



**STANDING RULES**  
**Beacon Hill PTA 6.15.42**  
Adopted January 19, 2010

**Organization**

1. The name of this local unit is Beacon Hill PTA 6.15.42. It was chartered on May 12, 1995.
2. This PTA serves the children enrolled at Beacon Hill International School and their families.
3. This PTA was incorporated on June 21, 1995. It is assigned corporation account number 2-515284-4. The Treasurer is responsible for filing the Corporation Annual Report. The registered agent for this corporation is the Washington State PTSA. This corporation's UBI number is 601 643 576.
4. This PTA is registered under the Charitable Solicitations Act, registration number 392. The Treasurer is responsible for filing annual registration by May 31.
5. This PTA was granted tax-exempt status under section 501(c)(3) in August 2000.
6. The Treasurer is responsible for filing the IRS Form 990 prior to November 15.

**Executive Committee and Board of Directors**

1. The elected officers of this PTA's Executive Committee shall be the President, Vice President, Secretary, and Treasurer. They shall be elected by a simple majority of quorum at a general membership meeting.
2. The PTA Board of Directors shall consist of the Executive Committee and the chairs of the following committees: Membership, Fundraising, Latino Family, Events, Nominating, and other committee chairs that may be appointed. The Executive Committee approves these appointed positions by a simple majority. All nominees and board members must be PTA members in good standing.
3. Any elected or appointed positions may be held jointly by two (2) people. Each co-chair shall be entitled to voice and vote at a Board of Directors meeting.
4. Voting results will be based on simple majority of quorum.
5. The Board will meet monthly on a date and time to be determined by its current directors.
6. The Executive Committee will hold a planning meeting with incoming and outgoing officers after elections in June.
7. The Board of Directors shall plan the general membership schedule and programs in advance of the current school year during its summer planning retreat.
8. Board-appointed members will attend at least half of the Board of Directors, and General Membership meetings held throughout the year.
9. Board minutes will be distributed within the first week after the meeting.
10. Conflict of Interest Policy: No member of the PTA Board of Directors, or any of its committees, shall derive any personal profit or gain by reason of his or her participation with the PTA. Each individual shall disclose to the PTA any personal interest which he or she may have in any matter pending before the PTA, and shall refrain from participation in any decision on such matter.

### **Membership**

1. General Membership/Family Involvement meetings shall be held four times per year for the following purposes: (a) adoption of the budget; (b) adoption/revision of the standing rules; (c) election of the officers and nominating committee; and (d) cultural and engagement activities.
2. Students of Beacon Hill International School shall be considered honorary members of this PTA without voice, vote, or the privilege of holding office.
3. The membership fees of this PTA shall be \$10.00 for an individual and \$18.00 for a family membership of two adults. Any increase in the Beacon Hill PTA portion of the fee must be approved by the general membership.
4. One or more Golden Acorn Awards shall be presented annually in the spring to an outstanding volunteer(s). A committee appointed by the President shall select the recipient. The committee shall determine the number of recipients.

### **Finances and Legal Documents**

1. The PTA shall approve its annual operating budget at a spring General Membership meeting each year. It is recommended that the outgoing and incoming PTA Presidents and Treasurers be included in the annual budget planning process.
2. The PTA shall conduct a financial review of its books and records in January in addition to the required financial review at the close of the fiscal year, June 30 by an appointed audit committee or CPA.
3. Original copies of all legal documents shall be kept in a locked cabinet at the school. Only elected officers shall have access to these documents. One copy of these documents shall be maintained in our unit file with the State PTA office. One copy of these documents shall be maintained in a legal document file maintained by the Treasurer.
4. The signatures of the President, Vice President and Treasurer shall be on the signature card for this PTA's authorized bank account.
5. All reimbursement requests shall include receipts and shall be submitted to the Treasurer within 60 days of purchase. All requests for reimbursement must be received by June 1.
6. Any additional expenditure not provided for in the budget shall be approved by the Board of Directors.
7. All monetary donations revenues become part of the general fund, unless otherwise designated.

### **Local and State PTSA Representation**

1. Voting delegates to the Seattle Council PTSA shall be the President, Vice-President and Secretary. The alternates shall be the Treasurer and Legislative Representative.
2. The vote of this PTA for the position of Washington State PTA Regional Director shall be determined by the Board of Directors.
3. The voting delegates to the annual WSPTA convention shall be determined in the following order: Incoming President, Outgoing President, Incoming Vice-President, Incoming Secretary, Incoming Treasurer, Outgoing Vice-President, Outgoing Secretary, Outgoing Treasurer. The board of directors shall determine the number of delegates to be funded by the PTA.
4. The voting delegate to the WSPTA Legislative Assembly shall be determined in the following order: Legislative Representative, President, Vice President, Secretary, Treasurer. The Board of Directors shall determine the number of delegates to be funded by the PTA.

### **Dissolution Statement**

In the event that Beacon Hill PTA Seattle Council 6.15.42 should dissolve, any PTA funds remaining on deposit and any accounts receivable shall go to any subsequently organized 501(c) Beacon Hill PTA organization.