

## Carriage Crest PTSA Standing Rules 2009 – 2010

- 1) The name of this unit shall be CARRIAGE CREST PTSA: LOCAL UNIT 9.7.3.
- 2) This unit is a non-profit 501(c)3 corporation, recognized by the State of Washington on June 4, 1990. It is the responsibilities of this unit to annually renew the Articles of Incorporation prior to June 30<sup>th</sup>. The incorporation # is 2-428774-0. The National PTA number assigned to this unit is #025486.
- 3) This unit shall keep at least two (2) copies of each of its legal documents in two (2) separate locations. One with the Secretary and one with the Treasurer.
- 4) The membership service fees for this unit shall be \$11.00 per person, \$20.00 for two, which includes \$8.75 per person for National, State and Council service fees.
- 5) The students of Carriage Crest Elementary School shall be considered honorary members of this unit without voice, vote or privilege of holding office.
- 6) The Nominating Committee shall be elected at a general membership meeting at least 30 days prior to election of officers. Fifteen (15) days previous notice of election nominees shall be given the general membership according to the Washington State PTA Uniform Bylaws.
- 7) Any elected position may be held jointly by two (2) people. Each co-position holder shall be entitled to voice and vote at board and general membership meetings. The elected officers of the unit shall be (1) President, (1) President-elect, (2) Co-Vice Presidents–Programs, (2) Co-Vice Presidents-Fundraising, Legislative Chair, Secretary and Treasurer. These officers shall constitute the Executive Committee. Election of these officers shall be prior to April 30<sup>th</sup>.
  - a. The elected officers each serve a two (2) year term, but can serve only two (2) consecutive years in the same position.
  - b. A majority of the currently filled Executive Committee positions will constitute a quorum.
  - c. The Executive Committee meetings shall be held on the 3<sup>rd</sup> Monday of the month at 7:00 pm.
- 8) The Board of Directors shall consist of the elected officers and appointed representatives. Board meetings of this unit shall be the first Tuesday of each month at 7:00 pm unless otherwise ordered by the Executive Committee.
  - a. The Board of Directors of this PTA shall consist of the elected officers and the chairs of the following committees: Communications, Membership, Newsletter, Outreach, Volunteer Coordinator and Website.
  - b. A majority of the currently filled Board of Director positions will constitute a quorum.
  - c. Each member is entitled to only one vote at board and general membership meetings regardless of the number of positions held.
- 9) General membership meetings of the unit shall be held on the second Thursday of the month at 7:00 p.m. unless otherwise ordered by the Executive Committee with 10 days notice to the membership. There shall be at least three (3) meetings during the year with the Executive Committee determining exact dates. The general membership meeting in February shall be the Annual Meeting.
  - a. For general membership meetings a quorum shall be ten (10) current members.
  - b. Courtesy seats are open to anyone at meetings, but voice and vote is a privilege of membership.
- 10) The Executive Committee shall recruit and appoint committee chairpersons.
- 11) Standing committees may include but not be limited to:
 

After School Programs	Health	Cashier
Hospitality	Clothing Bank	Staff Appreciation
Emergency Preparedness	Germ Busters	Art Docent
Escrip	Soup Labels	Box Tops
- 12) Special Committees may include but not be limited to:

Awards & Recognition  
Financial Review  
Book Fair  
Student Directory  
Variety Show  
Spring Fundraising

Family Events  
ID Bracelets  
Math Mania  
Dad's Volunteer Day  
Welcome Back to School

Science Fair  
Keyboarding Club  
RAD Reading  
Reflections  
Fall Fundraising

- 13) Special Committee Chairpersons shall attend the Board meetings the month prior, the month of, and the month after their respective event. If unable to attend, a written report must be submitted to the President prior to the Board meeting. An evaluation form shall be completed for their binder and a copy submitted to the President.
- 14) All Committee Chairpersons shall be current PTSA members. All Committee Chairpersons shall serve only two (2) consecutive years in the same position unless the position is unfilled.
- 15) All financial matters and binding agreements (contracts) shall require two (2) signatures, both being elected Officers.
- 16) The Treasurer shall be required to present a written monthly report to the executive committee, board of directors and committee chairs, with a copy available to all members by posting at the school or on the website.
- 17) Unbudgeted purchases over \$500.00 require the approval of the General Membership.
- 18) Any Committee budget needing adjustments over \$50.00 will be brought to the Board of Directors for approval.
- 19) All teacher/staff requests must be written on a PTSA Request Form. Requests of current Carriage Crest PTSA members will be given priority.
- 20) Any advertisement presented for consideration from the PTSA must have an educational purpose.
- 21) The official publication of Carriage Crest PTSA shall be called "The Howler". Carriage Crest PTSA weekly announcements shall be called "The Yelper". Publication deadlines and date of issue for the Howler will be set by the Newsletter Chairperson and the Executive Committee.
- 22) Budget Committee, consisting of outgoing and incoming elected officers shall prepare and present the new budget for review by the Board of Directors and approval by the general membership at the last General Meeting, prior to June 30<sup>th</sup>.
- 23) The Standing Rules Review Committee, consisting of incoming and outgoing Presidents and any interested members, shall review and prepare the Standing Rules for review by the Board of Directors and approval by the General Membership at the last General Meeting, prior to June 30<sup>th</sup>.
- 24) The Standing Rules may be amended at any regular General meeting by a two-third (2/3) vote of the members in attendance, or if previous notice is given, by a majority vote.
- 25) Golden Acorn, Outstanding Educator, Outstanding Advocate, Spirit of the Community, and Outstanding Service Awards may be given each year. Recipient(s) shall be selected from nominations by the General Membership, and awards given prior to the Kent Area PTA Council's Founders Day Dinner.
  - a. The Board of Directors will select recipients at a special meeting.
  - b. Board members will excuse themselves from voting on an award if nominated.
- 26) Voting delegates to Kent Area PTA Council shall be the President and President-Elect and three (3) delegates elected by the Board of Directors.
- 27) The Vote of this unit for the office of Regional Director shall be by the Board of Directors' action.
- 28) Voting delegates to the Annual State PTA Convention shall be elected by the Board of Directors prior to April 1<sup>st</sup>, with preference given to incoming and outgoing Presidents.
- 29) Voting delegate to the Legislative Assembly shall be the Legislative Chairperson, unless otherwise designed by the Board of Directors.

- 30) Any person writing NSF checks will be required to pay all bank charges associated with those NSF checks. If a person has more than one NSF check, the PTSA has the right to require that the person pay only with cash or money order for future purchases.