

Standing Rules for Pathfinder PTSA

August 2017

Mission statement:

Building community through events, funding of special projects and support of teachers, staff, parents and students

1. The name of the PTA unit shall be Pathfinder PTSA; the local unit number is **6.15.115**.
2. This unit incorporated as a non-profit corporation in the State of Washington on July 19, 1993. It is the responsibility of this unit to file an Annual Corporation Report prior to July 31 annually. The unit's incorporation number is **601 483 868**.
3. The unit's Federal Employer Identification Number is located in the legal documents notebooks in the custody of the President and Secretary.
4. The unit was recognized by the IRS as a tax-exempt organization on June 17, 1994, under Section **501(c) (3)**.
5. This unit shall keep at least two copies of each of its legal documents in two separate locations. The President and the Secretary shall maintain these documents.
6. The membership service fees of this unit shall be \$12.00 for individual membership and \$25.00 for family membership. The students of Pathfinder School shall be considered honorary non-voting members of this unit.
7. The Nominating Committee shall be elected/appointed, in accordance with the Washington State PTAs Uniform Bylaws, by February 28th.
8. The elected officers of this unit shall constitute the Executive Committee: President, Vice-President, Secretary, and Treasurer. Any of these positions may be shared between two individuals, in which case the titles will be preceded with a "co," e.g., Co-president. Executive Committee meetings of this unit shall be held on an ad hoc basis.
9. **Standing Volunteer Members include: After School Program Coordinator, Autism Classes Liaison, BLT/site Council Liaison, Bullying Prevention (PLUS), Communications Chair, Diversity Task Force Chair, Earth Project Coordinator, Fundraising Coordinator(s)[one or more covering Auction, Direct Give, Wreaths, BoxTops/PCC/Thriftway, Scrip], Lead Class Coordinator, Legislative**

Coordinator, Member At Large, Membership Chair, Safety Committee, Staff Liaisons (3), Volunteer Coordinator. Total of 18.

These positions may change and/or be combined yearly. Some event leads may be asked to attend meetings, but are not considered Standing Members.

10. The General Membership meetings of this unit shall be held on an ad hoc basis with a minimum of three (3) per school year.
11. An office shall be declared vacant if that person misses three (3) consecutive meetings unless excused by the President.
12. The Executive Committee may approve expenditures from the miscellaneous line on the budget for up to or equal to \$1,000. Expenditures up to \$10,000 may be approved by the Board and greater than \$10,000 are to be approved by the General Board.
13. Voting delegates to the Seattle PTSA council shall be President and three (3) authorized delegates, with two (2) alternates, selected by the Executive Committee.
14. The standing rules may be amended by a two-thirds (2/3) vote, or if previous notice is given, by a majority vote.
15. The budget shall include a line item for the Rita Bubak Scholarship Fund with a minimum of \$500 appropriated yearly. Recipients must be graduated Pathfinder students enrolled in an accredited college or university. A committee of staff from the school will award the scholarship.
16. The upcoming budget shall be approved on or before the last General Membership meeting of the current budget year.