

Approved by Council Board 9/17/16

General Membership _____

Signed

Heather Lindberg, President; Annamarie Hoobler, Vice President;
Amy Surface, Secretary; Wendi Stone, Treasurer.

VANCOUVER COUNCIL PTA 3.7

STANDING RULES 2016-17

1. **COUNCIL PURPOSE:** To support local volunteers and PTAs by providing educational opportunities, training grants, and awards for our PTA officers; provide enrichment in the arts with Reflections program; and to promote education, health, and welfare of students and families in the Vancouver School District.

2. **LEGAL INFORMATION:**
 - a. **Organization:** The legal name of this PTA is Vancouver Council Parent Teacher Association. Our National PTA ID number is 00052972.
 - b. **Corporate Status:** This PTA was incorporated on November 15, 1978. The assigned corporation number is available upon request. The treasurer is responsible for filing the annual corporation report prior to November 15th. The Registered Agent for this corporation is the Washington State PTA.
 - c. **Charitable Solicitations:** This PTA is registered with the WA Secretary of State under the Charitable Solicitations Act. The registration number is available upon request. The Treasurer is responsible for filing the annual registration by May 31st.
 - d. **Employer Identification Number:** This PTA's Federal Employer Identification Number (EIN) is available upon request.
 - e. **Tax Status:** This PTA was granted tax exempt status under IRS Section 501(c) (3) on December 9, 2010.
 - f. **IRS Form 990:** The current treasurer is responsible for filing the appropriate IRS Form 990 (or 990N) by November 15th.
 - g. **Standards of Affiliation:** Per the Washington State PTA Uniform Bylaws, Vancouver Council PTA will annually review, complete, sign, and submit the WSPTA Standards of Affiliation Agreement (SOA) by the required deadline of October 31st.

3. **BYLAWS:** The current WSPTA Bylaws shall govern the Vancouver Council PTA.

4. **MEMBERSHIP FEES:** The membership fees for Vancouver Council PTA are \$2.00 per member. The fees are paid by all local PTA members within the Vancouver School District/Vancouver Council as part of their local PTA membership and remitted to the Washington State PTA, which remits the \$2 per member portion back to the Vancouver Council PTA. All VSD PTA members are members of the Vancouver Council PTA and WSPTA.

5. **LEGAL DOCUMENTATION:** This PTA shall keep two (2) copies of its legal documents notebook; one with the Secretary and **one with** the Treasurer.

6. **STANDING RULES:** Standing Rules will be reviewed annually and may be amended by a majority at the first General Membership meeting; amendments must be submitted and approved at a General Membership meeting.

