



These standing rules shall be in compliance with the Washington State PTA Uniform Bylaws, referred to in this document as Uniform Bylaws.

**Section 1 – Name and Purpose**

- A. The name of this Council shall be Northshore Council PTSA 6.10, chartered by the Washington State PTA in October 1980.
- B. This Council serves all children and youth in the Northshore Community.

**Section 2 – Federal, State and WSPTA Compliance**

- A. This Council is a non-profit corporation recognized by the State of Washington on September 12, 1979. The corporation number is 2-292490-6. The Treasurer is responsible for filing the annual Nonprofit-Corporation Renewal report prior to September 30.
- B. The registered agent for this corporation is the Washington State PTA.
- C. This Council is registered with the Secretary of State under the Charitable Solicitations Act. The Treasurer is responsible for filing the annual registration prior to May 31st.
- D. This Council's Federal Employer Identification Number (EIN) can be found in the Northshore Council PTSA 6.10 Legal Documents notebook.
- E. This Council was recognized by the IRS as a Non-Profit Tax Exempt Organization on April 25, 1980, under section 501C(4). This Council applied for Recognition of Exemption Under Section 501 (c) (3) of the Internal Revenue Code in January, 2005. Recognition granted December 06, 2005.
- F. The current Treasurer is responsible for filing IRS Form 990EZ or 990N as required.
- G. Per the Uniform Bylaws, the board of directors will annually review, complete, sign and submit the WSPTA Standards of Affiliation Agreement by the required deadline.

**Section 3 – Legal Requirements & Membership**

- A. This Council shall keep at least two notebooks, each with copies of its legal documents. One copy is to be kept with the President and one copy with the Treasurer. The President shall be responsible for annually reviewing and updating both Legal Document Notebooks.
- B. The membership service fee of this Council shall be \$1.50 per person.

**Section 4 – Officers and Elections**

- A. The elected officers of this Council shall be: President, First Vice President, Vice President of Local PTA Support Elementary, Vice President of Local PTA Support Secondary, Vice President of Advocacy, Vice President of Events, Vice President of Communications, Secretary, and Treasurer. These elected officers shall constitute the Executive Committee.
- B. Any elected position, other than Treasurer, may be held jointly by two (2) people. Each co-position holder shall be entitled to voice and vote at all meetings.

- C. One (1) member of the Executive Committee shall be required to annually attend PTA & The Law and all elected officers shall attend one (1) training annually.
- D. An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer. This includes both Board Meetings and General Membership meetings.
- E. The Northshore Council PTSA Board of Directors shall consist of the Executive Committee and Standing Committee Chairs.
- F. The Standing Committee Chairs are appointed for a one-year term by the president and approved by the Executive Committee. Per appointment, a Standing Committee Chair position may be held jointly by two members. Whether held jointly (co-chair) or individually (chair) each committee shall be entitled to one voice and vote at each board of directors' meeting. One Chair/Co-Chair will be expected to attend each Board of Directors' meeting, as well as General Membership meetings as defined in the meeting section of these standing rules. Standing Committees can be added or removed during the year by vote of the Board of Directors. Standing committees: Family and Community Engagement, Membership, Social Services, Emergency Preparedness and Safety, and Special Education Representative.
- G. The Ad Hoc Committee Chairs are appointed for a one-year term by the President and approved by the Executive Committee. Ad Hoc Chairpersons will not have a vote and will not be expected to attend Board of Director meetings unless report is required or requested by the President. Per appointment an Ad Hoc Committee Chair position may be held jointly by two members (co-chair). Ad Hoc Committees can be added or removed during the year by vote of the Board of Directors. Ad Hoc Committees: Convention Coordinator, Council Awards, Financial Review Committee, Nominating Committee, Northshore Community Kitchen, Presidents and Principals Lunch, Reflections, and Spring Recognition Event.
- H. All Executive Officers and Standing committee chairs must be at least 18 years of age and a current PTA member of at least one local PTA within Northshore Council PTSA membership. Candidates for the office of President shall have two years of elected experience on Northshore Council; or served as President of a local PTA for at least one ) year and have one year of serving in an elected position on Council or higher. Candidate for the office of Vice President of Local PTA Support Elementary and Secondary must have served in PTA a minimum of 2 years with one year as a Local PTA President and one year in a board position at the level they are going to support.
- I. No person shall serve in the same Executive Committee position for more than two consecutive years and must be elected each year of their term.
- J. An officer may be removed from office by two thirds vote of the membership present at a regularly scheduled meeting or at a special membership meeting called for such purpose, following best practices found in the WSPTA Policy Manual.

