

## **Cottage Lake PTA 6.10.10 2015-2016 Standing Rules**

1. The name of this unit shall be Cottage Lake Parent Teacher Association 6.10.10.
2. This is a non-profit corporation recognized by the State of Washington on April 18, 1974. It is the responsibility of the treasurer to annually renew the Articles of Incorporation prior to April 30. The incorporation number is 2.237464-9.
3. This unit is registered with the Secretary of State under the Charitable Solicitation Act. The registration number is NOP T88 319. The treasurer is responsible for filing the annual registration prior to November 15.
4. This unit's Employee Identification number is available by request.
5. This unit was granted federal tax-exempt status under section 501(c) (3) of the Internal Revenue Service Code on April 27, 1999.
6. This unit shall keep at least two copies of each of its legal documents in two separate locations.
7. The membership service fees of this unit shall be \$20.00 per individual membership, or two family members for \$25.00.
8. The students of Cottage Lake Elementary shall be considered honorary members of this unit without voice, vote, or privilege of holding office. No membership card shall be issued.
9. The nominating committee shall be elected according to the WSPTA Uniform Bylaws Article 5.
10. The elected officers of this unit shall be president or co-presidents, vice-president or vice presidents, secretary or secretaries, and treasurer or treasurers (see Article 5 of the WSPTA Uniform Bylaws). These elected officers shall constitute the Executive Committee.
11. The Board of Directors shall consist of the elected officers and standing committee chairs. Board meetings of this unit shall be held at the Board's discretion with a minimum of ten (10) calendar days notice to the Board members.
  1. The standing committees shall include but not be limited to:
    1. Art Docent
    2. Awards and Grants
    3. Emergency Preparedness
    4. Enrichment Learning
    5. Legislation
    6. Membership
    7. Science Fair
    8. Outreach & Social Services
    9. Staff Appreciation
    10. Popcorn
    11. Assemblies
    12. Rebate, Reuse, RecycleAll Committee Chairs shall be current PTA members. Each standing committee chair shall have and vote on the Board of Directors.
12. General memberships meetings of this unit shall be held at the Board's discretion with a minimum of ten (10) days notice to the local unit members stating the proposed draft agenda. There will be at least two (2) meetings during the year.
13. Quorum for general membership meetings shall be a minimum of ten (10) members, at least seven (7) of whom shall not be members of the Executive Committee.

14. An office/chairmanship may be declared vacant, at the Executive Board's discretion, if that person misses three (3) consecutive meetings unless excused by the president.
15. This unit shall conduct a financial review of its books and records in January of each year in addition to the required financial review at the close of the fiscal year.
16. The annual general membership meeting will be held in the spring to elect officers. The date of the meeting will be set by the Board of Directors.
17. The Golden Acorn award shall be given annually before June 30. The Awards and Grants Committee determines the recipient(s) through PTA member nominations submitted according to the rules and methods prescribed and published by the Awards and Grants Committee. Volunteers eligible to receive the Golden Acorn Award must be current Cottage Lake PTA members.
18. Cottage Lake PTA establishes a "Golden Sailboat Award." This award shall be given annually before June 30. The recipient(s) shall be current Cottage Lake staff member(s) and will be chose by the Awards and Grants Committee according to the rules and methods prescribed and published by the Awards and Grants Committee.
19. Voting Delegates to the Northshore PTA Council shall be the President or co-presidents and three (3) authorized delegates.
20. The vote for this unit for Region Director shall be by Board action.
21. Voting Delegate(s) to the Legislative Assembly shall be the Legislative Chair unless otherwise designated by the Board.
22. The standing rules shall be adopted annually by a majority vote at the first general meeting. The standing rules may be amended at any regular general membership meeting by two-thirds (2/3) vote, or if previous notice is given, by a majority vote.
23. A request to reallocate budget line items (which is the movement of funds within the current year's budget) must first be made to the PTA Executive Committee who will bring it to the next Board of Directors or General Membership meeting (whichever comes first). A majority vote of the members present at the meeting is required to approve a reallocation request. A request to amend the budget (which is the addition of new budget line items to the current year's budget or a request for additional funding of an existing budget line item not met by reallocation) must be given to the PTA Executive Committee at least ten (10) days before the next General Membership meeting. Budget amendment requests received within ten (10) days of the next General Membership meeting will be tabled until the next regularly scheduled General Membership meeting. A two-thirds (2/3) majority vote of the members present at the General Membership Meeting is required to approve an amendment request. Budget amendment requests requiring funding from the next school year's carry-forward or opening balance shall be subject to a review by a special committee appointed by the PTA Executive Committee. The special committee will make a recommendation to the Executive Committee for action on the request.
24. Parliamentary Authority shall be Robert's Rules of Order Newly Revised.

Approved as modified by General Membership 9/15/2015