

SUNNY HILLS ELEMENTARY PTA
STANDING RULES 2011-2012

1. The name of this Unit shall be Sunny Hills Elementary PTA 2.6.25.
2. This Unit is a nonprofit corporation recognized by the State of Washington on January 26, 1979. It is the responsibility of this Unit to annually renew the Articles of Incorporation prior to March 1. The Incorporation Number is D285926.
3. This Unit was recognized by the IRS as a nonprofit tax-exempt organization on June 4, 1996, under Section 501©3. It was previous recognized as a nonprofit tax-exempt organization on August 6, 1980, under Section 501©4.
4. The purpose of this Unit is to work for the health, welfare, safety and education of all the students of the Sunny Hills Elementary School community.
5. The membership fees of the Unit shall not be less than the combined total of National, State, Council, and Local PTA membership fees. These fees may be up to \$25.
6. The students of Sunny Hills shall be considered honorary members of this Unit, without voice, vote, or privilege of holding office.
7. The Nominating Committee shall be elected according to WSPTA Uniform Bylaws for Local PTA or PTSA.
8. The elected officers of this Unit shall be President, Secretary, Treasurer, Vice President of Volunteers, and Vice President of Ways and Means. These (5) elected officers shall constitute the Executive Committee. Each position may be co-chaired. Each of these elected officers may be signers on the bank signature card, up to a maximum of 4 signers, as designated by the President.
9. Officers shall be elected in March for a term of one year and shall assume office by July 1.
10. The Board of Directors shall consist of the Executive Committee plus these (6) Director positions: Advocacy/Legislative Director, Communications Director, Community Outreach Director, Curriculum Support Director, Fundraising Director, and Membership Director. Directors are appointed by the incoming Executive Committee. Each position may be co-chaired.
11. Each Board position is entitled to one vote, whether or not the position is co-chaired.
12. Members of the Board of Directors are expected to attend regularly scheduled meetings unless otherwise excused.
13. The Board of Directors will meet monthly on a date and time to be determined by the Board. These will be open Board of Directors meetings.
14. There will be at least three (3) General Membership meetings during the year, and two (2) of those will be in the evening.
15. General Membership meetings shall be conducted according to the WSPTA Uniform Bylaws, and follow Parliamentary Authority, Robert's Rules of Order, Newly Revised.
16. The Standing Rules shall be adopted annually by majority vote at the first General Membership meeting of the school year.
17. The Standing Rules may be amended at a General Membership meeting by majority vote or by majority vote at a Board meeting, if previous notice of the meeting was given. If no previous notice was given, then a two-thirds (2/3) vote is required.

18. The Budget Committee shall prepare a preliminary operating budget for the following year and present the budget for approval at a General Membership meeting in the spring. The Budget Committee shall present the operating budget for approval at the first General Membership meeting of the school year.
19. Committees and chairpersons shall be established as deemed necessary by the Executive Committee.
20. Golden Acorn Award(s) shall be awarded annually. The Recognition Committee will determine the number of recipients, and other awards to be considered annually, such as Outstanding Educator and Outstanding Advocate awards.
21. Voting delegates to the Issaquah PTA/PTSA Council shall be the President and three authorized delegates. See the WSPTA Uniform Bylaws.
22. The vote of this Unit for the Region 2 Director shall be by Board of Directors' action. See the WSPTA Uniform Bylaws.
23. Voting delegates to the annual State PTA Convention shall be selected by the Board of Directors. See the WSPTA Uniform Bylaws.
24. Voting delegates to the Legislative Assembly shall be the Advocacy/Legislative Director and/or other appointed member(s) as designated by the Board of Directors. See the WSPTA Uniform Bylaws.
25. All reimbursement requests shall include a receipt and shall be submitted to the treasurer within 60 days of expenditure. All requests for reimbursement must be received by June 15th.
26. The treasurer of this unit has authority to transfer funds between all Sunny Hills PTA bank accounts for the purposes of covering expenses.
27. This unit shall conduct a financial review of its books and records in February of each year in addition to the required financial review at the close of the fiscal year. In the event of a change in treasurer mid-year, a financial review should be conducted before the transition, or as close to after the transition date as possible.
28. Extra budgetary fund allocations up to \$500 may be approved by the Executive Committee. Extra budgetary fund allocations of greater than \$500 shall be approved at a General Membership meeting. The Board of Directors has the power to reallocate funds as deemed necessary in an amount not to exceed \$2,000; any such fund reallocation shall be presented to the membership as soon as possible for review and retroactive approval.
29. Every year in June, any amount in the budget over the reserve threshold, as determined by the Board of Directors, may be allocated to Ways and Means for grants open to teachers, parents, and students (with adult sponsor).
30. Every year the VP(s) of Ways and Means will form an Enrichment Grant Committee, consisting of between 5-7 members, to review grant submissions and make recommendations for grant allocations to the Board of Directors.