

PUYALLUP PTA COUNCIL 5.7

STANDING RULES Approved March 26th, 2019

1. Name and Identity	<ul style="list-style-type: none"> The name of this PTA is Puyallup PTA Council 5.7. Its National PTA number is 12279134.
2. PTA Purpose and Community	<ul style="list-style-type: none"> This council proudly provides service to the PTAs and students in the Puyallup School District, and any other PTA outside of the district that would like to join. “Making every child’s potential a reality.” Our purpose is to promote the welfare of children and youth. We are here to inform, advise, guide, instruct, provide customer service and encourage PTA leaders within Puyallup and all other PTAs that wish to join.
3. Incorporation	<ul style="list-style-type: none"> This PTA was incorporated on January 21st, 1980 and assigned UBI D296227. 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 documents’ notebooks in the custody of the PTA Treasurer.
4. Charitable Solicitations	<ul style="list-style-type: none"> This PTA is registered under the Charitable Solicitations Act, registration number PUC-088-322. The treasurer is responsible for filing the annual registration by May 31 to avoid penalties.
5. Tax-exempt Status	<ul style="list-style-type: none"> This PTA was granted tax exempt status under section 501(c) 4 of the Internal Revenue Code on July 2nd, 1980. A copy of the letter of determination is filed in the legal documents’ notebooks maintained by the treasurer.
6. IRS Filing	<ul style="list-style-type: none"> The treasurer is responsible for filing the appropriate federal informational return prior to November 15 and providing a copy to the board of directors and reporting to the members at the next scheduled membership meeting.
7. Registered Agent	<ul style="list-style-type: none"> 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 documents’ notebooks maintained by the treasurer.
8. Standards of Affiliation	<ul style="list-style-type: none"> 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. Membership Service Fees	<ul style="list-style-type: none"> Membership service fees of this council shall be \$1.50 per person.

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10. Council Voting Delegates	<ul style="list-style-type: none"> • Council membership shall consist of the council board of directors, delegates from the local PTA/PTSA within the Puyallup School District, and any local PTA outside of the Puyallup School District that would like to join. • Privilege of introducing motions and voting shall be limited to the voting body of the council. • The voting body of the council shall consist of the members of the council board of directors, two authorized delegates from each local PTA/PTSA. Each individual member of the council board of directors will have one vote. • Council board of director’s members are a representative of the Puyallup PTA Council and cannot also represent a local PTA/PTSA at council membership meetings and trainings.
11. Membership Meetings and Quorum	<ul style="list-style-type: none"> • 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. • There shall be at least 3 membership meetings of the members to be held at a time and place; decided on by the board of directors; for the purpose of conducting business. • Each local PTA will receive written 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. Meeting notice will be given on the PTA website, and social media. • One-tenth of the voting delegates shall constitute a quorum. Absentee or mail ballots are prohibited. Consistent with WSPTA Uniform Bylaws, proxy voting is not allowed.
12. Board of Director Meetings and Quorum	<ul style="list-style-type: none"> • Meeting dates and times shall be set by the executive committee. Each board member shall receive written 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. • Quorum for meetings is a majority of the sitting board.
13. Elected Officers, Co-officer and training requirements	<ul style="list-style-type: none"> • The elected officers of this PTA shall be president, vice president, secretary, and treasurer, program and events chair, membership chair and legislative chair. • Any elected position may be held jointly by two people. In the event of co-treasurers, one of the treasurers may not be a signer on the bank account. • Each co-position holder shall be entitled to voice and vote at all board of director’s and membership meetings. • This PTA will ensure that each executive committee member attends PTA and the Law and a minimum of one WSPTA-approved training during the fiscal year.

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<p>14. Board of Directors and Meetings</p>	<ul style="list-style-type: none"> • The board of directors of this PTA shall consist of the elected officers and the chairs of the following standing committees: communications chair, family and community engagement chair, member at large, special services chair, training and local PTA support chair. • The board of directors will meet monthly, on a date and time to be determined by the board. • Any board position may be declared vacant if the board member is absent two consecutive meeting unless excused by the president
<p>15. Officer Election Process</p>	<ul style="list-style-type: none"> • The election of officer shall take place at a membership meeting no later than June 30th, for a term of one year. Officer’s duties are assumed by July 1st. • In the event the president position is vacant or if the president is unable to fulfill their duties, the president position will be temporarily filled by the vice president. • Voting for officers or nominating committee must take place at a membership meeting. • To be eligible for election, a person must be a member of a local PTA of the council and must have served on a local PTA’s board of directors for at least one term. • An officer having served eight or more months shall be considered to have served a full term.
<p>16. Puyallup School District Liaison</p>	<ul style="list-style-type: none"> • Two or more board members shall serve as the Puyallup School District liaisons appointed by the board of directors with one being appointed lead. • These individuals will meet regularly with the Puyallup School District Superintendent to discuss topics of interest. • Reports of these meetings will be provided to the board of directors and the Puyallup Local PTAs.
<p>17. Committees</p>	<ul style="list-style-type: none"> • Committees shall be established by the executive committee. • Committee chairpersons shall be appointed by the board of directors. • Students under the age of 18 may be appointed by the president with the approval of the executive committee as a committee chair. • All committee chairpersons must be current member of a PTA. • All committee chairs will be appointed for a term of one year. • Each committee chair is responsible for keeping a procedure notebook/USB for referral to his/her successor. • All committee records and procedures must be turned over to the incoming president by July 1st.