7. **FINANCIAL PROCEDURES:** The President, Vice President, and Treasurer shall be the authorized signers for this PTA's bank account. The Secretary will be a non-signer and will review and initial the bank statement as per Money Matters. All officers have online "view-only" access to MoneyMinder financial reporting software. All checks and contracts require two (2) officer signatures. Debit and charge cards connected to this PTA's bank account are not allowed. All deposit receipts must be initialed by a second officer. All reimbursement requests should be made within 60 days of purchase; requests must be made by June 15th or could be considered a donation to Vancouver Council PTA. Writers of NSF (non-sufficient funds) checks received by Vancouver Council PTA will be charged a \$15 fee in addition to any fees imposed by our banking institution.
8. **FINANCIAL REVIEW:** This Council shall conduct a Financial Review once at the end of each fiscal year. This Council may also conduct a mid-year review, when a signer leaves office, and upon the request by local PTA or council.
9. **BOARD OF DIRECTORS:** The Board of Directors shall consist of the Executive Committee, the Advocacy/Legislative Chair, Membership Chair, Family & Community Engagement (FACE) Chair, Hospitality Chair, Programs/Reflections Chair, Communications Chair, and any additional committee chairperson(s) appointed by the President. All members of the Board of Directors must be members of a local PTA within the Council. No officers or chairpersons shall miss more than three (3) consecutive meetings unless excused by the President. Unexcused absences in excess of three (3) consecutive meetings will be grounds for removal of office.
10. **ELECTED OFFICERS:** The Council Executive Committee shall be composed of the following elected officers: President, Vice President, Secretary and Treasurer for the term of one year. All elected offices can have an elected co-officer. Each office only holds one (1) vote. In the event that two or more members in the same household hold office in the same Local PTA or Council, only one shall co-sign on financial matters. Each elected officer shall be a member in Good Standing of a local PTA within the Council before assuming the roles and responsibilities of the position.
11. **WSPTA CONVENTION:** This Council may be represented by four (4) voting delegates appointed by the President with preference given to the incoming executive committee by March to facilitate pre-registration. Approved expenses of the voting delegates will be paid by this Council as the budget allows. Additional officers' approved expenses may be paid if the budget allows.
 - a. Vote for the position of WSPTA Area Vice President shall be determined by the Board of Directors.
12. **LEGISLATIVE ASSEMBLY:** This Council may be represented by four (4) voting delegates to be chosen by the Council Executive Board. Approved expenses of the voting delegates will be paid by this Council as the budget allows. Additional officers' approved expenses may be paid as the budget allows.
13. **BUDGET:** The budget will be presented at the first General Membership meeting and the last General Membership meeting of the fiscal year for approval by majority vote. The Board of Directors can re-allocate up to \$250 from one purpose to another purpose by majority vote.
14. **MEETINGS:** The General Membership shall meet by October 31st to vote on Standing Rules; by January 31st to vote on a Nominating Committee; by April 30th to vote on an Executive Committee; and by June 30th to vote on

the Budget. The remainder of the general meetings will be announced. Only PTAs in Good Standing (as defined by WSPTA Standards of Affiliation) will be allowed to bring motions to the floor, or to vote. A treasurer's report will be submitted at every Board and General Membership meeting for review.

15. NOMINATING COMMITTEE: The Nominating Committee shall be elected at a General Membership meeting prior to January 31st. It will consist of three (3) members who have not served on the previous year's nominating committee.

16. VOTING REGULATIONS:

- a. **General Membership Meetings:** Quorum is 10 members. The voting delegates are limited to members of the Council Board of Directors, the local PTA Executive Committee member, or an authorized delegate of each PTA/PTSA (in Good Standing). Each local PTA may have two (2) votes. Members of a local PTA may participate in a General Membership meeting by conference telephone or similar communications equipment so that all persons participating in the meeting can hear. Participation by this method constitutes presence in person at a meeting and will be noted on the sign in sheet as "by phone" attendee.
- b. **Council Board Meetings:** Quorum is a majority of the current board members. 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. Participation by this method constitutes presence in person at a meeting and will be noted on the sign in sheet as "by phone" attendee.

17. AWARDS: This Council may give the following PTA Awards: Outstanding Service, Golden Acorn, Outstanding Educator, Outstanding Advocate, Outstanding Student Advocate, and/or Honorary Life Membership. Candidates for these awards may be nominated by local PTAs in Good Standing-with the final decision to be determined by the Council Board of Directors.

18. GRANTS: This Council may offer Grants but are subject to yearly budget allowances:

- a. The Council **may** offer one (1) Grant to a local PTA/PTSA in Good Standing/compliant with Standards of Affiliation to attend Legislative Assembly through an application process with the final decisions determined by the Council Board and funded and as the current budget allows.
- b. The Council **may** offer up to four (4) Grants to up to four (4) local PTAs/PTSAs in Good Standing/compliant with Standards of Affiliation to attend WSPTA Convention through an application process with the final decisions determined by the Council Board and funded as the current budget allows.

19. REFLECTIONS PROGRAM: The Council shall offer the Reflections Art Program and a Reflections Award Reception to the local PTAs served by the Council.