



Standing Rules for Highline Council PTSA

Approved As Presented With Updates **November 4, 2019**

Standing Rules UPDATES Key:

Yellow Highlights = Brand New info/title proposed benign info

Green Highlights = Exactly the same as original standing rule

Blue Highlights = Total change/update proposed

Pink Highlights = Changes I saw as I was doing these highlights

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#### 1. Name and Identity

The name of this PTA is **Highline Council Parent-Teacher-Student Association 9.5**. It was chartered on **October 1, 1980**. Its National PTA number is 11279116. **[all info moved from sr 1]**

#### 2. PTA Purpose and Community

This PTA council provides service to the PTAs and students in the **Highline School District**, and any other PTA outside of the district that requests membership. Our purpose is to promote the welfare of children and youth; we inform, advise, guide, instruct, serve, and encourage PTA leader development. **[all info moved from sr 2]**

#### 3. Incorporation

This PTA was incorporated **as a non-profit corporation** on **April 5, 1978** and assigned UBI available upon request with a 72-hour notice. **[all info moved from sr 4]**

The treasurer is responsible for filing the annual corporation report (Articles of Incorporation) each April. **[all info moved from sr 6]**

The registered agent for this corporation is Washington State PTA. The Employer Identification Number (EIN) is kept in the legal document notebooks **[all info moved from sr 5]**

in the custody of the PTA president and treasurer. **[all info moved from sr 9]**

#### 4. Charitable Solicitations

This PTA is registered with the Secretary of State under the Charitable Solicitations Act, registration number available upon request with a 72-hour notice. The treasurer is responsible for filing the annual registration by May 31 to avoid penalties. [some info moved from sr 3] [some info moved from sr 4]

## 5. Tax-exempt Status

This PTA was granted non-profit tax exempt status under section 501(c)(3) of the Internal Revenue Code on December 28, 2015. [all info moved to sr 7]

A copy of the letter of determination is filed in the legal document notebooks maintained by the president and treasurer. [all info moved from sr 9]

## 6. IRS Filing

The treasurer is responsible for filing the appropriate federal informational return 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 maintained by the president and treasurer, [all info moved from sr 9]

all elected officers shall have access to legal documents notebook. [all info moved from sr 11]

## 7. Registered Agent [is this too similar to #3 above?]

This PTA has designated Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the Internal Revenue Service. [all info moved to sr 5]

Copies of the signed documents making such designation are available in the legal document notebooks maintained by the president and treasurer. [all info moved to sr 9]

## 8. Standards of Affiliation

Per the *Washington State PTA Uniform Bylaws*, we will annually complete 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 from sr 14]

This PTA will review the WSPTA Standards of Affiliation yearly. The treasurer is responsible for completing and presenting documentation at a membership meeting.

## 9. Council Service Fees

The service fees of this council shall be \$2.00 per local unit PTA member. [all info moved from sr 15]

## 10. Voting Delegates to Council

The voting body of the council shall consist of the members of the council board of directors and two authorized delegates as determined by the president of each member PTA. [all info moved from sr 33]

Students of Highline School District and any other PTA included in the Highline Council PTSA area shall be considered honorary members of Highline Council PTSA without voice, vote, or the privilege of holding office.

Council board of director's members are representatives of Highline Council PTSA and may not also represent a local PTA at council membership meetings. All members of the Board must be members of a local unit PTA within the boundaries of the Highline School District. [some info moved from sr 19]

### 11. Membership Meetings and Quorum

Adoption of the budget, adoption of standing rules, [all info moved to sr 26] election of the nominating committee, report of the financial review committee, and election of officers shall take place at membership meetings. [all info moved from sr 17] NOT Nominating Committee or Officer Election because that is specified in #15 below as optional electronic voting

A calendar of membership meetings adequate to accomplish the business of the association shall be determined by the board of directors, no less than three meetings per year.

