

1. Standing Rules

These standing rules are supplemental to the State By-laws
(http://www.wastatepta.org/resources/bylaws/Bylaws_june_2009.pdf)

1. The name of this unit shall be Wedgwood PTA local unit number 6.15.355 of the WSPTA.
2. This unit is a non-profit corporation recognized by the State of Washington. It is the responsibility of this unit to renew the Articles of Incorporation annually, prior to March 1. The incorporation number of 2-283740-5
3. This unit's Employer Identification Number is 91-1260518
4. This unit is recognized by the Internal Revenue Service as a non-profit, tax exempt organization under Section 501(c)3 of the Washington State tax code.
5. This unit shall keep at least two (2) copies of each of its legal documents in two locations.
6. The individual membership fee of this organization shall be \$0 above the combined national, state and Seattle Council PTA fees (see Article 4, Section 3).
7. The students of Wedgwood School shall be considered honorary members of this unit without voice, vote or privilege of holding office.
8. The order of business for meetings of this unit shall be: A. Call to Order/Agenda Review; B. Principal's Report, C. Teacher's Report; D. Financial Report; E. Old Business; F. New Business; G. Upcoming Programs/Events; H. Adjournment.
9. The nominating committee shall be elected according to the Uniform Bylaws of the Washington State PTA (henceforth referred to as Bylaws), Article 5 Section 5)
10. The elected officers of this unit shall be: President or Co-Presidents; Vice Presidents; Secretaries and Treasurer (see Bylaws, Article 5, Section 7). These elected officers shall constitute the Executive Committee. The elected officers shall be elected during the second half of the school year to coincide with a gathering of the entire membership, prior to May 30.
11. The Board of Directors shall consist of the elected officers and standing director persons as designated below. The director persons are appointed by the Executive Officers and are entitled to vote at the Board Meetings. An officer or chair may hold a position no more than two consecutive school years. All PTA Board members must be members in good standing.
12. Board of Director meetings of this unit shall be held monthly by the President or Co-Presidents hereafter referred to as Board meetings. A majority of those on the board shall constitute a quorum (see Bylaws, Article X, Sections 2 b, page 8). Other non PTA members or staff members may be invited to attend the board meeting if they have agenda items for presentation and/or discussion but are not entitled to vote.

13. Business of the Board which occurs between Board meetings may be conducted by email following regular approval procedure. This business shall be captured as an addendum to the previous months minutes for approval at the next board meeting
14. General membership meetings of this unit shall be held a minimum of two times during the school year. General membership meetings shall be open to PTA members and parents and staff who are not members of the PTA. However, only dues-paying PTA members may vote at the meetings. The first general meetings shall be held for purposes of but not limited to adoption of the budget, standing rules, election of the nominating committee and last for election of officers. Additional meetings shall be held at the direction of the Board of Directors. A quorum shall consist of 10 or more members (see Bylaws, Article 5, Section 10)
15. An office shall be declared vacant if that person misses three (3) consecutive meetings, unless excused by the President or Co-Presidents.
16. Voting delegates to the State PTA/PTSA Council shall be the President or Co-Presidents, and two (2) or three (3) authorized delegates as necessary (see Bylaws, Article IV, section 2).
17. The standing Board positions requiring directors shall include; Communication; Fundraising; Membership, Volunteers, Legislative, and Enrichment. Directors may also be represented by more than one individual in a co position.
18. Golden Acorn Award, Outstanding Educator Award and Honorary Lifetime Memberships may be given annually. Multiple awards may be given
19. The standing rules shall be adopted annually by a majority vote at the first general membership meeting.
20. The standing rules may be amended at any regular membership meeting by two-thirds (2/3) vote, or if previous notice has been given, by majority vote.
21. Parliamentary authority shall by Robert's Rules of Order, Newly Revised.
22. The Board may reallocate funds as needed up to a limit of \$1000 by majority vote of the Board.
23. An annual audit of financial records shall be performed as outlined in the Uniform Bylaws annually (see Bylaws, Article VII, Section 6a, page 7).