

**EASTGATE P.T.A. STANDING RULES
2009/2010**

ARTICLE I

NAME

- Section 1. The name of this PTA local unit shall be Eastgate P.T.A. Local Unit Number 2.3.30.
- Section 2. This unit incorporated as a nonprofit corporation in the State of Washington on February 17, 1978.
- It is the responsibility of this unit to file a Nonprofit Corporation Annual Report prior to February 28 annually. The unit's incorporation number 2-276445-0.
- Section 3. This unit's Federal Employer Identification Number is on file with our legal documents.
- Section 4. This unit was recognized by the IRS as a tax-exempt charitable organization on September 3, 1992, under Section 501 (c) (3).
- Section 5. This unit shall keep a copy of its legal documents in two separate locations. One copy is to be kept by the Treasurer, and one in the Eastgate PTA files.
- Section 6. This PTA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 1379. The Treasurer is responsible for filing the annual registration prior to November 15.
- Section 7. The current Treasurer is responsible for filing IRS form 990, if that filing is required.

ARTICLE II

MEETINGS

- Section 1. General meetings shall be called for the following purposes: conduct PTA business; adopt the budget; approve the standing rules; elect the nominating committee, officers and convention delegates.
- Section 2. General meetings of Eastgate PTA shall include all voting members of the Eastgate PTA (see Article V. Section 3) and called by the Executive Committee.
- Section 3. A quorum shall consist of no less than ten voting members of the Eastgate PTA.
- Section 4. The date and time of regular PTA meetings shall be determined by the Board of Directors.
- Section 5. The Board of Directors and Executive Committee meetings may be called at the discretion of the Co-Presidents/President.

ARTICLE III

SERVICE FEES

- Section 1. Membership service fees are due each year to cover National PTA, State PTA, and council expenses. Service fees are determined on an annual basis through the State office.

Section 2. Membership service fees for State, National, and council expenses will be sent to the council treasurer who shall forward the State and National service fees to the State PTA office.

Section 3. Eastgate PTA Membership dues shall be \$12.00 for an individual membership. Family membership dues shall be \$20.00, to include two adults. Eastgate teachers and staff memberships are \$8.00 per individual.

ARTICLE IV

OFFICERS

Section 1. The elected officers of Eastgate PTA shall be: President and/or Co-Presidents, Vice-President(s) and/or Co-Vice Presidents, Secretary, and Treasurer. These elected officers shall be called the Executive Committee. Their term of office shall be one year, and no longer than two consecutive years. All officers and members of the executive committee must be a member of the Eastgate PTA local unit.

Section 2. The Nominating Committee shall be elected at the February general meeting according to Article V, Section 1 (b) WCPTA. Nominations must be published in the school newsletter one month before the elections.

Section 3. Officers shall be elected in the month of April and will assume office July 1st.

Section 4. The Executive Committee shall have the power to declare an office vacant when necessary according to the Washington State Uniform Bylaws. In relation to Article VII, Section 1 (d) WCPTA, "meetings" shall be interpreted to mean only **regularly** scheduled Executive Committee, Board of Directors and General Membership meetings during the school year.

Section 5. If a vacancy occurs in an office, the Executive Committee may appoint an acting officer to serve until the next general meeting, at which time nominations shall be made from the floor with the consent of the nominees.

Section 6. State Convention voting delegates shall be determined according to Article XII, Section 2 (b) WCPTA. The Executive Committee may designate additional visiting delegates.

Section 7. The Legislative Assembly delegate shall be the Legislative Chairperson or a delegate so approved by the Board of Directors.

ARTICLE V

ORGANIZATION

Section 1. Eastgate PTA shall be a member of the South Area of The Bellevue PTSA Council.

Section 2. The Board of Directors shall consist of all elected officers and the following committee chairpersons/co-chairs: Membership, Auction, Young Authors, VIPP, and At-Large Past President. Other positions may be added as deemed necessary by the Executive Committee.

Section 3. The voting body of the Eastgate PTA shall consist of the members of the Executive Committee, the Board of Directors and any member who has paid dues for the current membership year.

- Section 4. If a nominee is selected by the Awards Committee to be a recipient of the Golden Acorn Award of Outstanding Service Award, the presentation shall be made before the close of the current school year.
- Section 5. Parliamentary Authority shall be "Roberts Rules of Order Newly Revised."
- Section 6. Information contained in directories, newsletters, or membership lists published by Eastgate PTA may not be used for purposes of solicitation by either, commercial, political, or ideological or any other purpose not consistent with the WCPTA Bylaws.
- Section 8. Eastgate Elementary students are honorary members of the PTA.
- Section 9. All contracts must be signed by two members of the Executive Committee.

ARTICLE VI

AMENDMENTS

- Section 1. The Standing Rules shall be reviewed each year.
- Section 2. These Standing Rules may be amended at any scheduled General Membership Meeting by a two-thirds vote or, if previous notice is given by a majority vote.
- Section 3. Non-budgeted expenditures over \$50 must be approved by the Executive Committee, non-budgeted expenditures over \$250.00 must be approved by the PTA Board of Directors, and non-budgeted expenditures over \$500 must be approved by the General Membership.
- Section 4. The treasurer shall prepare a budget for the next fiscal year to be voted on by the final General Membership Meeting of the current year.
- Section 5. An Audit Committee consisting of three members who are not members of the Board of Directors shall be appointed each year. The audit shall be conducted prior to year end and the results reported at the first General Membership Meeting of the following year.