**Section 5 – Meetings, Quorum and Voting**

- A. The Board of Directors will meet at least three (3) times per year. The quorum for the Board of Directors meetings will be a majority of filled positions.
- B. To expedite business at a regular board meeting, a consent agenda will be used for board or committee reports without recommendations. Individual item(s) can be removed from the consent agenda by any board member for discussion.
- C. General Membership meetings of this Council shall be held regularly with the Annual General meeting in March to elect officers. Dates of all General meetings will be provided to members in accordance

with WA State Bylaws Article 5, Section 10A. Changes of meeting dates may be made as deemed necessary by the Board of Directors.

- D. General Membership meetings shall be held to adopt the annual budget, approve the standing rules, approve the goals and objectives, elect WSPTA Legislative Assembly voting delegates, elect a nominating committee, elect officers, elect WSPTA Convention voting delegates, report results of all financial reviews and any action or planned action to be taken, and to conduct other business.
- E. The voting body of the Northshore Council PTSA 6.10 will consist of the Council Board of Directors, Council ad hoc committee chairs and up to 4 representatives from each local PTA within Northshore. One tenth (1/10) of the voting delegates shall constitute a quorum but shall be no less than 15 members at each General Membership meeting.

### **Section 6 – Standing Rules**

- A. The Board of Directors will review the standing rules annually, prior to the first general meeting of the fiscal year.
- B. The Standing Rules shall be adopted annually by a majority vote at the first general meeting of the fiscal year.
- C. Standing rules may be amended at any regular General Membership Meeting by a quorum of no less than 15 voting members.

### **Section 7 – Budgeting and Finance**

- A. The organization shall operate in a fiscally responsible manner as defined in the Uniform Bylaws Article 5 Section 9F.
- B. The annual operating budget shall be approved at the March General Membership Meeting and re-approved at the first General Meeting of the year.
- C. The Board of Directors has the authority to reallocate non-restricted funds from one-line item to another by a majority vote.
- D. Council shall conduct review the financial books in January and July of the fiscal year (July 1st - June 30th) and any other time deemed necessary by vote of the board of directors. Results and action taken will be reported to General Membership per Section 5(c).
- E. A financial review committee, minimum of three (3) members appointed by the President, will review the financial books twice a year. Members of this committee shall not include the Treasurer or any person authorized to sign on the PTA bank accounts for the period that is being reviewed or any individuals living in their households.

### **Section 8 – Bank Account, Contracts and Signers**

- A. This Council shall establish one or more accounts with a financial institution as determined by the Board of Directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal.
- B. The Board of Directors shall determine who the signers on the PTA bank account shall be.
- C. Signatures of three (3) or more elected officers shall be on the authorized signature card for this Council's bank account(s).
- D. Two (2) signatures are required on all checks.
- E. The PTA's monthly bank statement shall be provided unopened to a person appointed by the board of

directors. That person will be appointed at the beginning of the fiscal year and shall not be a signer on the account. The reviewer shall promptly report any concerns or discrepancies identified in the review to the Executive Committee. If there are no concerns or apparent discrepancies, the reviewer shall sign and provide the bank account statement to the Treasurer.

- F. All contracts and binding agreements require the signatures of two elected offices, one of which must be the President.
- G. Usernames and passwords for online banking shall be kept in each of the legal binders. Passwords shall be changed every time there is a change of treasurer and at the beginning of the fiscal year.

### **Section 9 – Conferences, Assemblies and Representation**

- A. Voting delegate(s) to the WSPTA Legislative Assembly shall be the Council Vice President of Advocacy and up to three (3) Council officers as designated by the Board of Directors.
- B. Voting delegates to the annual Washington State PTA Convention shall be elected from the incoming officers by the General Membership. Consideration will be given in priority order to incoming elected Officers, then incoming Board Members, then incoming Ad Hoc Committee chairs.
- C. Northshore Council PTSA will annually fund delegates to attend the National PTA convention. The budget to send one delegate shall be up to \$650; and the total budget to send delegates shall not exceed \$1300 of membership income specifically.
- D. Delegates to the National PTA Convention shall be the incoming President(s) or alternates as determined by the Board of Directors. Consideration will be given in priority order to incoming elected Officers, then incoming Board Members, then incoming Ad Hoc Committee chairs.

### **Section 10 – Awards**

- A. Up to three “Golden Acorn” award(s) may be presented annually in the spring. A committee appointed by the President shall select the recipients.
- B. One Outstanding Educator Award may be presented annually at the Spring Recognition Event. A committee appointed by the President shall select the recipient.
- C. Two Outstanding Advocate Awards may be presented annually at the Spring Recognition Event. One for adult and one for student. A committee appointed by the President shall select the recipient.
- D. One Outstanding Service Award may be presented annually at the Spring Recognition Event. A committee appointed by the President shall select the recipient.
- E. One Honorary Lifetime Membership Award may be presented annually at the Spring Recognition Event. A committee appointed by the President shall select the recipient.
- F. Recipients for all awards will be selected from among active PTA members and leaders within the Northshore Community.