

## Standing Rules for Lake Washington PTSA Council 2.8

*Lake Washington PTSA Council shall adopt standing rules to govern our organization in conformity with the Washington State PTA (WSPTA) Bylaws, and such standing rules shall not be in conflict with WSPTA Uniform Bylaws. LWPTSA Council shall be governed by all WSPTA Uniform Bylaws not specifically addressed in these standing rules.*

### **Name**

1. The name of this council shall be Lake Washington PTSA Council 2.8 (LWPTSA Council). This council was chartered by the Washington State PTA (WSPTA) on October 30, 1980. The National PTA number is 052585.

### **Purposes**

2. In accordance with *WSPTA Uniform Bylaws*, Article 3, Section 1, the purposes of the Lake Washington PTSA Council are:
  - A. To promote the functions of WSPTA.
  - B. To provide services, information, support, and leadership training for local PTAs in the council service area.
  - C. To promote cooperation among local PTAs in the council service area.
  - D. To encourage projects promoting children's health, safety, welfare, and/or education in local PTAs and the community.

### **Membership, Voting, and Service Fees**

3. This council serves local PTAs in the Lake Washington School District.
4. The voting body of the LWPTSA Council shall consist of the council board of directors, and up to four delegates per local PTA. Delegates must be voting members of their local PTA board of directors. While in-person voting during membership meetings is preferred, should circumstances prevent in-person meetings from being held, voting for essential business may take place via electronic submission by the processes described in LWPTSA Council policy.
5. The service fee collected by this council shall be \$1.00 per member for all members of the local PTAs within the council area. This fee shall be approved yearly as part of the council standing rules. Fees shall be due by the date of the LWPTSA Council General Meetings held in December and June.
6. The four voting delegates to the WSPTA Convention shall be the council president(s) and/or delegates appointed by the president(s) with the approval of the executive committee.
7. The four voting delegates to the Legislative Assembly shall be the Vice-President Advocacy and/or delegates appointed by the president(s) with the approval of the executive committee.

## Legal Status

8. LWPTSA Council is a non-profit corporation with tax-exempt status, Section 501 (c)(3), granted September 14, 2001. A copy of the determination letter is available from the treasurer. The Employer Identification Number (EIN) is listed in the legal document notebooks.
9. LWPTSA Council was incorporated as a non-profit corporation by the State of Washington on January 10, 1977, and assigned UBI number 601 618 388. The incorporation number is 2-263400-0.
10. LWPTSA Council was registered as a charitable organization on November 12, 1988. This registration number is 2604.
11. This council shall keep at least two copies of its legal documents notebook in two separate locations, one of which can be electronic, to be maintained by the secretary and treasurer.
12. WSPTA shall be the registered agent for this council.
13. LWPTSA Council's fiscal year is July 1 through June 30. This council shall conduct a semi-annual financial review of its books and records.
14. LWPTSA Council Standing Rules shall be reviewed each year and adopted at the first membership meeting in the fall by a majority vote. The standing rules may be amended at any scheduled membership meeting. By parliamentary authority per *WSPTA Uniform Bylaws* Article 13, if notice is given in advance of a proposed amendment then the standing rules may be amended by a majority vote, or if no notice is given of a proposed amendment, then the standing rules may be amended by a two-thirds vote. The LWPTSA Council Policy shall be maintained and reviewed by the Board of Directors to reflect current business practices. Policy shall address how things shall be done but should allow for some flexibility to address opportunities as they arise.

## Officers and their Election

15. The officers of the LWPTSA Council shall be:
  - A. President
  - B. Secretary
  - C. Treasurer
  - D. Executive Vice-President
  - E. Vice-President Programs
  - F. Vice-President Advocacy
  - G. Vice-President Family and Community Engagement
  - H. Vice-President Communications
  - I. Area Vice Presidents: Evergreen, Finn Hill, Inglewood, Kamiakin, Kirkland, Redmond, Rose Hill, and Timberline.
16. Officers shall be elected in accordance with the *WSPTA Uniform Bylaws* for a term of one year. They shall assume office on July 1. All executive committee positions with the exception of treasurer may be held concurrently by more than one individual, with each individual entitled to voice and vote.
17. An office shall be declared vacant if an officeholder misses three consecutive meetings unless previously excused by the president(s).

18. If a vacancy occurs in a council office, the executive committee may appoint a member to fill the vacancy until the next membership meeting, as specified in *WSPTA Uniform Bylaws* Article 5, Section 6.
19. The executive committee may remove from office any member of the board of directors by a two-thirds vote of the executive committee, in accordance with the *LWPTSA Council Board Commitment Form*.

