

Hilltop Elementary PTSA
Standing Rules as of 9/11/08

1. Hilltop Elementary PTSA serves the children, parents and teachers of the Hilltop Elementary School.
2. The name of this association is the Hilltop Elementary Parent-Teacher-Student Association, Inc. Local unit number 7.2.55
3. This unit was incorporated on January 31, 1977 and assigned corporation number 2-264041-1. It was assigned UBI 601-558-795. The treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA.
4. The Hilltop Elementary PTSA is a Non-profit Corporation recognized by the state of Washington on January 31, 1977.
5. Hilltop Elementary PTSA is registered under the charitable solicitation Act, registration number 2094.
6. This PTA was granted tax-exempt status under section 501(c)(4) on January 31, 1977. The current treasurer, with assistance from the outgoing treasurer is responsible for filing IRS form 990EZ prior to November 15th if required.
7. The membership service fees for this PTA shall be \$10.00 individual and \$19.00 family. Portions of which go to the State and National PTA. Current fees as of 7/1/2007 are Washington State PTA: \$5.25, Edmonds Council \$.75, National PTA \$1.75
8. The elected officers of this association shall consist of the President, 1st Vice President, 2nd Vice President, Secretary and Treasurer. Any of these positions may be co-positions, with the exception of the treasurer.
9. Officers shall assume their official duties on July 1 and serve for a term of one year.
10. An officer shall not be eligible to serve more than two (2) consecutive terms in the same office. No member shall hold more than one (1) office at a time.
11. If a vacancy occurs in the role of the President, the 1st Vice President will replace the President. If the 1st Vice President is unavailable, the 2nd Vice President will assume the position of President.
12. If a vacancy occurs in any other office, the Board of Directors may appoint an acting officer to serve until the next general meeting where nominations shall be taken from the floor with the consent of the nominee.
13. The Executive Committee shall consist of all elected officers.
14. The Board of Directors shall consist of Executive Committee, the principal (ex-officio), at least one teacher representative, and the chairpersons of the following committees: Membership, Sunshine, and Staff Appreciation.
15. Absence from three (3) consecutive Board of Directors meetings without approval from the president may constitute the declaration of a vacant position.

16. Additional committees may be added as needed, with Board of Directors approval. Chairperson is appointed for a term of one year.
17. General meetings of this association shall be held at least three (3) times during the school year to cover the following business: to approve the standing rules, to elect a nominating committee, to elect the officers and approve the budget for the following year.
18. The quorum for general membership meetings shall be at least ten (10).
19. A budget shall be submitted to the Board of Directors prior to the last general meeting for approval by the general membership before July 1st of each year.
20. This PTA shall conduct an audit of its books and records as required at the close of the fiscal year.
21. All non-budgeted expenses above \$200 shall be brought before the Board of Directors for approval.
22. All reimbursement requests shall include a receipt and shall be submitted to the treasurer within 60 days of purchase. All requests for reimbursement must be received by June 1st each year.
23. All checks must have two (2) signatures, the treasurer and one elected officer.
24. The students of Hilltop Elementary shall be considered honorary members of this PTSA without voice, vote or privilege of holding office.
25. The vote of this PTSA for the Washington State PTA Region Director shall be determined by the board of directors.
26. Voting delegates to the Edmonds PTSA council shall be president and three (3) authorized delegates. See Article IV Section 2 of the Washington State Bylaws.
27. Voting delegates to the State PTA Convention shall be elected. The board of directors shall determine who shall represent the PTSA as visiting delegates, with priority given to the incoming president and treasurer.
28. This association will provide the registration fee for four (4) delegates to attend the State PTA Convention, with priority given to the incoming president and treasurer.
29. A Golden Acorn/Apple Award(s) shall be presented annually to an outstanding volunteer(s).
30. Three (3) copies of the "Laws and the Non Profit Association" the local unit legal document, will be kept with the president(s), the secretary and the principal.