

Standing Rules for Snoqualmie Valley PTSA Council

Approved 10/22/19

1. Name and Identity

The name of this PTA is Snoqualmie Valley PTSA Council 2.18. It was chartered on May 3, 2007, following a ballot vote at a special District-wide PTSA General Membership meeting held on April 24, 2007. Its National PTA number is 2690228.

2. PTA Purpose and Community

This Council serves the local PTAs/PTSAs in the Snoqualmie Valley School District.

3. Incorporation

This PTA was incorporated on March 4, 2008, and assigned UBI # 602 822 043. The treasurer is responsible for filing the annual corporation report. 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 29059. The treasurer is responsible for filing the annual registration by May 31 to avoid penalties.

5. Tax-exempt Status

This PTA was granted tax exempt status under section 501(c)(3) of the Internal Revenue Code on June 17, 2008. 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

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. Copies of the signed documents making such designation are available in the legal document notebooks maintained by the president and secretary.

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.

9. Council Service Fees

The service fees of this council shall be \$1 per local PTA member.

10. Voting Delegates to Council

The voting body of the council shall consist of the members of the council board of directors and four authorized delegates from each member PTA. Council board of director's members are representatives of SVPTSA Council and may not also represent a local PTA at council membership meetings.

11. Membership Meetings and Quorum

Adoption of the budget, adoption of standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at membership meetings.

A calendar of membership meetings adequate to accomplish the business of the association shall be determined by the board of directors.

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. A quorum of at least 10 members must be present to conduct business.

12. Board of Director Meetings

The executive committee shall set a calendar of regular 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. 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. Quorum for board meetings is a majority of the sitting board.

Voice and vote at SVPTSA Council 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, standards of affiliation, and training requirements

The elected officers of this PTA shall be: President, Vice-President, Secretary and Treasurer.

Any elected position other than treasurer may be held jointly by two people. Each co-position holder shall be entitled to voice and vote at a board of directors' meeting. In the event of co-vice presidents, there will be an Executive Vice President who will assume the role of the president should he or she be unable to fulfil his/her duties.

This PTA will review the WSPTA Standards of Affiliation yearly.

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 the chairs of the following standing committees: Membership, Family and Community Engagement (FACE), Advocacy, Special Education and Disability (SED) and any others as voted on by the board.

15. Officer election process

Voting for officers or nominating committee positions shall take place at a membership meeting.

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 in good standing.

Committee chairs shall be appointed annually for a one-year term.

A committee chair may be removed from their position 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 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.

19. Budget and Monthly Financial Reports

This PTA shall approve an annual operating budget in the spring of each year. The board of directors has the authority to reallocate funds budgeted for one purpose to another purpose.

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

20. Legal Documents

This PTSA shall keep all original legal documents in a safe/fireproof box accessible by the Board. Copies are to be made for the president and secretary and kept in legal document notebooks. All elected officers shall have access to the contents of the safe deposit box.

21. Financial Review

The PTA is required to conduct a financial review of its books at the close of the fiscal year (June 30). It is recommended that a midyear financial review also be conducted. The financial review report(s) will be presented at the next following membership meeting.

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. Bank Account Signers

The board of directors shall determine which officers shall have signing authority on the PTA bank account. The president and treasurer will be signers, along with one other elected officer as determined by the board.

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.

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.

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 not to exceed \$25 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 the Snoqualmie Valley School District shall be considered honorary members of this PTA without voice, vote, or the privilege of holding office, to participate in gambling activities.

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 board of directors.

This PTA may send as many voting delegates to the WSPTA Legislative Assembly as allowed by the WSPTA Uniform Bylaws. All delegates shall be selected by the board of directors.

29. Policy Review

This PTA shall maintain policies for list all policies. Suggestions include: board standards of conduct, money handling, social media, online banking, after school 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 SVSD 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 the SVSD.

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. 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.