

Loyal Heights PTA Standing Rules 2009-2010

1. The name of the PTA unit shall be known as Loyal Heights PTA, Seattle Council, local unit 6.15.215.
2. This unit was incorporated as a non-profit corporation in the State of Washington on December 6th, 1982.
3. This unit was recognized by the IRS as a tax exempt organization on May 6th, 1991, under section 501(c)(3). This unit has a Federal Tax ID Number.
4. The standing rules shall be adopted annually by a majority vote at a General Meeting prior to November 1st.
5. The standing rules may be amended at any regular General Meeting by two-thirds vote. If a 15 day notice is given the standing rules may be amended by a majority vote.
6. General membership meetings of the unit shall be held at least 3 times per year.
7. A Quorum at a General Meeting shall be 10.
8. Parliamentary authority shall be “Robert’s Rules of Order Newly Revised”.
9. This unit shall be an affiliate of the Seattle Council PTSA, the Washington State PTA and the National PTA.
10. This unit shall follow the guidelines and bylaws of the Washington State PTA, where they are not consistent with these standing rules.
11. Voting Delegates to the Seattle Council PTSA shall be Loyal Heights PTA members appointed by the Loyal Heights PTA President. If delegates are not identified in the general membership, delegates default to elected officers.
12. The elected officers of this unit shall be: President, Vice President, Secretary, Treasurer, Director of Fundraising, Director of Volunteer Coordination and Director of Communications who shall constitute the Executive Committee. Any elected position may be held jointly by two or more people. Officers shall be elected prior to April 30th.
13. The nominating committee shall be elected, in accordance to the bylaws, by March 31st.
14. The Board of Directors shall consist of the elected officers, Standing Committee Chairpersons, Principal and Staff Representative(s). Each position or co-position holder on the board shall be entitled to voice and vote at a board of director’s meeting. The board shall meet no less than 6 times per year.
15. A quorum at a Board meeting shall be a simple majority of the Board of Directors.
16. All officers and committee chairpersons shall be current PTA members.
17. A special committee shall be appointed as the need arises to carry out a specific task. Upon completion of the task, the special committee shall cease to exist.
18. This unit shall keep at least two copies of each of its legal documents in two separate locations. The President and Secretary shall keep a copy of the documents. The secretary

shall maintain them.

19. The membership fees of the unit will be \$10.00 per adult and \$19.00 per couple.
20. The students of Loyal Heights Elementary school shall be considered honorary members of the unit without voice, vote, or privilege of holding office
21. Authority is given to the Executive Board to reallocate funds within the approved budget without the vote of the General Membership.

Last Approval 9/18/08