Each local PTA will receive notice of the place, date, and time of the meetings not less than ten nor more than fifty days prior to the date of the meeting. [all info moved from sr 22]

A quorum of at least 10 members must be present to conduct business. [all info moved to sr 33]

Special meetings of the membership may be called by the president or upon written request of the majority of members of the board of directors or 10% of the voting body. Notification of place, date, time, and purpose of the meeting shall be published via email or other approved method of communication, at least ten days prior to the special meeting. [all info moved to sr 23]

### 12. Board of Director Meetings

The executive committee shall set a calendar of regular monthly board meeting dates and times. Special meetings of the board of directors may be called by the president or upon written request of the majority of members of the board of directors or 10% of the voting body. Notification of place, date, time, and purpose of the meeting shall be delivered to each member of the board of directors via email or other approved method of communication, at least ten days prior to the special meeting. Quorum for board meetings is a majority of the sitting board, no less than three. [all info moved from sr 21]

Voice and vote at Highline Council PTSA board of directors' meetings shall be limited to elected board members and standing chairs, unless an individual is recognized and granted voice by the meeting chair.

### 13. Elected officers, co-officers and training requirements

The Executive Committee is made up of the elected officers of this PTA which shall be: President, Vice President, Secretary, and Treasurer.

Any elected position may be held jointly by two people, except treasurer. Each co-position holder shall be entitled to voice and vote at a board of directors' meeting. The election of officers shall be held in the spring. 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 from sr 18]

This PTA will ensure that each executive committee member attends a minimum of one WSPTA-approved training during the fiscal year within three months of beginning their role and attends PTA and the Law either year during the two year term. Furthermore, at least one member of the executive committee will attend the current offering of PTA and the Law during the PTA year. President and vp attends at least a president's class, secretary attends at least the secretary's class, treasurer attends at least treasurer's class. [all info expanded on and moved from sr 20]

#### 14. Board of Directors & Standing Committee Chairs

The board of directors of this PTA shall consist of the elected officers and the chairs of the following standing committees: [all info moved from sr 19]

Advocacy, Legislative, Area Representatives, Communications, FACE, Fundraising, Hospitality, Membership, School District Liaison, Social Service Fund, Website Management. 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. Open positions shall begin to be advertised in winter membership meeting. [all info moved to sr 30] Hospitality & Website Management [moved from sr 32]

An official 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 from sr 24]

An officer 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 from sr 25]

#### 15. Officer election process

Voting for officers or nominating committee may take place at a meeting, by mail, or by electronic transmission. If voting takes place by mail or electronic transmission the Highline Council PTSA election policy and procedure will be followed.

The nominating committee shall be elected no later than February. [all info moved from sr 17]

**Note:** If a PTA decides to conduct electronic voting, a second document must be developed that outlines the procedures. If no electronic voting will take place, this clause can be left out of the standing rules.

#### 16. Ad Hoc Committees

The executive committee shall establish committees. Committee chairpersons shall be appointed by the president and approved by the executive committee for a term of one year. All committee chairpersons must be current members of a PTA.

A committee chair may be removed from their position by a vote of the board of directors.

Special committees of this council may include: Awards, Grants, Nominating Committee, President/Principal Workshop, Reflections, Senior Scholarships, Softball, or other committees as deemed necessary. These committees are dissolved at completion of project and a "Committee Program Evaluation" is submitted and filed. [all info moved from sr 32] Awards, Reflections & Scholarship Selection moved to sr 30]

## 17. Reflections

This PTA shall offer a yearly Reflections program for all district PTAs.

## 18. Awards

Golden Acorn, Outstanding Advocate, Outstanding Student Advocate, and Outstanding Educator Award(s) may be awarded annually. The president shall appoint the awards committee, with the approval of the executive committee. The awards committee will determine the number of award recipients and whether other awards will be considered on an annual basis, based on the yearly awards budget. 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 from sr 31]

## 19. Budget and Monthly Financial Reports

This PTA shall approve its annual operating budget in the spring of each year. [some info moved from sr 26]

The board of directors has authority to reallocate up to \$500.00 budgeted for one purpose for another purpose by a two-thirds vote. [all info moved to sr 28]

The treasurer will submit a monthly financial report to the board of directors.