### **Duties of Officers**

20. LWPTSA Council shall comply with all duties outlined in the *WSPTA Standards of Affiliation Agreement* in order to remain a PTA in good standing. The president(s) is responsible for completing this form yearly, no later than October 31.
21. All council officers shall execute the duties of their offices as described in the *WSPTA Uniform Bylaws*, Section 7, and shall perform additional duties as listed in these standing rules, the *LWPTSA Council Board Commitment Form*, job descriptions, and as requested by the president(s).
22. In the event that the president(s) is unable to serve, the Executive Vice-President(s) and Vice-President(s) Programs shall serve in their place.
23. Area Vice-President(s) shall serve as liaisons between the board of directors and local PTA leaders.
24. Duties of the treasurer:
  - a. Present a written financial statement each month and as required by the president(s).
  - b. Receive, issue receipts for, and deposit all funds promptly in an authorized account.
  - c. Disburse all funds according to the approved yearly budget.
  - d. File the appropriate federal tax return Form 990 in a timely manner.
  - e. File the annual corporation report.
  - f. File the annual charitable solicitations registration by May 31.
  - g. Submit all financial records to the financial review committee as requested for the mid-year review.
  - h. Close the books at the end of the fiscal year and submit all financial records to the financial review committee no later than thirty days thereafter.
25. Duties of the secretary:
  - a. Keep accurate minutes of all meetings.
  - b. Notify the president(s) of any unfinished business.
  - c. Participate in the agenda planning process as directed by the president(s).
  - d. Be responsible for correspondence as designated by the president(s).
  - e. Keep a complete roster of membership, and of all standing and special committees.
26. Vice-President Advocacy
  - a. Inform LWPTSA Council and local PTAs of advocacy and legislative issues, and of concerns relating to the needs and status of children.
  - b. Represent this council at the WSPTA Legislative Assembly.
27. The President(s) will maintain a list of all online accounts and passwords, apart from Council email login passwords. The President(s) shall have global administrator login access for Council email accounts. It will be the responsibility of each officer who controls online accounts and

passwords to obtain login and password information from their predecessor upon taking office. The officer will change the password(s) and provide the updated account access information to the president(s).

### **Executive Committee and Board of Directors**

28. The executive committee shall consist of the elected officers.
29. The board of directors shall be composed of the executive committee, the membership chair, and the diversity, equity, inclusion, and belonging chair. The board may also include up to two members-at-large, as appointed by the president(s) and approved by the executive committee.
30. The president(s), with the approval of the executive committee, may appoint other resource representatives as non-voting members to the board of directors. These representatives may include principals, past council presidents, an administrative representative, a Lake Washington Education Association representative, or a Lake Washington Schools Foundation representative.

### **Committees**

31. LWPTSA Council standing committees shall consist of: Awards, Communications, Diversity, Equity, Inclusion, and Belonging, Emergency Preparedness, Family Education, Founders Day, Membership, Newsletter Editor, Reflections, Scholarships, Special Education Group, Sustainability, and other committees as determined by the council board of directors.
32. Committee chairs are appointed by the president(s) with the approval of the council board of directors.
33. All officers and committee chairs shall be current members of a PTA within this council.
34. Special committees shall be appointed by the president(s) as needed with the approval of the council board of directors.
35. The nominating committee shall be elected according to the WSPTA Uniform Bylaws by the December membership meeting. It shall comply with all duties of a nominating committee as stated in the *WSPTA Uniform Bylaws*. The nominating committee shall provide a report to the membership at least 15 days prior to the membership meeting at which the election is held.
36. Officers and chairs shall submit all files and records for transition to either the president(s) or the incoming officers and chairs by a date set by the board of directors.

### **Meetings**

37. Council membership meetings shall be held the first Thursday of the month unless otherwise announced. The board of directors shall determine the meeting times. Membership meetings are open to all interested PTA members, but making motions, debating, and voting are limited to the voting body of council as defined in the *WSPTA Uniform Bylaws*, and further by line 4 of these standing rules. There shall be at least 9 membership meetings between September and June.
38. Special membership meetings may be called with at least 10 days' notice. Local PTA officers will be sent notice via email to the address on file with the secretary.
39. A quorum for a membership meeting shall be 10 percent of the recorded voting delegates.
40. Executive committee and/or board of directors meetings shall be held on the third Thursday of the month unless otherwise announced. Any board member may bring business before the

board of directors with prior notification to the president(s). Each member of the board of directors will have one vote, and a majority of those on the board of directors shall constitute a quorum.

41. Special board meetings may be called with at least 5 days' notice. Members of the board of directors will be notified via email to the address on file with the secretary.
42. Meetings may be any combination of in-person, virtual, or hybrid. Virtual and hybrid meetings shall use remote communication tools where all members attending in-person or virtually have equal opportunity for participation, voice and vote.

#### **Financial Policies**

43. The council budget shall be adopted each year at a regularly scheduled membership meeting in the spring by a majority vote. Reallocations within the budget in an amount totaling up to \$1000 per fiscal year may be approved by a majority vote of the board of directors. Reallocations exceeding \$1,000 per fiscal year must be approved by a majority vote of the membership.
44. The council will maintain a year-end cash balance of unallocated reserves. For our scholarship account, we will hold a reserve equivalent to two scholarships per learning community plus funds for each named scholarship that we bear a responsibility to award each year. For our operations account, we will hold a reserve equal to typical expenditures and commitments for the first 6 months of the fiscal year as determined by the budget committee, with the approval of the board.
45. LWPTSA Council will maintain a policy to establish and maintain financial accounts, including online banking and payment accounts such as PayPal, Square, etc.

#### **Collaboration with Outside Organizations**

46. LWPTSA Council may collaborate with non-PTA organizations. LWPTSA Council 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.
47. LWPTSA Council will not be a fiscal agent, fiscal sponsor, or sign a sponsorship or charter agreement with any outside organization or agency.