



# Northshore Council PTSA Standing Rules – 2023-2024

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

## **Section 1 – Name and Purpose**

- A. The name of this council shall be Northshore Council PTSA 6.10. This council was chartered by the WSPTA in October 1980. This council's National PTA number is 11279130.
- B. The Northshore Council PTSA serves all children and youth in the Northshore community. This council provides inspiration, information, customer service, training and leadership development for its PTAs and the community in which it serves.

## **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 30th.
- B. The registered agent for this corporation is the WSPTA.
- 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 its legal document notebooks.
- E. This council was recognized by the IRS as a nonprofit tax-exempt organization on April 25, 1980 under section 501(c)(4). This council applied for Recognition of Exemption under section 501(c)(3) of the Internal Revenue Code in January 2005. Recognition was granted December 06, 2005.
- F. The current Treasurer is responsible for filing IRS Form 990EZ or 990N, as required.
- G. This council shall keep at least two notebooks, each containing copies of its legal documents. One copy is to be kept with the President and one copy with the Treasurer. The President and the Treasurer shall work together to annually review and update the legal document notebooks no later than June 30 of each year.
- H. Per the Uniform Bylaws, this council will annually complete the WSPTA Standards of Affiliation (SOA) agreement in its entirety and agree to abide by all requirements and to uphold the ethics, policies, and principals of PTA. The Treasurer, with assistance from the President, shall be tasked with completing the council SOA agreement. Copies of the completed SOA agreement shall be located in the legal document notebooks.

## **Section 3 – Membership Service Fee**

- A. The membership service fee of this council shall be \$1.50 per member for all members of local PTAs within the Northshore Council PTSA membership area.

## **Section 4 – Officers, and Elections, and Board of Directors**

- A. The elected officers of this council shall be: President, First Vice President, Vice President of Elementary Support, Vice President of Secondary Support, 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 council meetings. In the case of Co-Presidents, the presiding President has the tie-breaking vote.
- 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) WSPTA-approved 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 membership meetings.
- E. This council shall maintain a policy for board standards of conduct. This policy shall be reviewed and signed yearly by members of the board of directors. This policy can be a hard copy or an electronic version. Hard copies of the signed policy or a summary of electronic signatures gathered shall reside in the legal document notebooks. Board members in violation of this policy may be subject to board action, which may include removal from office.
- F. This council's board of directors shall consist of the executive committee and standing committee chairs.
- G. Standing committee chairs are appointed for a one (1) year term by the President and are approved by the executive committee. Per appointment, a standing committee chair position may be held jointly by two (2) 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 membership meetings as defined in the meeting section of these standing rules. Standing committees can be added or removed during the year by a vote of the board of directors. The standing committees of this council are as follows: DEI (Diversity, Equity and Inclusion), Emergency Preparedness and Safety, FACE (Family and Community Engagement), Membership, Mental Health Committee, and Special Education Representative.
- H. Ad hoc committee chairs, with the exception of the Nominating Committee (see 4.I), are appointed for a one (1) year term by the President and are approved by the executive committee. Ad hoc chairpersons will not have a vote at board meetings and will not be expected to attend board of directors' meetings unless a report is required or requested by the President. Per appointment, an ad hoc committee chair position may be held jointly by two (2) members (co-chair). Ad hoc committees can be added or removed during the year by vote of the board of directors. The ad hoc committees of this council are as follows: Convention Coordinator, Financial Review Committee, Nominating Committee, Awards Committee, Grants Committee and Reflections.
- I. The Nominating Committee shall consist of 3 persons elected by the membership. The President is ineligible to serve on the Nominating Committee. Members of the Nominating Committee are eligible to become nominees for elected office. No person may serve on this committee for more than two consecutive one-year terms. Each candidate for Northshore Council's Nominating Committee must be a member of a local PTA/PTSA in Northshore Council for at least 15 days preceding their election.
- J. The executive committee and standing committee chairs must be at least 18 years of age and a current member of at least one local PTA that falls within the Northshore Council PTSA membership area. Candidates for the office of council President and First Vice President shall have two years of elected officer experience on Northshore Council PTSA; 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. Candidates for the office of Vice President of Elementary Support and Vice President of Secondary Support 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 educational stage that they are going to support.

