

MERIDIAN PARK FAMILY ASSOCIATION/PTSA  
Standing Rules  
*Revised September 2008*

1. The name of this unit shall be Meridian Park Family Association/PTSA (6.12.45)

This unit is a nonprofit corporation recognized by the State of Washington on January 26, 1994, as incorporation number 601 523 823. It is the responsibility of the Treasurer to annually renew the Articles of Incorporation prior to March 1 of each year.

The unit's Federal Employer Identification Number (FEIN) is 91-1609258. The IRS recognized this unit as a nonprofit, tax exempt organization on September 17, 1993 under Section 501(c)(3).

2. Membership in the Meridian Park Family Association PTSA is open to parents, teachers, students and others supportive of Meridian Park Family Association PTSA. The membership fees (individual, family and business) of this unit shall be decided by the Executive Committee at the beginning of each school year. To vote in this unit, members must have paid their current membership fee.
3. Officers of this unit shall be the President(s), Vice-President(s), Secretary(s) and Treasurer(s). These officers will constitute the Executive Committee, which meets at the call of the President(s). The officers shall be elected at the spring meeting, not later than April 30, and shall assume offices on July 1 for a term of one year or until their successors are elected. No persons shall serve in the same office for more than two consecutive terms.
4. If a vacancy occurs in an office, the Executive Committee may appoint an acting officer to serve until the next general membership meeting, at which time nominations shall be made from the floor with the consent of the nominee. A quorum being present, a majority of all votes cast is necessary to elect. Voting may be by voice, if any one candidate is nominated for an office. Absentee or mail-in ballots are prohibited.
5. The Executive Committee and the chairs of standing committees, as appointed by the President(s) with the approval of the Executive Committee, shall meet on the first Tuesday of the month in the school library at 7:00 p.m. unless otherwise specified. A quorum of the Board shall be a simple majority of the Board. Any member of the Board being absent for three consecutive meetings without excuse shall have his/her position declared vacant.
6. The unit shall hold at least three general membership meetings a year, to adopt the budget and approve the Standing Rules, elect a nominating committee, and adopt an interim budget and elect officers. Absentee, proxy or mail-in ballots are prohibited. At least one of these meetings shall be in the fall and one in the spring. A quorum at a general membership meeting shall be no less than 10 members of the general membership.

7. The Board of Directors shall consist of the Executive Committee and the chairs of the following standing committees:

- |                      |                       |
|----------------------|-----------------------|
| a. Corporate Support | e. Membership         |
| b. Fundraising       | f. Communication      |
| c. Grants            | g. Staff Appreciation |
| d. Legislation       |                       |

All chairs must be current Meridian Park Family Association PTSA Members.

8. The Treasurer shall give a written monthly report indicating income, expenditures and balance on hand; shall be responsible for closing the books on June 30, and shall submit the books to an Audit Committee.
9. The Treasurer shall be responsible for maintaining the Legal Documents Notebook, the renewal of incorporation status and the Charitable Solicitations document. Two Legal Documents Notebooks shall be kept. One notebook will be kept by the Presidents(s) and one by the Treasurer.
10. An annual audit shall be conducted in accordance with the bylaws, Article VII, Section 6(a)(2) and the PTA Audit Committee Booklet. An Audit Committee of at least three members shall be appointed by the President(s) and shall not include any person who was authorized to sign on the bank account for the period being audited.
11. The Nominating Committee shall be elected by the general membership, according to the Washington State PTA Uniform Bylaws, Article V, Section 1(a,b,c) by February 1.
12. Voting delegates to Shoreline PTA shall be two (2) members of the Executive Committee.
13. The vote of this unit for Region Director shall be by the Board of Directors; Bylaws, Article VI, Section 4(d).
14. This unit may send at least two (2) voting delegates to the Washington State PTA Convention. See Washington State PTA Bylaws for assignment of additional delegates. Delegates are to be selected by the Board of Directors.
15. The unit's one voting delegate to the Washington State PTA Legislative Assembly shall be the Board's Legislative Representative or designated alternate.
16. These Standing Rules shall be reviewed annually by the Board of Directors and, if needed, revised and presented to the general membership. Standing Rules shall be adopted during the first Family Association meeting in the fall. The Standing Rules may be amended at any Family Association Meeting provided written notice of the proposed amendment(s) is (are) sent to the membership prior to the meeting.
17. The Meridian Park Family Association PTSA shall be governed by and conform to the Bylaws for Local Units of the Washington Congress of Parents and Teachers.