

CATHCART PARENT ORGANIZATION STANDING RULES

Corporation

1. The name of this Organization shall be Cathcart Parent Organization.
2. This Organization is a non-profit corporation in the State of Washington.
3. Federal Employer Identification Number is 91-1401672.
4. This Corporation has filed with the IRS as a tax-exempt organization under Section 501(c)(3).
5. This Corporation shall keep at least three (3) copies of its legal documents in three (3) separate locations. The President(s), Secretary and Treasurer shall maintain the documents.
6. This Corporation operates under the authority of the Bylaws of Cathcart Parent Organization. These Standing Rules are used in conjunction, but not in conflict, with these bylaws.
7. The budget shall be prepared by the Treasurer and approved by a majority vote of the general Membership. The approved budget may be reallocated by vote of the Board of Directors.

Membership

1. Membership is free.
2. The students of Cathcart Elementary School shall be considered honorary members of this Organization without voice, vote or privilege of holding office.

Elections and officers

1. The elected officers of this Organization shall be President(s), 1st Vice-president(s), 2nd Vice-president(s), Secretary, Treasurer and Volunteer Coordinator. These elected officers shall constitute the Executive Committee.
2. Officers shall be elected on or before May 31, and shall assume their offices on the following July 1 for a one (1) year term. Each elected officer can only serve two (2) consecutive years in one position.
3. An office shall be declared vacant if that office misses three (3) consecutive meetings unless excused by the presiding officer.

General Membership Meetings

1. General membership meetings of this Organization shall be held at least six (6) times during the year.
2. A majority shall constitute a quorum.

Committees

1. The standing committees shall be as deemed necessary annually.
2. All committee chairpersons shall be current members of this Organization and can serve as chairperson for a term of two (2) years on a committee unless no one else steps forward to chair said committee.
3. The Executive Committee may create ad hoc committees as necessary.

General

1. The Standing Rules shall be adopted annually by a majority vote at the first general membership meeting.
2. The Standing Rules may be amended at any regular general membership meeting by a two-thirds (2/3) vote or by a simple majority if previous notice is given.
3. Parliamentary authority shall be “Robert’s Rules of Order.”
4. CPO is not a forum for addressing complaints regarding staff and administration. Such complaints shall be addressed through administrative channels.