

**Seattle Council of Parent Teacher Student Association  
SCPTSA Standing Rules**

These Standing Rules shall be in compliance with the Washington State PTA Uniform Bylaws, referred to in this document as the Uniform Bylaws. The SCPTSA Equity Resolution shall be used as a reference and guide in all SCPTSA board and membership decisions.

**1. Name and Identity**

The name of this PTA is the Seattle Council Parent Teacher Student Association of the Washington Congress of Parents and Teachers, 6.15. It was chartered on July 7, 1972. It shall be referred to in these standing rules as SCPTSA, Seattle Council PTSA, or the Council. Its National PTA Number is 11279142.

**2. PTA Purpose and Community**

This Council provides services to the PTAs, PTSAs, and students and families in the Seattle Public Schools 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.

**3. Incorporation**

The council was incorporated on April 3, 1973 and assigned UBI 22221550. The Treasurer is responsible for filing the annual corporation report prior to June 30. The registered agent for this corporation is Washington State PTA. The Employer Identification Number (EIN) is kept in the legal document notebooks in the custody of the PTA President and Secretary.

**4. Charitable Solicitations**

This PTA is registered under the Charitable Solicitations Act, registration number SEC-088-350. The treasurer is responsible for filing the annual registration by May 31 to avoid penalties.

**5. Tax Exempt Status**

The Council was granted tax exempt status under section 501(c)3 of the Internal Revenue Code in May, 1973. A copy of the letter of determination is filed in the legal document notebooks maintained by the President and Secretary.

**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 Secretary.

## **7. Registered Agent**

The council 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. Copies of the signed documents making such designation are available in the legal documents notebooks maintained by the President and Secretary.

## **8. Standards of Affiliation**

Per the Washington State PTA Uniform Bylaws, the Council will annually complete the Washington State PTA Standards of Affiliation agreement in its entirety, and agrees to abide by all requirements and to uphold the ethics, policies, and principles of PTA.

## **9. Council Service Fees**

Council service fees shall be \$3.50 per local PTA member. Council service fees are waived for PTAs in Schools that are Title 1 School Wide or that Receive Title 1 Targeted Assistance now or in the last two years.

## **10. Voting Delegates to Council**

The voting body of this Council shall consist of the members of the Council Board of Directors and one (1) delegate from each local PTA/PTSA that is in good standing. Local PTA/PTSA Presidents are automatic delegates and can delegate their vote to other board members to serve as alternates.

## **11. Membership Meeting and Quorum**

Adoption of the budget, adoption of the standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at membership meetings. The council will hold at least three membership 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. Special membership meetings may be called by the President, or a majority of the Board of Directors, by written notice, not less than ten nor more than thirty days before the special meeting. The meeting notice shall include the date, place, time, and purpose of the special meeting.

A quorum of at least 10 voting delegates must be present to conduct business. Council membership meetings may be open to all interested persons; but the privilege of making motions, debating, or voting shall be limited to the voting body of the council.

## **12. Board of Directors Meetings**

Board of Directors meetings will take place at least monthly according to a schedule agreeable to all board members. Special meetings of the board may be called by the President or upon written request of a majority of members of the Board of Directors. Notification of place, date, time, and purpose of the meeting shall be delivered to each member of the Board of Directors via email at least five days prior to the special meeting. Directors may participate in a meeting by conference

telephone or similar communications equipment so that all persons participating in the meeting can hear each other. Participation by this method constitutes presence in person at a meeting.

The right to make motions, participate in debate, and vote at council board meetings shall be limited to members of the Board of Directors, unless a motion to suspend the rules is approved by a two-thirds vote. Quorum for board meetings is a majority of the sitting board.

