

STANDING RULES  
BROOKSIDE PTA  
LOCAL UNIT 6.12.15  
September 2011

1. The name of this PTA local unit shall be Brookside PTA. The local number is 6.12.15.
2. This unit was incorporated as a nonprofit corporation in Washington State on January 26, 1993.
3. This unit's Federal Employer ID number is available upon request.
4. This unit was recognized by the IRS as a tax-exempt organization on July 1, 1996 under Section 501C(3).
5. Brookside PTA is registered with the Secretary of State under the Charitable Solicitations Act, registration number BRB-R88-320. The Brookside PTA Treasurer is responsible for filing the annual registration before May 31st of each year.
6. The current treasurer is responsible for filing IRS form 990 or Form 990 EZ or Form 990-N prior to November 15<sup>th</sup> and showing a copy to the board by November 1<sup>st</sup>.
7. The Membership Service Fees of this unit shall be \$12.00 for the purchase of a single membership and \$10.00 each when purchasing multiple memberships.
8. The Nominating Committee shall be elected in accordance with the Washington State PTA Uniform Bylaws.
9. This PTA Board of Directors shall consist of the following officers: President, Vice Presidents, Secretary, Treasurer, Newsletter Editor, Legislative/Advocacy Chair and Membership Chair. These positions may be held jointly. Each co-position holder shall be entitled to voice and vote at a board of directors meeting. Except when general membership vote is required in accordance with Washington State PTA Uniform Bylaws, this Board shall be the decision making body for the PTA. All officers of the Board of Directors must be PTA members.
10. A quorum at Executive Board meetings shall consist of one more than half of the members of the PTA Board of Directors.
11. A seat on the Board of Directors shall be declared vacant if that person misses three consecutive meetings, unless excused by the President.
12. Each member of the Board of Directors shall keep a notebook or file of activities and recommendations pertaining to his or her office or chairmanship. This notebook and accumulated State and National material shall be turned over to his or her successor or to the President at the completion of their term of office.
13. Voting for officers or nominating committee positions may take place at a meeting, by mail, or by electronic transmission. If voting takes place by mail or by electronic transmission, the name of each candidate is contained in the notice of the meeting and any person casting a vote by the date identified in the notice will be considered present for purpose of a quorum.

14. A quorum at a General Membership Meeting consists of 2/3 vote, or if previous notice is given, by a majority vote, as long as this number is greater than or equal to 10.
15. General PTA Meetings shall be held in September, October, January, March, and May on the fourth Tuesday, unless otherwise directed by the Board. Election of officers, adoption of standing rules, election of nominating committee, and adoption of the budget shall take place at these meetings.
16. This PTA shall approve its annual operating budget prior to July 1<sup>st</sup> of each year. The approved budget may be modified by the Executive Board in amounts not exceeding a percentage greater than 10% of the original budgeted allocations.
17. This unit shall keep a copy of each of its legal documents in a legal documents binder that the secretary will maintain. The President(s) and Secretary(s) shall maintain the documents. The Treasurer in accordance with Washington State PTA Uniform Bylaws will retain financial documents and records.
18. Brookside PTA 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.
19. Receipts of all fundraising activities shall be counted, coin rolled, and recorded on bank deposit slips by at least two people, one being a Board Member. Receipts and bank deposits slips shall be submitted to the Treasurer within 72 hours of receipt, and a copy of the deposit shall stay in the chair notebook. A report of receipts and expenditures must be presented at the following Board Meeting.
20. All reimbursement requests shall include a receipt and shall be submitted to the treasurer within 60 days of purchase. All requests for reimbursement must be received two weeks prior to the last day of school.
21. The students of Brookside Elementary School shall be considered honorary members of this unit, without voice, vote or privilege of holding office.
22. All committee Chairs must be PTA members.
23. The vote for this unit for the Region Director shall be by Board action.
24. Voting delegates to the Shoreline PTA/PTSA Council shall be the President(s) and up to three authorized delegates.
25. The voting delegate to the State PTA Legislative Assembly shall be the Legislative Chairperson(s) or his/her designee.