- K. No person shall serve in the same executive committee position for more than two (2) consecutive years and must be elected each year of their term.
- L. 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 current 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 the filled positions.
- B. Membership meetings of this council shall be held regularly with the annual meeting held in March to elect officers. Dates of all membership meetings will be provided to members in accordance with the Uniform Bylaws Article 5, Section 10A. Changes of meeting dates may be made, as deemed necessary, by the board of directors.
- C. Membership meetings shall be held to adopt the annual budget, approve the standing rules, approve council goals and objectives, elect a nominating committee, elect officers, report results of all financial reviews, and to conduct other business.
- D. The voting body of this council will consist of the council board of directors, council ad hoc committee chairs and up to 4 representatives from each local PTA within Northshore Council PTSA's membership area. Quorum at each membership meeting shall be one-tenth of the voting body of a council. As of November 2023, quorum for this council is 16.
- E. If the President determines that a formidable challenge will prevent a scheduled membership meeting to happen in person, ballot voting, including the election of officers or nominating committee, may take place via electronic transmission. If ballot voting takes place by electronic transmission, the Northshore Council PTSA electronic voting policy and procedure will be followed.

### **Section 6 – Standing Rules**

- A. The board of directors will review the standing rules annually prior to the first membership meeting of the fiscal year.
- B. The standing rules shall be adopted annually by a majority vote at the first membership meeting of the fiscal year.
- C. Standing rules may be amended at any regular membership meeting by a quorum of no less than 15 voting members.

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

- A. This council shall operate in a fiscally responsible manner as defined in the Uniform Bylaws and this PTSA's Money Handling Policy.
- B. The annual operating budget shall be approved at the March membership meeting and re-approved at the first membership meeting of the fiscal 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. A financial review committee, minimum of three (3) members appointed by the President, will review

the financial books in January and July and any other time deemed necessary by vote of the board of directors. An incoming Treasurer may join the July financial review committee as long as they do not meet any of the other parameters that would disqualify them from the committee. Members of this committee shall not include the current Treasurer, any person authorized to sign on the council bank accounts for the period that is being reviewed or any individuals living in their households. Results and action taken will be reported to the membership per Section 5C of these standing rules.

### **Section 8 – Bank Account, Contracts, Keys, Passwords 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 council bank account(s) 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) authorizations are required on all disbursements.
- E. This council's monthly bank statement(s) 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 council bank account(s). Upon reviewing the statement(s), the reviewer shall promptly report any concerns or discrepancies identified to the executive committee. If there are no concerns or apparent discrepancies, the reviewer shall sign and provide the bank account statement(s) to the Treasurer.
- F. All contracts and binding agreements require the signatures of two elected officers, one of which must be the President.
- G. Usernames and passwords for all online services currently used by this council, including but not limited to online banking, financial management software, cloud storage sites, websites, and social media sites, shall be kept in each of the legal document notebooks. Login information shall be changed at the beginning of each fiscal year (July 1). Online banking and financial management login information shall be changed any time there is a change of Treasurer. Login information for other pertinent sites shall be changed any time there is a change of officer who has access to such information.
- H. The President and the Treasurer shall each keep a copy of the key to the council P.O. Box.

### **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 selected from the incoming officers by the board of directors. Consideration will be given in priority order to incoming elected officers, then incoming board members, and finally incoming ad hoc committee chairs.
- C. This council will annually fund delegates to attend the National PTA Convention. The budget to send delegates shall be up to \$650.
- D. Delegates to the National PTA Convention shall be the incoming President or alternates as determined by the board of directors. Consideration will be given in priority order to incoming elected officers, then incoming board members, and finally incoming ad hoc committee chairs.

## **Section 10 – Awards**

- A. This council may present the following awards annually in the spring: Golden Acorn, Outstanding Educator, Outstanding Advocate, Outstanding Student Advocate. Outstanding Service, and Honorary Lifetime Membership.
- B. Recipients for all awards will be selected from among PTA leaders , volunteers, students, and school district staff within the Northshore community.
- C. Awards nominations are coordinated by the First Vice President of this council. The First Vice President will assemble a committee to select the recipients of these awards.