### **13. Elected officers, co-officers, standards of affiliation, and training requirements**

The elected officers of this PTA shall be: President, Vice President (s), Treasurer, and Secretary. A Legislative Vice President may also be elected. A Student Representative may be elected if he/she/they is eighteen (18) years or older. If a Student Representative is elected to serve prior to reaching eighteen years of age, they may request an appointed position until such time as they are old enough to hold elected office. The elected officers are the Executive Committee. Any elected position may be held jointly by two people. Each co-position holder shall be entitled to voice and vote at all meetings. In the event of co-treasurers, one treasurer shall not be a signer on the bank account. The Executive Committee shall approve the President's appointments of members to the Board of Directors, review the standing rules annually, and refer recommendations to the Board of Directors and/or general membership for action.

This PTA will review the WSPTA Standards of Affiliation yearly. The Executive Committee shall ensure the appropriate business licenses, required Insurance, and all compliance updates and documents are filed appropriately and communicated with the board of directors.

This PTA will ensure that each Executive Committee member attends a minimum of one WSPTA-approved training during the fiscal year. At least one member of the Executive Committee will attend PTA and the Law during the fiscal year.

### **14. Board of Directors**

The Board of Directors of this PTA shall consist of the elected officers, and may include the Executive Advisor, Communications Chair, Race and Equity Chair, Family Engagement Chair, Reflections Chair, Title 1 Schools Chair, Area 1-7 Directors, Membership Chair, Legislative/Advocacy Chair, High School Liaison Chair, and Special Education Liaison Chair. The President may create additional positions and appoint individuals with the Executive Board's approval. See Officer and Board of Director roles and responsibilities document for full job descriptions.

Consistent with the SCPTSA Equity Resolution, the Board of Directors shall be reflective of Seattle Public Schools families relative to race, ethnicity, sexual orientation, gender identity, ability, and immigration status. In order to support representative participation, SCPTSA shall offer travel stipends to Executive Board Members up to \$480 per year as well as up to \$240 per year for non-executive board members. This is based on a per Board and/or General Membership Meeting rate of \$20/meeting.

### **15. Officer Election Process**

Voting for officers or the nominating committee may take place at a membership meeting, by mail,

or by electronic transmission. If voting takes place by mail or electronic transmission, the Seattle Council PTSA Electronic Voting Policy and procedures will be followed. Officers shall be elected prior to June 30 for a term of one (1) year or until their successors are elected. No person shall serve in the same office for more than two (2) consecutive terms. An officer having served eight (8) or more months shall be considered to have served a full term. Officers shall assume their duties on July 1. To be eligible for election as an officer, a person must be at least 18 years of age and be a member of a local PTA/PTSA within the Council boundaries. President, Secretary, and Treasurer positions must be filled by individuals who have served on a Board of Directors for a local PTA/PTSA, Council, or other non-profit for at least a one (1) year term. If a Council decides to conduct electronic voiting, the electronic voting document that ourlines the procedures will be followed.

If a vacancy occurs in an office, the Executive Committee may fill the vacancy until the next general membership meeting at which time nomination shall be made from the floor with the consent of the nominee. A quorum being present, a majority of all votes cast is necessary to elect.

### **16. 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 local PTA within this council. A committee chair may be removed from their positions by a vote of the Board of Directors.

### **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 Awards 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.

### **19. Budget and Monthly Financial Reports**

The Treasurer will submit a monthly financial report to the Board of Directors.

The Treasurer shall serve as the budget committee chair. The budget committee shall consist of no fewer than three (3) members who are appointed by the President and approved by the Executive Committee. The budget committee shall annually prepare an itemized proposed budget to be approved first by the Board of Directors and then by general membership prior to June 30 and then re-approved at the first general membership meeting of the new fiscal year.

The council shall not enter into any financial obligations above \$5,000 extending beyond the current fiscal year (July 1-June 30) except as approved by general membership either directly via the annual budget approval process or via special vote.

The Board of Directors has the authority to reallocate up to \$1,000 budgeted for one purpose to

another purpose.

The Treasurer can increase a line item by 5% without board or membership approval.

