

## **EASTGATE P.T.A. STANDING RULES 2017-18**

- | <b>ARTICLE I</b> | <b>NAME</b>  |
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| Section 1.       | The name of this PTA local unit shall be Eastgate P.T.A. Local Unit Number 2.3.30.   |
| Section 2.       | <p>This unit incorporated as a nonprofit corporation in the State of Washington on February 17, 1978.</p> <p>It is the responsibility of this unit to file a Nonprofit Corporation Annual Report prior to February 28th. The unit's incorporation number is 2276445-0.</p>   |
| 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. Suggestion: the originals legal binder is to be kept by the Treasurer, and copy in the PTA office at Eastgate Elementary. The original incorporation documents will be kept in the fire-proof safe in the PTA office at Eastgate Elementary. |
| 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 May 31st.   |
| Section 7.       | The current Treasurer is responsible for completing IRS form 990, if that filing is required, prior to November 15 <sup>th</sup> after the end of the fiscal year.   |
| Section 8.       | This organization serves all of the students at Eastgate Elementary.   |
| Section 9.       | WA State PTA shall serve as the Registered Agent for all relevant legal purposes.  |
| Section 10.      | The President is responsible for filing the Standards of Affiliation document with the WA State PTA by October 31 <sup>st</sup> .  |
| Section 11.      | The Eastgate PTA will have a bank account with information as found in the legal documents. The minimum allowable balance in the account will be sufficient to cover at least three months of typical expenditures. The ending balance of the account shall never exceed two years of income.                              |

Section 12. The President and Treasurer will be authorized signatories at the bank as well as one additional elected officer. All checks must be signed by two signatories, typically the Treasurer and the President. In the case of Co-Presidents and Co-Treasurers, all effort should be made to have one person from each position sign the check, but two authorized persons sharing a single position are acceptable (for example, both co-Treasurers may sign a check if necessary).

Section 13. All adult members of the Eastgate Elementary community may be members of the Eastgate PTA. The Eastgate Elementary community includes Parents, Grandparents, Guardians, and Relatives of one or more students at Eastgate; Teachers; School and District Administrators and Staff members; and Community Volunteers.

## **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 for General Meetings 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. Proper Notice of meetings is no less than 10 days. Emergency meetings may be called with no less than 10 days' notice but all motions at emergency meetings must pass with a two-thirds majority.

Section 5. The Board of Directors and Executive Committee meetings may be called at the discretion of the Co-Presidents/President. Proper notice for these meetings is 7 days for purposes of unexcused officer attendance.

## **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 \$15.00 for an individual membership. Family membership dues shall be \$25.00, to include two adults. Eastgate teachers and staff memberships are \$10.00 per individual.

## **ARTICLE IV**

## **OFFICERS**

- Section 1. The elected officers of Eastgate PTA shall be: President and/or Co-Presidents, Vice-President and/or Co-Vice Presidents of Fundraising, Vice-President and/or Co-Vice Presidents of Programs, Vice-President and/or Co-Vice Presidents of Communications, Vice-President and/or Co-Vice Presidents of Hospitality, Secretary, and Treasurer and/or Co-Treasurers. 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. When voting at Executive Committee meetings, each individual member on the Executive Committee shall have one vote. The President/co-Presidents will only vote as a tie breaker. Quorum at Executive Committee meetings is one half of the voting members.
- Section 2. The Nominating Committee shall be elected at or before the March general meeting. The Nominating Committee will consist of at least three members. It is desired to elect two alternates when the nominating committee is elected. The President or co-Presidents and Principal are unable to serve on the nominating committee. No member of the nominating committee shall serve for more than two consecutive years. Nominations must be announced to the membership, by mail or electronic transmission, at least 15 days before the elections.
- Section 3. Officers shall be elected before the end of the school year and will assume office July 1<sup>st</sup>.
- Section 4. The Executive Committee shall have the power to declare an office vacant when necessary according to the WSPTA Uniform Bylaws. With the discretion of the President or co-Presidents, the office will be considered vacant when the officer has an unexcused absence from three consecutive meetings that were given with proper notice and/or is inexplicably unavailable via phone or email for a period of one month.
- 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 by the Executive Committee.
- Section 7. The Legislative Assembly delegate(s) shall be the Legislative Chairperson or a delegate so approved by the Executive Committee.
- Section 8. At least one (1) member of the Executive Committee shall attend PTA and the Law, and all other elected Executive Committee members shall attend at least one (1) training which could include, but is not limited to, WSPTA Region Conferences, PTA and the Law, WSPTA Leadership Conference, WSPTA Legislative Assembly, WSPTA Emerging Minority Leaders Conference, training provided by a region service delivery team member, or other training options approved by the WSPTA Executive Committee. Records of training shall be retained in the Legal Binder or in the President's records for a period of 5 years.

## **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: Auction, Membership, PACE, Volunteer Coordinator, Young Authors Day, and the At-Large Past President. Other positions may be added as deemed necessary by the Executive Committee. When voting at Board of Director meetings, each member of the Board shall have one vote even if they are sharing a position. The President/co-Presidents will only vote as a tie breaker. Quorum at Board of Director meetings is one half of the voting members.
- 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. 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 WSPTA Bylaws.
- Section 6. Eastgate Elementary students are honorary members of the PTA.
- Section 7. All contracts must be signed by two members of the Executive Committee.
- Section 8. All persons volunteering for PTA events who will be responsible for the collection or counting of money must be members of the Eastgate PTA.
- Section 9. If a general meeting called to elect officers or nominating committee members with standard notice does not achieve quorum, the Board of Directors could choose to hold the election with an email vote by the membership. The email ballot will be sent out to the Paid Members email contact list and will be the only topic addressed in the email. The email address specified for ballot returns will have access limited to members of the Executive Committee only. Write in candidates or nominations from the floor will not be allowed during the email voting but any names presented to the Board after the presentation of the slate will be placed on the ballot. Email voting will be available for a minimum of one week (7 calendar days). Membership status will be confirmed for all votes received before the votes are counted. A total of 20 votes must be received for the election to be valid.

## **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 or adjustments to existing budget line items 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 \$750 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 PTA members, at least one of whom was not a member of the Board of Directors for the year being audited and none of whom were signatories on the bank account during that year nor members of that individual's household, shall be appointed each year. The audit shall be conducted as soon as possible after year end and the results reported at the first regularly scheduled General Membership Meeting of the following year.
- Section 6. Annually, the President shall ensure a contract is entered into with Eastgate Elementary school principal for all PTA property that is stored in the school building. The primary means of designating property shall be by specifying all items in the agreed upon storage location(s).