

**INGLEWOOD JUNIOR HIGH PTSA 2.8.73
STANDING RULES
2009-2010**

1. The name of this PTSA local unit is: INGLEWOOD JUNIOR HIGH PTSA 2.8.73. It was chartered in March, 1991.

LEGAL STATUS

2. This PTSA was incorporated on May 17, 1991, and assigned corporation number 2-442389-9. It was assigned UBI 601-319-465. The Treasurer is responsible for filing the Annual Corporation Report prior to May 31. The registered agent for this corporation is the Washington State PTA.
3. This PTSA is registered under the Charitable Solicitations Act, registration number 2222. The Treasurer is responsible for filing the annual registration, by November 15.
4. This unit's Federal Employer Identification Number can be found in the unit's legal documents folder.
5. This PTSA was granted tax-exempt status under 501(c)(3) on May 17, 1991.
6. The current Treasurer, with assistance from the outgoing Treasurer, is responsible for filing IRS Form 990 or Form 990 EZ prior to November 15 if required. An independent tax consultant can be hired to prepare the return if needed.

MEMBERSHIP

7. The membership service fees for this PTSA shall consist of the amounts charged from National, State and Council plus: \$5 for individuals, \$2.75 for adult couples, or \$1 for students/staff depending on level purchased. The additional fees collected fund the Inglewood PTSA operating budget.
8. The students of Inglewood Junior High shall be considered honorary members of this unit without voice, vote, or the privilege of holding office. However, the students may assist on committees. If a student joins PTSA, he/she shall have a vote at meetings.

OFFICERS

9. The elected officers of this unit shall be President, 1st Vice President (Programs), 2nd Vice President (Volunteers), 3rd Vice President (Communications), 4th Vice President (Ways & Means), Secretary, Treasurer, Legislative Coordinator, and Community Liaison. The officers elected must be members of Inglewood PTSA and will constitute the Executive Committee.
10. Two (2) people may hold any elected position. Co-positions shall be entitled to one (1) vote at a Board of Directors' meeting.
11. Officers shall be elected by the April general meeting for a term of one year and shall assume office July 1. Officers are encouraged to attend the Washington State PTA Convention as well as Regional and Council training. No person shall serve in the same office for more than two (2) consecutive terms.
12. An elected office shall be declared vacant if the officer misses three (3) consecutive meetings unless excused by the Secretary.

BOARD OF DIRECTORS

13. The Board of Directors of this PTSA shall consist of the elected officers and the chairs of the following committees:
Emergency Preparedness Membership
14. The Board of Directors should attend all board and general meetings.
15. The Board of Directors shall determine the vote of this PTSA for the position of Washington State PTA Region Director.
16. Voting delegates to the Lake Washington PTSA Council and the annual Washington State PTA Convention shall be determined by the Board of Directors.
17. The voting delegate to the Legislative Assembly shall be the Legislative Coordinator(s). If the Legislative Coordinator cannot attend the assembly, the Board of Directors shall determine who will represent the PTSA.

MEETINGS

18. The Board of Directors meetings will be held on the 2nd Tuesday of the month, unless otherwise indicated. The quorum shall be a majority of the Board. Emergency voting via e-mail will be allowed for discussions occurring through e-mail as long as all Board members are included in every e-mail, i.e., reply all.
19. The regular general membership meetings of this unit shall be held on Tuesday evenings of the month, unless otherwise indicated, at least twice a year. The purpose of these meetings is to adopt the annual budget, adopt the standing rules, elect the nominating committee, and elect officers.
20. The quorum for general membership meetings shall be ten (10).
21. The annual operating budget shall be approved in spring at the last general membership meeting by a majority vote of the PTSA members. Funds may be reallocated by a simple majority vote of the Board of Directors.
22. Any non-budgeted expenditure from unit funds in excess of \$1,500 must be approved by the general membership by a majority vote.

FINANCES

23. This unit shall conduct a financial review of its books and records in January of each year in addition to the required audit at the close of the fiscal year (June 30).
24. A minimum of four signatures of elected officers shall be on the signature card for this unit's authorized bank account. The officers shall be the Treasurer and 3 designated officers.
25. This unit shall keep two (2) copies of each of its legal documents in two (2) separate locations. The Treasurer shall be responsible for maintaining the original copy and providing an updated copy to the secretary. The secretary will keep the updated copy in the PTSA cabinet at Inglewood Jr. High School.
26. All reimbursement shall include a receipt and shall be submitted to the Treasurer within 60 days of purchase. All requests for reimbursement must be received by June 15.
27. Bank statements must be reviewed and initialed by a non-check-signing elected officer.

COMMITTEES

28. The committee chairs of this PTSA may include, but not be limited to:

Financial Review	Awards	Dance Chaperones	Drug & Alcohol
Awareness	Budget Committee	Staff Appreciations	PTSA Dance
Health Screening	Hospitality	Health Room	Parent Networking
Parent Organizer	Pictures	Student Directory	Reflections
Scholarship	Special Needs		
29. All committee chairs must be current members of Inglewood PTSA.
30. All committee chairpersons shall submit a written report to the Secretary within 30 days after completion of an activity.
31. All committee chairpersons shall submit a final report to the President(s) at the May General or Board meeting, and all committee files and records shall be handed over to the President(s) by June 1.
32. The Nominating Committee shall be elected according to the Washington State Uniform Bylaws, Article VI, by the January general meeting. No person shall be eligible to serve two (2) consecutive years on this committee.
33. The Board of Directors shall appoint three (3) to five (5) people to serve on the Awards and Recognition Committee to review the contributions of volunteers who are being considered for PTSA awards. The people appointed need to represent faculty, past recipients and PTSA members.