## **20. Legal Documents**

The Council shall maintain the original copies of all legal documents in a locked and secured location. All elected officers shall have access to the original documents. Copies are to be made for the President and Secretary and kept in a legal documents notebook. All books, funds, and supplies belonging to SCPTSA shall be relinquished to the new officers by the retiring officers upon leaving office.

## **21. Financial Review**

All accounts shall be inspected annually between July 15 and August 31 by a financial review committee. This committee shall consist of three members who are appointed by the President and approved by the Executive Committee. 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.

## **23. Signing Authority**

The authorized signatories for the council's bank account will be the President, Vice President(s), and Treasurer. In the event two or more members of the same household hold offices, only one shall cosign on financial matters.

In the event of Co-Treasurers, one will be a signer on the account and the other will have access to online banking for review. If there is one Treasurer, another board member that is not a signer shall be assigned to do the online banking review.

All financial matters and binding agreements shall require two (2) signatures from Executive Officers. All contracts and binding agreements shall be discussed with the Board of Directors before being signed by two members of the Executive Committee.

No authorized signer will sign a check to her/ him/them self. Two authorized signers must sign all PTA checks.

## **24. Grantmaking**

This council shall have a grantmaking policy that includes a focus on equity as described in the

Equity Resolution.

**25. Independent Review of Bank Statements**

The PTA's monthly bank account statements shall be provided 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.

**26. Payments and Reimbursements**

All payments 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 Council. No authorized signer will sign a check to themselves or anyone in their household. Two authorized signers must sign all Council checks.

**27. Voting Delegates**

SCPTSA may send representatives to Washington State PTA events including WSPTA Convention, Legislative Assembly, PTA and the Law, Leadership Conferences, and Region 6 Trainings. These representatives shall be selected by the Board of Directors.

This council may send as many voting delegates to the WSPTA Convention as allowed by the WSPTA Uniform Bylaws. The voting delegates shall be determined by the Board of Directors.

This council may send as many voting delegates to the WSPTA Legislative Assembly as allowed by the WSPTA Uniform Bylaws. The voting delegates shall be the Legislative/Advocacy Chair and another board member selected by the Executive Committee. If the Legislative/Advocacy chair is unable to attend, an alternate will be selected by the Executive Committee.

**28. Policy Review**

This Council shall maintain policies for Electronic Voting, Grantmaking, and Money Handling and Account Management and any other policies deemed necessary by the Executive Committee. These policies shall be reviewed and approved yearly by the Board of Directors. These policies shall reside with the Secretary.

**29. Online Account, Password Protection, and Transition Procedures**

A list of all active online accounts and programs is kept with the president. A transition policy and list of active accounts must be provided to the financial review committee, minus passwords and account numbers.

**30. Collaboration with Other Organizations**

This Council 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. Standing Rules**

The standing rules of this council shall be adopted annually by majority vote if previous notice of the meeting was given. If no previous notice was given, then a two-thirds ( $\frac{2}{3}$ ) vote is required.

**Tracking Amendments Approved by General Membership**

<b>Standing Rule #</b>	<b>Date Approved</b>	<b>Amended Wording</b>	<b>Reason for Amendment</b>
3		Update to June 30	Date not a requirement
15		Update to June 30	Date note a requirement
15		President, Secretary, and Treasurer positions must be filled by individuals who have served on a Board of Directors for a local PTA/ PTSA, Council, or other non-profit for at least a one (1) year term.	Not a WSPTA requirement
15		If a Council decides to conduct electronic voting, the electronic voting document that outlines the procedures will be followed	consistent with WSPTA
26		No authorized signer will sign a check to her or himself. Two authorized signers must sign all Council checks.	consistent with WSPTA
add as #29		Online Account, Password Protection, and Transition Procedures A list of all active online accounts and programs is kept with the president. A transition policy and list of active accounts must be provided to the financial review committee, minus passwords and account numbers.	consistent with WSPTA
29&30		renumber as 30 & 31	organization of document