

**STANDING RULES
BROOKSIDE PTA
LOCAL UNIT 6.12.15
October 2007**

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 91-1154098.
4. This unit was recognized by the IRS as a tax-exempt organization on July 1, 1996 under Section 501C(3).
5. This unit shall keep at least two copies of each of its legal documents in two separate locations. The President(s) and Secretary(s) shall maintain the documents.
6. The Membership Service Fees of this unit shall be \$10.00 for a single member, \$18.00 for family membership and \$15.00 for a corporate membership.
7. The students of Brookside Elementary School shall be considered honorary members of this unit, without voice, vote or privilege of holding office.
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. Except when general membership vote is required, this Board shall be the decision making body for the PTA.
10. Open PTA Meetings shall be held monthly on the fourth Tuesday, unless otherwise directed by the Board.
11. There shall be at least three General Membership Meetings held during the year. Election of officers, approval of a proposed budget and any other appropriate business shall be at the spring General Membership Meeting, held no later than June 15th of each year.
12. A seat on the Board of Directors shall be declared vacant if that person misses three consecutive meetings, unless excused by the President.
13. 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.

14. 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 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.
15. All committee Chairs must be PTA members.
16. The vote for this unit for the Region Director shall be by Board action.
17. Voting delegates to the Shoreline PTA/PTSA Council shall be the President(s) and up to three authorized delegates.
18. Voting delegates to the Shoreline PTA/PTSA Council shall be elected by June 15th of each year.
19. The voting delegate to the State PTA Legislative Assembly shall be the Legislative Chairperson or his/her designee.
20. The standing rules may be amended at any regular General Membership Meeting by two-thirds vote, or, if previous notice is given, by a majority vote.
21. There may be a 10% variance on allocated appropriations approved by the General Membership due to taxes, shipping and handling, design improvements or timing of the purchase.
22. A quorum shall consist of one more than half of the members of the PTA Board of Directors .
23. Brookside PTA is registered with the Secretary of State under the Charitable Solicitations Act as registration number BRB-R88-320. The Brookside PTA Treasurer is responsible for filing the annual registration before January 25th of each year.
24. Brookside PTA shall conduct an audit of its books and records after June 30th of each year.