



Shoreline PTA Council 6.12
2014-15
Standing Rules

Name and Purpose

1. The name of this Council shall be Shoreline PTA Council 6.12. This Council supports the local unit PTAs within the Shoreline School District by providing information, training, resources, and opportunities to network with each other, giving them the tools to be successful child advocacy organizations.
2. This Council is a non-profit corporation recognized by the State of Washington on January 25, 1980, incorporation number 2-296373-0 LOF WA. The Council Treasurer must submit the corporation's annual renewal to the Office of the Secretary of State by January 25th of each year. The registered agent for the corporation is the Washington State PTA.
3. This Council is registered with the Secretary of State under the Charitable Solicitations Act, registration number SHO-P88-320. The Council Treasurer is responsible for filing the annual registration before May 31st of each year.
4. The Council agrees to abide by the current Washington State PTA (WSPTA) Uniform Bylaws as amended at the annual WSPTA convention.
5. The IRS recognized this Council as a Non-Profit Tax Exempt organization under Section 501c3 on October 21, 1981. The Federal Identification number is on file in our permanent records notebook.
6. Three (3) notebooks containing all records pertaining to the Council's legal matters shall be kept in three separate locations; one with the Treasurer, one with the Secretary, and the originals filed at the Council office. It shall be the responsibility of the Treasurer and/or Secretary to keep the notebooks current.
7. PTA/PTSA membership lists shall not be released to outside interests (per WSPTA Uniform Bylaws).
8. The Council shall offer a Reflections Art Program to the local units served by the Council.

Membership Dues

9. The local units in membership with this Council shall pay to the Council annual service fees of \$1.50 per member. National, State, and Council dues will be paid directly to WSPTA. The services fees are to be given to the Council Treasurer or Membership Chair on or before October 25th, January 25th, and May 25th. Per WSPTA Uniform Bylaws, Council shall determine the next year's annual fees no later than April 30th of each year.
10. If Council administrative expenses go up more than 10% since the last increase, the Council may exercise the option of raising their fees by at least \$0.25 per person.

Elections, Officers, Committees

11. The Council Nominating Committee shall be elected in a General Membership meeting according to the WSPTA Uniform Bylaws. The Nominating Committee shall strive to maintain equal representation from throughout the District on the Executive Committee.
12. The Council Executive Committee may consist of the following elected officers: President, Vice President, Vice President(s) of Advocacy, Secretary, and Treasurer. The Vice President of Advocacy and Secretary positions may be held jointly by two (2) people and each position elected shall be entitled to voice and vote at any Board of Director or General Membership meetings.
13. 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. Each Executive shall attend at least one training during the year according to the WSPTA Uniform Bylaws.
14. The Spring Leadership Training Workshop shall be the responsibility of the incoming and outgoing Executive Committees.
15. The Vice Presidential position (in order of succession) shall be: 1st – Vice President of Council, 2nd – Vice President of Legislation.
16. To be eligible for election to a Council office, a person must be a member of a local PTA/PTSA unit of the Council and must have been a member of the Board of Directors of a local unit or Council for at least one term.
17. Officers shall be elected prior to April 30th for a term of one year and shall assume office July 1st. Officers are limited to serving two consecutive terms for the same office, according to WSPTA Uniform Bylaws.
18. The Shoreline PTA Council President is the only official spokesperson for the Shoreline PTA Council, except for those appointed by the Council President.
19. The President shall preside at all meetings; make appointments to positions and committees with the approval of the Executive Committee and fulfill other duties described in the WSPTA Uniform Bylaws; and keep a complete roster of the membership of all standing and special committees; and maintain an up-to-date roster of local units in the Council membership with names, and other contact information of their officers.
20. The Secretary shall keep accurate records of all meetings; notify the President of any unfinished business; and maintain a PO Box key to pick up and distribute Council mail.
21. The Treasurer shall serve as Chair of the Budget Committee and present the budget to the membership; keep accurate records at all times; receive, issue receipts, and deposit promptly in an authorized account all monies and disburse the same according to the approved yearly budget; present a written financial statement at each regular meeting; provide all financial records if requested by the President or Board of Directors; file the annual 990EZ or 990; and close the books on June 30 and submit them to a financial review committee.
22. Elected officers shall not hold more than one Board of Directors position. Should a Standing Committee Chair position be left unfilled it will be the responsibility of the Director to hold the position until an appointment can be made. Should a Director have to chair a Standing Committee, that person will have only one vote.
23. The Council Board of Directors shall consist of the Executive Committee, and (Co)Chairs of the Standing Committees (as appointed by the President with approval of the Executive Committee). Each Board member shall be a member in good standing of a local PTA unit within the Council before assuming the roles and responsibilities of the position.
24. The Council General Membership with voting rights shall consist of the Board of Directors, Ad Hoc committee chairs, and a President (or designee) from each Local Unit. Every Council member shall be a current member of a local unit within the Shoreline PTA Council.

25. The Standing Committees recognized as members of the Shoreline PTA Council shall include but not be limited to: Membership, The Works, and Holiday Baskets (Food Drive & Teen Gifts).
26. Ad Hoc committees recognized as members of the Shoreline PTA Council shall include but not be limited to: Council Awards, Levy (only in Levy year), Recognition Event, Nominating, Reflections, and Student Scholarships.
27. When Council is asked to participate in a collaborative/school district project, the Executive Committee or President may appoint a Council Liaison. The Liaison will attend planning meetings on behalf of the Council and report back to the Council. The Liaison is a representative only and cannot commit the Council to participation without a vote of the General Membership.
28. Committee Chairs shall be appointed for a term of one year according to WSPTA Uniform Bylaws with no limit on consecutive terms served.
29. An office/committee may be declared vacant if that officer/committee chairperson misses three consecutive meetings unless excused by the President.
30. If a vacancy occurs in an office, the Executive Committee may appoint an acting officer to serve until the next General Meeting, at which time an election will take place to fill the vacancy. Nominations shall be made from the floor with the consent of the nominee.