The Council shall maintain a minimum balance of \$1000 to carry forward to the next fiscal year. [all info moved from sr 16]

## 20. Legal Documents

The PTA shall maintain a physical safe deposit box at the bank where its checking account is maintained. The original copy of any legal document shall be kept in the safe deposit box. Copies are to be made for the president and treasurer and kept in legal document notebooks. All elected officers shall have access to the contents of the safe deposit box. [some info moved to sr 9]

## 21. Financial Review

A financial review committee with a minimum of three members appointed by the president will review the financial records of this PTA twice a year, winter and at the close of the fiscal year (June 30). [all info moved from sr 12]

The report of the committee will be presented at the regularly scheduled membership meeting immediately following the review.

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.

## 22. Bank Account

This PTA shall establish one or more accounts in financial institutions as determined by the board of directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal. [NOT THE SME info from sr 10]

## 23. Bank Account Signers

The board of directors shall determine which officers shall have signing authority on the PTA bank account. The signature of at least three elected officers shall be on the authorized signature card for this PTA's bank account. [all info moved from sr 10]

~~Another board member that is not a signer shall be assigned to do the online banking review.~~

## 24. Independent Review of Bank Statements

The PTA's monthly bank account statements shall be provided unopened to a person appointed by the board of directors. This 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 to the executive committee any concerns or discrepancies identified in the review. If no concerns or

discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer. [all info moved from sr 13]

## 25. Payments and Reimbursements

All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the treasurer within 60 days of expenditure. Any requests for reimbursement not submitted prior to the date determined by the treasurer prior to the end of the school year, will be considered a donation to the general fund of this PTA. [all info moved from sr 29]

No authorized signer will sign a check to her or himself. Two authorized signers must sign all PTA checks.

## 26. NSF Checks

Should the PTA receive an NSF check, a service fee in the amount of \$30 will be charged, in addition to any fees imposed by the PTA's bank. If the NSF check is not paid by June 1, the PTA will not accept any checks from this individual in the future. If more than two NSF checks are received from the same individual during the fiscal year, the PTA will not accept further checks from the individual responsible.

## 27. Gambling Activities

Students of Highline School District and any other PTA that joins Highline Council PTSA shall be considered honorary members of Highline Council PTSA without voice, vote, or the privilege of holding office, to participate in gambling activities.

**Note:** This clause is different than student membership (see #10) and is necessary to conduct any gaming activities where students will be involved.

Chairperson shall take PTA and the Law that year before gambling. Gambling requirements must be adhered to including; obtaining a permit in time for event, contacting local police to report activity, and quarterly reporting (even if no further gambling occurs).

## 28. Voting Delegates

This PTA may send as many voting delegates to the WSPTA Convention as allowed by the WSPTA Uniform Bylaws. All delegates shall be selected by the president. [some info modified/moved from sr 34]

Priority shall be given to the newly elected Executive Committee. [all info moved from sr 34]

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

## 29. Policy Review

This PTA shall maintain policies for: *area representatives, board standards of conduct, training/lodging, insurance review, money handling, social media, online banking, FACE*

*activities, password transition and mail or electronic voting.* These policies shall be reviewed and approved yearly by the board of directors. These policies shall reside with the secretary.

### **30. Collaboration with Other Organizations**

This PTA 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.

### **31. Code of Conduct and Social Media Use**

Elected officers of this PTA shall follow a board code of conduct. Officers, chairpersons, and volunteers shall adhere to the Highline School District Volunteer Handbook policies.

Members of this PTA shall not use their own personal social media platforms to cyberbully, insult, embarrass, target, or post threats of physical or verbal abuse towards any individuals, including school board officials, school administrators, teachers, PTA members, volunteers, or other individuals that are associated with Highline School District.

This PTA shall have a social media policy which shall be reviewed yearly by the board of directors.

### **32. Standing Rules**

The standing rules of this PTA shall be adopted annually by majority vote at the first membership meeting of the school year. *[some info moved from sr 26]*

The standing rules may be amended at a membership meeting by majority vote if previous notice of the meeting was given. If no previous notice was given, then a two-thirds (2/3) vote is required. *[all info moved from sr 27]*

*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 from sr footnote]**