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18. Nominating Committee	<ul style="list-style-type: none"> • A nominating committee of at least three; not to exceed five; shall be elected at the first membership meeting of the year. • The committee must submit a written report to the council board of directors 15 days prior to the membership meeting where elections will take place.
19. Awards	<ul style="list-style-type: none"> • Golden acorn, outstanding advocate, outstanding educator award (Zeiger award), and outstanding service award(s) may be awarded annually. • The President appoints the awards committee, per <i>WSPTA Uniform Bylaws</i>. The awards committee will determine the number of recipients and whether other awards will be considered on an annual basis, based on the yearly awards budget.
20. Budget	<ul style="list-style-type: none"> • This PTA shall approve an annual operating budget in the spring of each year. • The board of directors has the authority to reallocate up to \$ 250.00 budgeted for one purpose to another purpose.
21. Legal Documents	<ul style="list-style-type: none"> • The PTA shall maintain a safe deposit box at the bank where its checking 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 secretary and kept in legal document notebooks. All elected officers shall have access to the contents of the safe deposit box.
22. Financial Review	<ul style="list-style-type: none"> • 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. • 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. • The report of the committee will be presented at the regularly scheduled membership meeting immediately following the review.
23. Bank Account	<ul style="list-style-type: none"> • 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.
24. Bank Account Signers	<ul style="list-style-type: none"> • The board of directors shall determine which officers shall have signing authority on the PTA bank account. • 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, a board member that is not a signer may be assigned to do the online banking review. • No authorized signer will sign a check to her or himself. • All PTA checks must be signed by two authorized signers.

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25. Bank Statements and Treasurer Reports	<ul style="list-style-type: none"> 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. The treasurer(s) will provide a monthly financial report to each board member.
26. Reimbursements	<ul style="list-style-type: none"> All reimbursement requests shall include a receipt and submitted on the appropriate forms within 60 days of expenditure.
27. Gambling Activities	<ul style="list-style-type: none"> Students Puyallup School District and any other PTA the joins Puyallup PTA Council, shall be considered honorary members without voice, vote, or the privilege of holding office, to participate in gambling activities.
28. Voting Delegates to WSPTA Convention and Legislative Assembly	<ul style="list-style-type: none"> The Council president is responsible for submitting voting delegate names to the WSPTA. This PTA will send as many voting and visiting delegates to the WSPTA convention as the budgeted amount for convention can support. All delegates for the WSPTA convention shall be selected by the board of directors. Registration and hotel shall be paid by council. Persons attending convention paid for by the PTA will submit to the board of directors a summary of classes and general sessions attended. The legislative chair for council PTA will be one of the voting delegates representing the PTA at the legislative assembly; the rest of the voting delegates will be determined by the board of directors. Individuals attending the assembly paid for by council will submit to the board a report about WSPTA Legislative Assembly.
29. Policy Review	<ul style="list-style-type: none"> This PTA shall maintain policies for money handling, online banking, social media, and password transition. These policies shall be reviewed and approved yearly by the board of directors. These policies shall reside with the secretary.
30. Online Accounts, Password Protection and transition procedures	<ul style="list-style-type: none"> A list of active 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. List of current passwords will be transitioned to the incoming president after June 30th, changed and given to any other board members whose role requires access.
31. Code of Conduct and Social Media Use	<ul style="list-style-type: none"> Members of Puyallup PTA Council 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 Puyallup School District or any other PTA that joins. This council will develop and adhere to an agreed upon set of operating norms annually

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32. Standing Rules	<ul style="list-style-type: none"> The standing rules of Puyallup PTA Council 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
33. Juanita B Cole Scholarships	<ul style="list-style-type: none"> The Puyallup PTA Council will budget for and provide a scholarship program for graduating high school students attending college to receive a degree in education. The per scholarship amount will be decided on by the board of directors as the budget allows.
34. Council Event Guests	<ul style="list-style-type: none"> Before each event the council will consider whether council board of directors, committee chairs, committee members, council award recipients for the current year, guest speakers, entertainers, region director, council scholarship recipients and their parents, school board member and Washington State PTA officers are guests of the council and fees may or may not be charged.