Meetings

31. The Council General Membership meetings shall be listed on the adopted schedule of regular meetings (Council Calendar), or as announced by the Executive Committee. Adopting the annual budget, approving the Standing Rules, and electing the Nominating Committee and election of the Executive Committee shall be done at General Membership meetings.
32. For General Membership meetings, a quorum shall be defined as a majority of the Board of Directors plus majority of Local Units represented. Absentee or mail-in proxy ballots are prohibited.
33. Special General Membership meetings may be called by the President or a majority of the Board of Directors or by ten (10%) of the voting body as defined by Standing Rule 24. The person calling the special meeting shall provide notification as per the guidelines set forth in RCW 24.03.075 to all members of the Council's voting body, not less than ten (10) nor more than fifty (50) days before the date of the special meeting, stating the place, date, time, and purpose of the special meeting according to WSPTA Uniform Bylaws.
34. The Council Executive Committee shall meet as needed, at a time and date that is agreed upon by the executive Committee members. Quorum shall be defined as a majority of those positions on the committee. Board of Director's meetings will take place monthly as scheduled on the Shoreline PTA Council Calendar and as necessary when called by the President or a majority of the Executive Committee. Quorum shall be a majority of those bodies serving on the Board of Directors.
35. Special meeting of the Board of Directors may be called by the President or upon written request by a majority of all members of the Board. Written notice stating the date, time, place and purpose of the meeting shall be delivered to each member of the Board at least ten (10) days prior to the special meeting. If less than 10 days notice is given, documentation of each member's consent to conduct business must be obtained in writing or via email. A quorum of the Board must be present to conduct business.
36. Members of the Board of 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 at the same time. Participation by this method constitutes presence of the person at a meeting.

37. Committee notebooks are the property of the Shoreline PTA Council and will be turned in at the Board of Directors meeting in June.
38. Election of officers shall be done at Annual Council General Meeting, held no later than April 30th.
39. Council General 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. Prior approval from the Executive Committee must be obtained when a non-Council person is being asked to speak on behalf of a committee or chair.
40. The Council shall send at least one voting delegate to the annual Legislative Assembly. The delegate shall be the Vice President of Advocacy or an alternate appointed by the Council Executive Committee. The approved delegate(s) shall be allowed to vote his/her conscience when representing the Council.
41. The Council voting delegates to the annual WSPTA Convention shall be chosen by the Board of Directors. The approved delegate(s) shall be allowed to vote his/her conscience when representing the Council.
42. The vote of this Council for the position of WSPTA Region 6 Director shall be determined by the Board of Directors and cast by the President.

Awards

43. The Council Golden Acorn Award recipient(s) shall be selected by the Council Awards Committee. The Committee may be made up of the available past golden Acorn recipients (a maximum of 5 most recent recipients) chaired by the most recent recipient on the committee. The Council may also choose to award any other recognized WSPTA service award (such as Outstanding Service Award, Outstanding Advocate, Outstanding Business Award, and/or Outstanding Educator Award) – using established written criteria.

Budget and Finance

44. A Budget Committee shall be appointed by the Council President and shall consist of at least three (3) members, one of which is the current Treasurer. The Treasurer shall submit a budget for the following fiscal year to be approved by the Board of Directors prior to presentation for formal adoption at a General Meeting no later than May 31st.
45. Board of Directors shall approve committee plans on an ongoing basis on current budget forecasts and financial conditions according to WSPTA Uniform Bylaws.
46. A current report of receipts and expenditures must be presented at each general meeting.
47. Only elected officers may sign contracts on behalf of the Shoreline PTA Council. All contracts must be reviewed and authorized by the Board of Directors prior to execution and bear the signature of two executives, one of whom must be President.
48. Only Elected officers may be the authorized signers on the Council's bank account. All Council checks must have two signatures. The Board of Directors on the recommendation of the Executive Committee will determine which elected officers will be the authorized signers on bank accounts and determine the non-elected Board member who will receive the second statement for the current year.
49. Use of a PTA debit card, credit card, ATM card and online banking to disburse PTA funds is not permitted according to WSPTA Uniform Bylaws.
50. The Council shall maintain a 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 as well as any unused gift/food cards. Copies of legal documents are to be made for the legal documents notebooks. Value statement of any gift/cards will be attached to the monthly

financial statement. Only elected officers shall have access to the safe deposit box. The Board of Directors on the recommendation of the Executive Committee will determine which elected officer has access to the safe deposit box.

51. All Council reimbursement requests must be submitted to the Treasurer with authorizing signatures and receipts within 60 days of the event. All requests for reimbursement must be in to the Treasurer by June 15th.
52. A financial Review of the Treasurer's books and records shall be conducted mid-year and after June 30th of each year. The Council President shall appoint a Financial Review committee of at least three (3) persons who were not authorized to sign on the bank account for the period(s) being reviewed. The current Treasurer cannot be a member of the Financial Review Committee. The review may also be done by a qualified accountant. A report of the Financial Review shall be presented to the Executive Committee, Board of Directors, and General Membership.
53. The Council will secure and maintain a resale permit from the State of Washington.

Amending the Standing Rules

54. The Standing Rules shall be reviewed annually by the Council Executive Committee and presented to the Board of Directors at the September Board meeting. The Standing Rules will then be submitted for approval to the General Membership at the first Council General Membership meeting in the fall.
55. The Standing Rules may be amended at any regular General Membership meeting by a two-thirds vote, or if previous notice is given, by a majority vote.