

Tahoma High School PTA
Standing Rules
September 5, 2013

1. The name of this PTA local unit shall be Tahoma High PTA. This local unit number is 09.14.50.
2. This local incorporated as a nonprofit corporation in the State of Washington on September 20, 1991.
3. This unit has a federal employer identification number.
4. This unit was recognized by theirs as a tax-exempt organization on October 15, 1992 under section 501© (3).
5. This unit shall operate under the Washington State PTA Uniform Bylaws and guidelines from PTA and The Law and Money Matters.
6. This unit shall keep two (2) copies of each of its legal documents in two (2) separate locations.
7. The membership service fees of this unit shall be \$12.00 per person, \$20.00 per household, and \$8.00 per students.
8. The students of Tahoma High School shall be considered honorary members of this unit without voice, vote or privilege of hold office. Students working at a PTA event (i.e. Bear Beans Espresso and PTA concessions) may handle money once they have completed the THS PTA Honesty Agreement.
9. The Nomination Committee shall be elected in accordance with the Bylaws of WSPTA, Article 5, Section 5(a), by February 28th of each year.
10. The elected officers of this unit shall be the President and/or Co-Presidents, Vice President and/or Co-Vice President, Secretary, Treasurer, and Cashiers. These elected officers shall constitute the Executive Committee.
11. The Board of Directors shall consist of the elected officers and the following committees: Bear Beans Espresso, Concessions, Grad Night, Membership/Outreach, Scholarship, Staff Appreciation/Hospitality, and Technology/Website. A quorum must be present (1/2 of the Board of Directors, plus 1) in order to approve a motion.
12. All elected officers and members of the Board of Directors each maintain one vote for the board meetings (one vote per elected office and one vote per chair position, regardless of how many members share the position),
13. Chairpersons of the following committees are required to attend the board meeting prior to and the board meeting following their committee's event or events to update the board of directors: Audit, Art Award, Cinderella Project, eScrip, Nominating, Outstanding Educator and Golden Acorn Awards, and Powder Puff. Written reports are acceptable with the President or Co-President's approval.
14. A Board of Directors meeting shall be held at the board's discretion.
15. General Membership meetings of this unit shall be held at least three (3) times during the school year.
16. An office/chairmanship shall be declared vacant if that person missed three (3) consecutive Board of Directors or General Membership meetings, unless excused by the President or Co-President's.
17. The vote of this unit for the Region Director shall be by the Board of Director's action.
18. The Board of Directors shall determine voting delegates(s) to the WSPTA annual convention.

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19. The Board of Directors shall determine voting delegates(s) to the WSPTA Legislative Assembly.
20. The Standing Rules shall be adopted annually by a majority vote at the first General Membership meeting.
21. The Standing Rules may be amended at any General Membership meeting with a quorum (no less than 10) present, by majority vote.
22. The Golden Acorn/Outstanding Educator/Honorary Lifetime Membership awards may be presented in June to one or more outstanding volunteers or staff members. A committee appointed by the President(s) will select the recipients.
23. It is the responsibility of the Treasurer of this unit to renew annually the Articles of Incorporation prior to March.
24. The unit is registered with the Secretary of State under the Charitable Solicitation Act. The registration number is TAH191 318. The Treasurer is responsible for filing the annual registration by November 1st.
25. The current Treasurer is responsible for filing Tax Form 990 by November 15th or by extension date, May 15.
26. An expenditure that would put a committee chair over budget must be pre-approved by the board of Directors. Reimbursement for expenditures that are out of the scope of a normal purchase (as defined by previous years' purchases) is not guaranteed.
27. A check will not be written to an individual without an invoice or receipt and the request must be made within 90 days of the date of purchase or by June 30th, whichever comes first.
28. The person responsible for receiving the bank statements shall bring the statement to the monthly board meetings for review by an executive member who is not a signer on the account.