

# What is Highline Council PTSA?

The Highline Council PTSA serves the local PTA's of the Highline School District Area and is in Region 9 of the Washington State PTA. Washington State PTA is part of the National PTA.



## Our mission...

Our mission for the 2019-2020 year is to strengthen relationships in our district between schools, educators, families, and communities to best support our students.

Our goals include:

- Increasing participation of local PTAs at the Council level
- Offer more training and support
- Encourage participation of local PTAs in PTA programs: Reflections, Softball, Awards Night, Convention
- Maintain and encourage best practices
- Learn new ways we can develop stronger relationships between PTA's, local schools, the district, and our community at large

## Highline Council PTSA Policies

In accordance with the policies of the WSPTA, the Highline Council shall be non-commercial, non-sectarian and non-partisan. It shall not endorse any commercial enterprise or any candidate. The name of the association or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any purpose not appropriately related to promotion of the objectives of the association.

### THE PURPOSE OF THE HIGHLINE COUNCIL PTSA IS TO:

1. Support, coordinate, facilitate and serve the needs of the local PTA's and provide information and guidance.
2. Promote the objectives of the Washington State PTA and National PTA through creating public opinion favorable to the interests of children and youth.
3. Promote communication and cooperation among the member units of matters of mutual concern within the council boundaries.
4. Assist in the formation of new units and encourage child welfare projects in the local units and the community.

### Highline Council PTSA operates under the National PTA Objectives, which are:

1. To promote the welfare of children and youth in home, school, church or place of worship and community
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youth.
4. To bring into closer relation the home and school, that parents and teachers may cooperate intelligently in the education of children and youth.
5. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

### BYLAWS

The bylaws of the Highline Council of Parents, Teachers and Students are set forth in the Washington State PTA Uniform Bylaws.

## HIGHLINE COUNCIL STANDING RULES

1. The name of the association shall be the Highline Council Parent-Teacher-Student Association 9.5, it was chartered in October 1980. [all info moved to sr 1]
2. This council serves the local PTA's in the Highline School District. [all info moved to sr 2]
3. This PTA is registered with the Secretary of State under the Charitable Solicitation Act. The treasurer is responsible for filing the annual registration prior to May 31st. [all info moved to sr 4]
4. This council is a non-profit corporation recognized by the State of Washington on April 5, 1978. The council UBI number is available upon request. A 72-hour notice is required. [all info moved to sr 3] [all info moved to sr 4]
5. Highline Council PTSA has designated the Washington State PTA as its registered agent with the Washington Secretary of State's Office, the Washington Department of Revenue, and the United States Internal Revenue Service. The Employee Identification Number is located in the legal documents binder. [all info moved to sr 3]
6. The treasurer will renew the Articles of Incorporation each April. [all info moved to sr 3]
7. This council was recognized by the IRS as a non-profit tax-exempt organization, December 28th, 2015, under Section 501c3. [all info moved to sr 5]
8. The Treasurer, with assistance from the immediate past treasurer, is responsible for filing IRS Form 990, Form 990EZ, or Form 990-N prior to November 15th. Copies of the current and past year's returns are located in the legal documents binder. [all info moved to sr 6]
9. The President, Secretary and Treasurer shall each keep a copy of all legal documents in their procedure notebook. The President Secretary and Treasurer shall be responsible for keeping legal documents up-to-date. [info moved to sr 5 & 6]
10. The signature of at least three elected officers shall be on the authorized signature card for this PTA's bank account. [all info moved to sr NOT 22 & YES 23]
11. Highline Council PTSA will maintain a legal documents binder with copies for the President, Treasurer and Secretary. [all info moved to sr 9]  
All elected officers shall have access to the legal documents binder. [all info moved to sr 6]
12. The council will conduct a financial review of its books and records in January of each year in addition to the required financial review at the close of the fiscal year. [all info moved to sr 21]
13. Highline Council PTSA's monthly bank statements shall be provided unopened to a person appointed by the Board of Directors. Such person will be appointed by the board 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 initial and date the account statements and provide them to the treasurer. [all info moved to sr 24]
14. Per the Washington State PTA Uniform Bylaws, we will annually review the Washington State PTA Standards of Affiliation agreement in its entirety and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA. HCPTSA will complete the SOA by October 31 each year. HCPTSA will also present a completed SOA at an Open General Meeting following the completion. [all info moved to sr 8]
15. The membership service fee of this council shall be \$2.00 per member of each local unit. [all info moved to sr 9]
16. The Council shall maintain a minimum general fund balance of \$1000 to carry forward to the next fiscal year. [all info moved to sr 19]
17. The nominating committee shall be elected no later than February. [some info moved to sr 15]
18. The elected officers of this Council shall be President, Vice President, Secretary, and Treasurer. Any elected position may be held jointly by two people, except for Treasurer. Each co-position holder is entitled to voice and vote at the board of director's meeting. These elected officers shall constitute the Executive committee. The election of officers

shall be held no later than April 30th. A term consists of one year. No person shall serve in the same position on the Executive Committee for more than two (2) consecutive terms. [all info moved to sr 13]

19. The Board of Directors shall consist of the elected officers and Standing Committee chairs. [all info moved to sr 14]  
All members of the Board must be members of a local unit PTA within the boundaries of the Highline School District. [all info moved to sr 10]

