

# Riverview PTSA Council Standing Rules 2021-2022

*approved 9/29/2021*

## **Legal Information**

1. The name of this Council is: Riverview PTSA Council 2.16. It was chartered on April 10, 2011. Its National PTA number is 02681961.
2. This Council serves all local PTAs in the Riverview School District.
3. This Council was incorporated on June 7, 2011 and assigned a UBI Number, by Washington State Department of Revenue. The UBI number is available upon request. The treasurer is responsible for filing the annual corporation report by June 30th to avoid penalties. The Employer Identification Number is located in the legal documents binder in the custody of the treasurer.
4. This PTSA was granted tax-exempt status under section 501(c) (3) of the internal revenue code on June 11, 2014. A copy of its determination letter is available from the treasurer.
5. The treasurer is responsible for filing the appropriate Federal tax return Form 990, Form 990EZ or Form 990-N prior to November 15th and providing a copy to the board of directors no later than November 1st. Copies of the current and past years' returns are located in the legal documents binder in the custody of the treasurer.
6. This Council shall keep two copies of its legal documents notebook in two separate locations. The treasurer will be responsible for updating both, and will keep one, and the president will keep the second copy.
7. This Council has designated the Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the United States Internal Revenue Service. Copies of the signed documents making such designation are available in the legal documents binder in the custody of the treasurer.

## **Membership Information**

8. All Council members must be current members in good standing of a Local PTA in the Riverview School District.
9. All students of Riverview schools shall be considered honorary members of this Council, with a voice, but without vote or the privilege of holding office.
10. This Council will receive, by way of electronic remittance from Washington State PTA, the Per Local PTA fee of \$1.00 per member. Local PTAs make monthly membership fee payments directly to Washington State PTA.

## **Board of Directors and Elections**

11. The elected officers of this Council shall be president, vice president, secretary, and treasurer. These elected officers shall be known as the executive committee. All of these offices may be co-chaired with the exception of Treasurer. Each co-position shall be entitled to voice and vote. In the case of co-presidents, the presiding president has a tie-breaking vote.
12. To maintain "PTA in Good Standing Status," Council will make sure that each executive committee member attends a minimum of one WSPTA-approved training course during the PTA year. Further, at least one member of the executive committee will attend PTA and the Law during the PTA year. The Executive Committee will complete the WSPTA Standards of Affiliation Checklist by Oct. 31st.

13. To be elected to Council office, the person shall have been a member of a local PTA board of directors or council board of directors for at least one term, and shall have been a member of a local PTA in the council for at least 15 days preceding the election. (Per WSPTA Bylaws.)

14. Voting for officers (or nominating committee positions) may take place at a meeting, by mail, or by electronic transmission. If voting takes place by mail or electronic transmission, the name of each candidate and/or the content of each proposal is to be contained in the notice of the meeting and any vote cast must be received within the time frame identified in the notice of the meeting. All nominees for office must also be current PTA members.

15. Officers shall be elected no later than June 30th for a term of one (1) year, and shall assume office on July 1. No person shall serve in the same elected position for more than two (2) consecutive years. If an officer resigns, the remaining executive committee will determine who will assume the duties of that office until the position can be filled otherwise by a vote of the general membership.

16. The board of directors of this Council shall consist of the executive committee and all committee chairs.

17. The majority (half plus one) of members of the board of directors shall constitute a quorum for conducting the business of the board.

18. The board shall have regular meetings on a date and time to be determined by the board of directors. Notice shall be given not less than 10 days nor more than 50 days prior to each meeting.

19. An elected office or chairmanship shall be declared vacant if that person misses three (3) consecutive meetings, unless previously excused by the president.

20. An officer may be removed from office by a two-thirds vote of the membership present at a regularly scheduled meeting or at a meeting called for such purpose, should there be cause for removal, such as violation of the ethics, policies, or principles of PTA.

### **Committees**

21. Standing committees could include: Advocacy/Legislative, Communications, FACE (Family and Community Engagement), Membership, Programs/Reflections, Emergency Preparedness. Other committees may be determined by a vote of the General Membership. Ad hoc committees of this Council shall be Financial Review, Awards, Budget, and Standing Rules.

