

HAZEN PTSA STANDING RULES 2010-2011

(Approved by Membership Oct. 4, 2010)

1. The name of this unit shall be Hazen PTSA, local unit #9.11.105. This unit is a non-profit corporation recognized by the State of Washington in 1967 the Secretary of State; the non-profit registration # is on file with the Treasurer. The IRS Employer Identification Number was assigned in November 1977. A letter of income tax exemption was received from the IRS under Section 501(c)(4) dated November 14, 1977. Effective March 15, 2001, Hazen PTSA began operating as a 501 (c)(3) organization under a 5 year advance ruling. Form 990 must be filed. The Charitable Organization Registration Number is on file with the Treasurer.
2. This unit shall keep at least two copies each of its legal documents in two separate locations. The Treasurer of this unit shall maintain the original file and the Secretary shall receive and maintain copies of these documents in the permanent file.
3. The membership service fees for this unit shall be \$13 for adults, \$10 for students, \$8 for Hazen teachers/staff, and \$40 for a family (2 adults and 2 students). The students of Hazen High School shall be considered honorary members of this unit without voice, vote or privilege of holding office unless they choose to obtain full membership. Upon paying the above-stated membership service fees, students will be accorded full membership privileges with the exception of holding elected office unless they have reached the age of 18, according to the laws of the state of Washington governing private, non-profit organizations.
4. The Nominating Committee shall be elected by a ballot at a general membership meeting 30 days preceding the election of officers. The Nominating Committee shall submit to the membership a written and signed report 15 days prior to election with the name of one or more candidates for each office to be filled (Uniform Bylaws, Article V).
5. The officers of this unit shall be elected in the spring for a term of one year and shall assume office on July 1st of the same year to serve for the following year.
6. The elected officers of this unit shall consist of the President/Co, Vice-President/Co (membership), Secretary and Treasurer. The responsibilities of each of the officers shall be the same as contained in the Uniform Bylaws, in compliance with the current Washington State PTA Bylaws. These elected officers shall constitute the Executive Committee.
7. The Board of Directors shall consist of members of the Executive Committee and Chairs of the standing committees. Standing committees may include:

Audit/Rules	Legislative
Awards/Volunteer Recognition	Reflections
College and Career Fair	Scholarships
Community Relations & Education	Senior Graduation Events
Emergency Preparedness	Staff Appreciation
Fundraisers	Staff/Classroom Grants
Health and Safety Programs	Student Directory
Hospitality	
8. Committee chairs shall be required to keep and maintain a procedure folder/notebook pertaining to activities and recommendations of their office or committee. This book shall include written reports related to their activities and they shall be required to return this folder/notebook to the newly elected President by June 30th. All members of the Board of Directors (including but not limited to standing committee chairs) shall be required to obtain a current Hazen PTSA membership.
9. Board meetings of this unit shall be held monthly, if business requires, at a time designated by the Board of Directors.

10. General Membership meetings of this unit shall be held at least three times during the school year from September through June and may be in conjunction with the Board Meeting.
11. The quorum for General Membership meetings shall be 10 (ten) PTSA members.
12. The Executive Committee meetings shall be called as needed to develop plans and propose a budget, to review the standing rules annually, and to refer recommendations to the Board of Directors and/or General Membership for action.
13. An office/committee shall be declared vacant if that person misses three consecutive meetings unless excused by the President /Co. The President/Co, with approval of the Board, will appoint a person to fill any vacancy for the remainder of the term of office.
14. The order of business for meetings of this unit may include the following items, as needed:
 - Call to Order
 - Welcome/Introductions
 - Consent Agenda items such as:
 - Approval of Minutes
 - Financial Report
 - Committee Reports
 - Principal's Report
 - Unfinished Business
 - New Business
 - Correspondence
 - Announcements
 - Program (if applicable)
 - Adjournment
15. All financial matters or binding agreements of this unit must be presented to the Board of Directors. Only elected officers of this unit shall be authorized to sign on behalf of this unit. One of these signatures must be the President/Co's. Two authorized signatures shall be required. [Washington State Uniform Bylaws]
16. The Standing Rules and Budget shall be adopted annually by a majority vote prior to October 31st. The Standing Rules may be amended at any General Membership meeting by a two-thirds vote, or if previous notice is given, by a majority vote.
17. There will be a minimum balance of \$1000.00 remaining in the PTSA account or funds to be carried over to the following year. There shall be a minimum of two signatures required on all checks and at least three members on the Executive Board shall be on the signature card. This makes it possible to conduct the business of the unit in the absence of one or more of the officers.
18. The Board of Directors is authorized to reallocate money, up to \$100, between accounts to cover unexpected expenses incurred without obtaining General Membership approval.
19. This unit shall abide by the Uniform Bylaws of Washington State PTA and the State PTA publication "Money Matters". Parliamentary authority shall be Robert's Rules of Order Newly Revised.