by November 15<sup>th</sup> of each year and post mark the completed form to the IRS by the due date of November 15th
17. An office-chairpersonship shall be declared vacant if that person misses three consecutive meeting unless excused by the President.
18. Two (2) members must count and verify funds procured from any event or program, before turning in the funds to the treasurer for verification and deposit. An exception to this rule is if the money is under the amount of \$200.00, it may be turned directly over to the treasurer.
19. There may be Standing Committees as deemed necessary by the Board of Directors.
20. There may be Reporting Committees as deemed necessary by the Board of Directors.
21. Each member of the Board of Directors shall keep a notebook (either electronic or paper) of activities and recommendations pertaining to their office or chairpersonship. This notebook and accumulated State and National material shall be turned over to one's successor or to the president(s).

22. Gold Acorn Awards shall be given. A contribution of \$25.00 or more in the name(s) of the person honored as a recipient of the Golden Acorn Award shall be made to the Washington State PTA Financial Grant Program for Education. A member of the PTSA, school or community, may make nominations for the Golden Acorn Award.
23. Voting delegates to the Highline PTA/PTSA Council shall be the president(s) and three authorized delegates.
24. The vote for this unit for the Service Area Offices shall be by Board action.
25. Voting delegates to the annual State PTA Convention may be elected. Expenses for one or more delegates to the convention may be provided for in the budget.
26. Voting delegates to the Legislative Assembly may be the Legislation Chairperson; unless otherwise designated by the Executive Committee. Expenses for one or more delegates to the Legislative Assembly may be provided for in the budget.
27. The Standing Rules shall be adopted annually by a majority vote at the first General Membership meeting.
28. The Standing Rules may be amended at any regular General Membership meeting by a two-thirds vote or by a majority vote if at least 7 days or more prior written notice has been given.
29. It may be the duty of the treasurer, working with the librarian, to purchase a book for the school library to be donated in the name of the outgoing president (s), if he or she served at least eight months.
30. PTSA members may receive a discount on carnival, t-shirt sales, and other PTSA functions. The Executive Committee will decide upon the amount.
31. Parliamentary authority shall be "Robert's Rules of Order" revised.
32. The Board of Directors may establish working capital amount limits for both Scrip and General Fund checking accounts. Upon reaching these limits, the Board may open a savings account for GHPTSA to hold excess funds for the purpose of gaining higher interest on funds.
33. For General Membership meetings, the required quorum is 10% of the members registered 30 days prior to the time of the meeting or at least 10 members (no proxy or absentee votes) per the Uniform Bylaws of the Washington Congress of Parents and Teachers, Article XII, section 1, paragraph c.