22. The nominating committee shall have at least three (3) persons, elected by the membership. The Council president may not serve on the nominating committee. Each person may serve no more than two (2) consecutive terms on the nominating committee.

### **General Membership Meetings**

23. Adoption of the budget, adoption of standing rules, election of the nominating committee, and election of officers shall take place at general membership meetings (GMM). There must be at least a majority of members present (4 of 7 local PTSAs) in order to conduct business (quorum). Meetings shall be held at the direction of the board of directors, not less than three (3) times per PTA year.

24. The voting body of the Council shall consist of the executive committee, the board of directors and Local PTSA Presidents or their authorized delegates (as appointed by the local PTSA President). Council GMM's shall be open to all interested PTA members, but the privilege of making motions or voting shall be limited to the voting body.

25. The date, time and location of GMM's shall be determined by the board of directors. Written or electronic notice of GMM's shall be made not less than ten (10) days and not more than fifty (50) days prior to the GMM.

26. Special meetings may be called by the president, a majority of the board of directors, or by ten percent of the voting body. Notification of place, date, time and purpose of the meeting shall be provided to all local PTAs in the council at least five days before the special meeting.

27. One or more WA State PTA award(s) may be presented annually to an outstanding volunteer(s) and educator(s). A committee appointed by the president shall select the recipient(s). The board of directors shall determine the number of recipients.

### **Financial Information**

28. The Council budget shall be prepared by a committee consisting of the treasurer and at least one (1) other member. This Council shall approve its annual operating budget prior to June 30th of each year. The board of directors has authority to reallocate up to \$250 budgeted for one purpose to another purpose.

29. A financial review committee, minimum of three (3) members appointed by the president, will review the financial books at least once per year, no later than August 31st. Members of this committee shall not include the treasurer or any person authorized to sign on the PTSA bank accounts for the period that is being reviewed, or any individuals living in their households.

30. This PTSA maintains a bank checking account. This and any other banking accounts shall require the signatures of at least two (2) elected officers to make a withdrawal. The board of directors shall determine which officers shall have signing authority on the PTSA bank account, and maintain a copy of the signature card in the legal documents notebook.

31. The PTSA's monthly bank account statements shall be provided unopened to a person appointed by the board of directors. Such 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 any concerns or discrepancies identified in the review to the executive committee. If there are not concerns or apparent discrepancies, the reviewer shall initial and date the account statements and provide them to the treasurer.

32. This PTSA maintains password controlled online accounts. The board of directors shall determine which officers shall have online viewing authority, and maintain the login and password information in the legal documents notebook. The passwords will be changed annually, no later than July 31st.

33. All contracts for service shall require the signatures of two (2) elected officers. All notices, flyers and correspondence shall be reviewed by two (2) elected officers AND by a district representative, if applicable, prior to distribution.

34. All reimbursement requests for authorized expenses must include a receipt or invoice and be submitted to the treasurer by June 15th or they will be considered a donation to Council.

35. Donations shall be accepted by this Council, and allocated as directed by the donor, or if not restricted, as determined by the board of directors. The treasurer shall issue a receipt for all donations received.

**Delegate Information**

36. The two (2) voting delegates to the WSPTA Annual Convention shall be the Council president and/or delegates appointed by the president with the approval of the executive committee. The board of directors shall determine who will represent the Council as voting delegates. Registration, meals and hotel shall be paid for by Council. Persons attending convention paid for by this Council will submit a summary of notes and handouts from the classes and general sessions attended to the board of directors.

37. The two (2) voting delegates to the WSPTA Legislative Assembly (LA) shall be the Council advocacy chair and/or delegates appointed by the president(s) with the approval of the executive committee. Registration, meals and hotel shall be paid for by Council. Persons attending LA paid for by this Council will submit a summary of notes and handouts from the classes and general sessions attended to the board of directors.

**Standing Rules Information**

38. These standing rules shall be adopted at the first general membership meeting in the fall by majority vote. These standing rules may be amended at any general membership meeting by a 2/3 vote, or if notice is given previously, by a majority vote.

39. The secretary shall be responsible for updating the standing rules.