Northshore Council PTSA
Standing Rules – 2026-27

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 granted Recognition of Exemption under section 501(c)(3) of the Internal Revenue Code was granted December 06, 2005. A copy of the letter of determination is filed in the legal documents notebook.

F. The current Treasurer is responsible for filing IRS Form 990EZ or 990N, as required prior to November 15 and providing a copy to the board of directors no later than December 1. Copies of the current and past years' returns are kept in the legal document notebooks.

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. The legal document notebooks may be digital provided that they are kept in two different places.

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 Secretary ~~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 an annual fee of $100 for local PTAs within the Northshore Council PTSA membership area. Northshore Special Education Community PTSA (NSEC) and Sorenson PTA shall not pay an annual fee. Additionally, each local PTA that is a member of Northshore Council PTSA shall pay a fee of $2.00 per local PTA member per year.

B. Local PTAs will be considered in good standing with the Northshore Council PTSA as long as they are not delinquent in their Council fees and in compliance with the Washington State PTA standards of Affiliation Agreement.. In this section, a delinquency means 60 days or more late in payment. Only local PTAs in good standing can vote during Council meetings and apply for Council grants.

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. Copies of the signed Standards of Conduct shall be kept in the legal document notebooks. Board members in violation of this policy may be subject to board action, which may include removal from office as prescribed in the Washington State PTA Uniform Bylaws and policies.

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: Director of Communications, Emergency Preparedness and Safety, Membership, Inclusion and Outreach, and Reflections.

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: Financial Review Committee, Mental Health Committee, Nominating Committee, Awards Committee, Grants Committee, Budget Committee

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 an elected PTA position for a minimum of 2 years with one year in a board position at the educational stage that they are going to support.

K. Executive committee terms are for one year. 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 September 2026, quorum for this council is 15.

E. Membership meetings may be held in person, virtually or a hybrid of both. Virtual or hybrid meetings must use remote communication tools where all participants in person or virtually have equal opportunity for simultaneous participation, voice, and vote.

F. Voting may take place at a meeting, by mail, or by electronic transmission. The voting method utilized must be the same for all meeting participants. If voting takes place electronically, the Northshore Council PTSA must follow voting policy and procedures that align with Electronic Voting Best Practices in WSPTA Policy and the Northshore Council PTSA Voting Policy.. In an urgent situation, any action which could be taken at a meeting of the board of directors may be taken without a meeting if a written consent, setting forth the action to be taken, is approved by each member of the board of directors who are entitled to vote. The process for voting on a motion outside of a meeting can be found in the current Northshore Council PTSA Voting Policy. Any action approved outside of a meeting will have the same effect as though it was taken at a meeting. The action will be reviewed and recorded in the meeting minutes of the next occurring board of directors meeting.

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.If no previous notice was given, then a two-thirds (2/3) vote is required.

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 a spring membership meeting, preferably March, 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 and end of year (preferably in January and July), as well as 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. All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the treasurer. Two (2) authorizations are required on all disbursements.All payment and reimbursement requests will be reimbursed following the procedure established in this PTA's Money Handling Policy.

E. This council's monthly bank and secured credit card statement(s) shall be provided unopened or by view-only access through the bank portal 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.

I. Council shall maintain a storage unit. President and Vice President of Events shall be in control of storage unit access.

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.

This council will annually fund delegates to attend the National PTA Convention.

C. 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.

Section 11 – Collaboration with Outside Organizations

A. Northshore Council PTSA may collaborate with non-PTA organizations. The PTA will handle only PTA funds and will have in place a signed contract with the other organization to clearly establish whether it is a PTA activity or the other organization's activity. This PTA will not be a fiscal agent, fiscal sponsor, or sign a sponsorship or charter agreement with any outside organization or agency.