20. The Highline Council PTSA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Standards of Affiliation Agreement. [all info modified & moved to sr 13]

21. Board meetings shall be held monthly as scheduled by president and majority vote of the board. [all info moved to sr 12]

A quorum for the Board of Directors shall be a majority of the board or no less than four members. [all info moved to sr 12]

22. General Membership meetings shall be held at least 3 times per year with the location and time published at least 15 days before the meeting. [all info moved to sr 11] Special meetings of the Council may be called as arranged by the Executive Committee. [all info moved to sr 11]

23. Special meetings may be called by the president, a majority of the board of directors, or by ten percent of the voting body. Notification of place, date, time and purpose of meeting shall be provided to members at least ten days before the special meeting in a manner specified in the council standing rules. [all info moved to sr 11]

24. An office/standing committee chair shall be declared vacant if that person misses three consecutive meetings unless excused by the President. Board members shall notify the President if they are unable to attend a meeting. [all info moved to sr 14]

25. An officer of a local PTA or council may be removed from office by a two-thirds vote of the membership present at a regularly scheduled meeting or at a meeting called for such purpose, should there be cause for removal, such as violation of the ethics, policies, or principles of PTA. [all info moved to sr 14]

~~26. The Standing Rules and Budget shall be adopted by a majority vote of the delegation no later than June 15. [some info moved to sr 19] [all info moved to sr 11] note that sr 32 – we must have 2/3 vote for standing rules~~

27. The standing rules and budget may be amended by any regular general membership meeting by a two-thirds vote, or if previous notice is given, by a majority vote. [all info moved to sr 32]

28. The board of directors has the authority to reallocate up to \$500 budgeted for one purpose to another purpose. [all info moved to sr 19]

29. Reimbursements for expenses must be requested of the Treasurer within 30 days of expenditure. [all info moved to sr 25]

30. Standing Committees may include: Awards, Reflections, Social Service Fund, Scholarship Selection, School District Liaison, Communications, Area Representatives ~~for North, Central and South~~, Advocacy Chair, and Membership. Standing Committee Chairs: May serve for one year. Your second year is optional (best practices is w/apprentice), third year the position is open; please consider chairing again if no new person is interested after the position is advertised for two Membership meetings. [all info moved to sr 14] underlined/black info moved to sr 16

31. Awards - The President shall appoint an Awards Committee (approved by the Board) to select the following awards – which shall be presented annually at the final General Meeting. The Board shall determine the number of recipients and shall determine if new awards shall be given for additional categories. An awards ceremony, certificates, and any gifts or flowers given to honorees must be accounted for in the budget. All award nominees, except for the Employee Recognition Award, will go through an additional screening process by the HCPTSA Awards Committee, with the final selection announced at our awards program. The HCPTSA shall give these awards:

**Advocacy for Youth Award:** This is a special award presented to a person who has advocated for children and youth for many years in an extraordinary way.

**Golden Acorn Award:** This award is presented to a PTA member who has given outstanding service to children and youth. The Golden Acorn Award is very special and is given for continued and dedicated service. This is our way to

honor PTA members for their contributions to this association. A contribution will be made in the recipient's name to the Washington State PTA Scholarship Foundation.

**Community Service Award:** This award is presented to a person, organization, or business who has supported children and PTA activities in the Highline School District and who has supported council programs or activities.

**Outstanding Service Award:** This award is presented only by PTA Councils, Regions or the State PTA to an individual who may have already been honored by a local PTA unit and who is continuing to give service to children. An Outstanding Service Award recipient is someone who works for children beyond the specific school community and the bounds of job or PTA. This person is concerned with ALL children and is willing to work to help them achieve their potential.

**Outstanding Educator:** This award is presented to an individual who has demonstrated outstanding educational contributions. A contribution made by the PTA, Council or State PTA in the name of the Outstanding Educator Award recipient, helps the Washington State PTA award additional scholarships to post-secondary students.

**Employee Recognition Award:** This award is given to school employees from each school location and ERAC. The award recognizes the extra time and energy, above and beyond job requirements, given to children and to the PTA community. Up to two (2) honorees may be nominated from each unit. Each of these honorees will receive recognition at the awards program in June. [\[all info moved to sr 18\]](#)

32. **Special** committees of this council may include: Hospitality, President/Principal Workshop, Softball, Website Management, or other committees as deemed necessary. [\[underlined info moved to sr 14\]](#) [\[some info moved to sr 16\]](#)

33. The voting body of this council shall be the Board of Directors and one designee (which could be the president or other member of the local unit) of each local PTA/PTSA unit in membership. [\[all info moved to sr 10\]](#)  
A quorum for general membership meetings shall be at least 10 members. [\[all info moved to sr 11\]](#)

34. Voting delegates and alternates to the annual State PTA Convention shall be appointed by the ~~Board of Directors~~. Priority shall be given to the newly elected Executive Committee. [\[all info moved to sr 28\]](#)

35. Voting delegates to the Legislative assembly shall include the Advocacy Chair, unless otherwise designated by the board. [\[all info moved to sr 28\]](#)

Note: All PTA/PTSA Local Units and Councils are affiliated with the WSPTA and are required, as a condition of their affiliation, to abide by and conform to its Uniform Bylaws. [\[all info moved to end of standing rules as footnote\]](#)