

Eastlake High School PTSA 2.8.88
Standing Rules 2011-2012
(November 16, 2011)

Identification

1. The name of this PTSA local unit is Eastlake High School PTSA 2.8.88. It was chartered on April 5, 1993.
2. This PTSA serves all Eastlake students without regard to physical location.
3. This PTSA is registered under the Charitable Solicitations Act, Registration Number 1380. The Treasurer is responsible for filing the annual registration by May 31st.
4. This PTSA was incorporated on May 11, 1993 and assigned UBI #601 468 689. The Treasurer is responsible for filing the annual corporation report by May 31st. The Employer Identification Number is located in the legal documents binder in the custody of the President.
5. This PTSA was granted tax-exempt status under Section 501(c)(3) of the Internal Revenue Code on April 15, 1994. A copy of the Letter of Determination is filed in the legal documents binder maintained by the President.
6. The Treasurer, with assistance from the immediate past Treasurer, is responsible for filing IRS Form 990 EZ prior to November 15th. Copies of the current and past years' returns are located in the legal documents binder maintained by the President.
7. This PTSA has designated the Washington State PTA as its registered agent with the Washington Secretary of State's Office, the Washington Department of Revenue, and the United States Internal Revenue Service.

Membership and Service Fees

8. The dues for this PTSA shall be \$17 for an individual, \$22 for two adults per household, \$12 for a student membership and \$12 for a faculty/staff membership. All paid members have a voice and vote at Eastlake HS PTSA general membership meetings.
9. Membership at this PTSA shall be open to all people without discrimination. Membership is open to all Parents, Community members, Teachers, Staff, Grandparents, Guardians, Students and any other persons that support and encourage the purpose of PTSA.
10. Students of Eastlake HS may join this PTSA. Each student membership is entitled to a voice and vote. Students who are 18 yrs. of age or older may hold elected positions.

Elected Officers and Board of Directors

11. Voting for officers or nominating committee positions may take place at a meeting, by mail, or by electronic position. If voting takes place by mail or electronic transmission, the name of each candidate is to be contained in the notice of the meeting and any vote cast must be received within the time frame identified in the notice of the meeting. The Nominating Committee shall be elected annually in accordance with the Washington State PTA By-Laws at a General Membership meeting.

12. The officers of this unit shall be elected annually, prior to April 30th, for a term of one PTSA year beginning July 1. The elected officers shall be: President, Vice-President of Communications, Vice-President of Volunteers, Vice-President of Graduation Programs, Vice-President of Ways & Means, Vice-President of Community Service, Secretary, Treasurer, Legislative Chairperson, Community Liaison, and Senate Representatives.
13. Any elected position may be held jointly by two people. Each position holder shall be entitled to voice and vote at a Board of Directors' meeting.
14. Our PTSA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Bylaws.
15. The Board of Directors shall consist of elected officers, appointed committee chairpersons, student and staff representatives. The principal shall be a non-voting, honorary member and will serve in an advisory capacity. All members of the Board of Directors must be current Eastlake High School PTSA members. Board of Directors meetings will be held monthly on a date and time to be determined by the Board.
16. Appointed Committees shall include but not be limited to:

Membership	Newsletter	Special Needs
Emergency Management	PTSA website	
17. Other committees approved by the Board shall be considered Ad Hoc.
18. An office or chair shall be declared vacant if that person misses three consecutive Board of Director meetings, unless excused by the President(s).
19. There will be a majority of members present at a Board of Directors meeting to establish a quorum for voting purposes.

General Meetings

20. General membership meetings of this unit shall be held on a designated Wednesday of the month, with a minimum of three meetings per year, unless changed by the Board of Directors.
21. This PTSA shall approve its annual operating budget in the spring of each year. Reallocations to the budget in amounts up to \$1500 may be approved by a majority vote of the BOD. Reallocations exceeding \$1500 must be approved by a majority vote of the General Membership quorum.
22. A General Meeting quorum shall consist of ten members present.

Legal Status

23. The Treasurer shall be responsible for maintaining the original copies of all legal documents and providing updated copies to the Secretary. Copies of all signed contracts will be kept with the legal documents binder. Contracts should be signed by the President (or a Co-President) and an elected officer.
24. A financial review committee, minimum of three (3) members appointed by the President, will review the financial books twice a year. Members of this committee shall not include the Treasurer or any person authorized to sign on the PTA bank accounts for the period that is being reviewed or any individuals living in their households.
25. The PTA shall establish one or more accounts in financial institutions as determined by the Board of Directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal. The signature of at least three elected officers

shall be on the authorized signature card for the PTSA bank account. An elected officer, who is not an authorized check signer, shall inspect and initial bank statements each month, in addition to the Treasurer.

26. All reimbursement requests for authorized expenses must include a receipt and be submitted to the Treasurer within 60 days of purchase. All requests for reimbursement must be received by June 1st or they will be considered a donation to the PTSA.
27. Should the PTSA receive an NSF check, the fee imposed by the PTSA's bank will be charged.

Recognition

28. Up to two Golden Acorn, Silver Wolf and Alpha Wolf Awards may be awarded each year to outstanding volunteers, unless more are approved in advance by the Board of Directors. The Awards and Recognition committee shall determine the recipients.

Voting

29. Voting delegates to the Lake Washington PTSA Council shall be three or more, based on Council rules and determined by the Board of Directors.
30. The vote of this PTSA for the position of Washington State PTA Region Director shall be determined by the board of directors.
31. EHS PTSA will send as many voting delegates to the WSPTA convention as the budgeted amount for convention can sustain. All delegates for the WSPTA convention will be selected by the Board of Directors. Registration and hotel will be paid for by EHS PTSA. Persons attending convention paid for by the unit will present a summary from the classes and general sessions attended to the Board of Directors.
32. EHS PTSA will send as many voting delegates to the WSPTA Legislative assembly that the budgeted amount will sustain. Registration, hotel and WSPTA meal fees will be paid for by EHS PTSA. The Legislative Chair for EHS PTSA will be one of the voting delegates representing EHS PTSA at the Legislative Assembly. A vote for this unit will be in the best judgment of the designated voting delegate(s).

Surplus Senior Activities Funds

33. Funds remaining in the Student Activities fund after all expenses have been paid will become PTSA general operating funds on the 30th of June in the year following said graduation.

Standing Rules

34. These Standing Rules shall be adopted annually by a majority vote at the first General Membership meeting.
35. The Standing Rules may be amended at any regular General Membership meeting by a two-thirds vote or, if previous notice is given, by a majority vote.