

Tillicum PTA Standing Rules

2024-2025

ARTICLE I: GENERAL INFORMATION

Section 1: Tillicum PTA, Inc. #2.3.140 is a branch of the Washington Congress of PTA and the National PTA. The role of the Tillicum PTA is to support, coordinate, facilitate and serve the needs of the parents, teachers and students.

Section 2: Tillicum PTA was incorporated as a non-profit corporation in the State of Washington on October 25, 1977 (file #D-237256674).

Section 3: The Employer Identification Number is on file with the PTA Treasurer.

Section 4: IRS Non-Profit status: This unit was recognized by the IRS as a tax-exempt charitable organization on February 28, 1973, under Section 501(c)3.

Section 5: The PTA is registered with the Secretary of State under the Charitable Solicitations Act. The Treasurer is responsible for filing the annual registration prior to November 15.

Section 6: The current Treasurer is responsible for filing IRS form 990, if that filing is required.

Section 7: Per the Washington State PTA Uniform Bylaws, we will annually review; WSPTA Standards of Affiliation documentation in its entirety, and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.

Section 8: The Tillicum PTA shall be a member of the Bellevue PTSA Council.

Section 9: The Tillicum 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.

ARTICLE II: MEMBERSHIP FEES

Section 1: Membership fees are due each year to cover National PTA, Washington State PTA, and Bellevue PTA Council expenses. Such fees will be sent to the Council Treasurer for forwarding to the appropriate PTA office. Service fees are determined on an annual basis through the State office.

Section 2: Tillicum PTA membership dues shall be \$15.00 for a single membership. Family membership dues shall be \$20.00, to include two individuals. Tillicum teachers and staff memberships are \$10.00 per individual. Upon payment of membership dues, members are considered in good standing thru October of the following year.

ARTICLE III: MEMBER MEETINGS

Section 1: General PTA meetings shall be held at least three times during the school year to conduct necessary business, which shall include i) approval of the Standing Rules, ii) adoption of the budget, iii) election of the nominating committee, and iv) election of officers. The date, location and time of regular General meetings shall be determined by the Board, and notice of same shall be provided to the members between five and fifty days before the meeting through the Tillicum PTA website, Principal's newsletter, and/or PTA newsletter.

Section 2: Special PTA meetings may be called by the President or the majority of the Board of Directors with a minimum of three calendar days' notice before a meeting is called. Business to be conducted must be stated and the date, location and time of the meeting identified in a notice to the members between three and fifty days before the meeting.

Section 3: Ten voting members of the Tillicum PTA shall constitute a quorum at either General or Special meetings. Absentee or mail-in or proxy ballots are prohibited. If there is a quorum, the affirmation vote of a majority of those present is required to approve a motion.

Section 4: Tillicum Middle School students are honorary members of the PTA without voice, vote, or the privilege of holding office or to participate in gambling activities.

Section 5: Votes and communications can be conducted electronically via email.

ARTICLE IV: OFFICERS; EXECUTIVE COMMITTEE

Section 1: Officers of the Tillicum PTA that are elected positions shall be President or Co-Presidents, Vice-Presidents and/or Co-Vice-Presidents; Secretary and Treasurer, and other officers as needed. The PTA shall attempt to fill the position of President Elect each year. The term of each office shall be one year and no longer than two consecutive years in the same position. All officers and members of the Board of Directors must be members of the Tillicum PTA local unit. To be elected as an officer of Tillicum PTA, a person must have been a member of a local PTA for at least 15 days before election or as

set forth in Washington State PTA Bylaws. The duties of the officers are set forth in the Washington PTA Bylaws.

Section 2: An election for Officers shall be held in accordance with the Washington State PTA Bylaws.

Section 3: Officers are empowered to honor expenditures that have been approved in the budget. Only the elected PTA officers may sign contracts binding the PTA; such contracts require two signatures.

Section 4: The Executive Committee shall consist of all elected officers.

Section 5: If a vacancy occurs in an office, the Executive Committee may appoint an acting officer to serve until the next General meeting, at which time nominations shall be made from the floor with the consent of the nominees.

Section 6: Executive Committee meetings may be called when deemed necessary at the discretion of the President.

Section 7: The duties of the Executive Committee are set forth in the Washington PTA Bylaws. Such duties include selecting members of the Board of Directors for a one (1) year term, appointing Committee Chairs, reviewing the standing rules annually, and referring recommendations to the Board or general membership for action. Mandatory training is required for all elected Board members per WA State PTA bylaws (2011). Training will consist of attending one of the trainings listed in the Washington State PTA Bylaws and/or approved by the Washington State PTA Board. One Executive Committee Member shall attend PTA & the Law.

Section 8: A quorum shall consist of a majority of the Executive Committee. If there is a quorum, the affirmative vote of a majority of those present is required to approve a motion.

Section 9: Our PTA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Standards of Affiliation Agreement. All elected officers shall maintain documentation they satisfied the training requirement.

ARTICLE V: BOARD OF DIRECTORS

Section 1: The Board of Directors shall consist of all elected officers, those Committee Chairpersons who have agreed to serve on the Board pursuant to Art. VI, section 3, the Principal(s), and the Faculty Representative(s). All Board of Directors shall be current Tillicum PTA members and shall be appointed by the President and approved by the Executive Committee.

Section 2: Board of Directors meetings shall be called at the discretion of the President of the Executive Committee with 5 days' notice as required by Washington State PTA Bylaws.

Section 3: The duties of the Board of Directors are set forth in the Washington PTA Bylaws. Such duties shall include reviewing the budget prior to submission to the general membership, transacting necessary business between meetings of the membership, other such business as may be referred to the Board by the membership, and presenting recommendations to the general membership for action.

Section 4: A quorum shall consist of a majority of the Board. If there is a quorum, the affirmative vote of a majority of those present is required to approve a motion.

ARTICLE VI: COMMITTEES AND DELEGATES

Section 1: The Nominating Committee shall be comprised of at least three (3) Tillicum PTA members. This Committee shall be elected at or before the winter general meeting. No member shall be eligible to serve more than two (2) consecutive years on this committee. Nominating Committee members serve until the election of officers takes place. The member receiving the highest number of votes shall be the chairperson. The PTA president is not eligible to serve on the Nominating Committee. Nominations shall be published in the school newsletter one month before elections.

Section 2: State Convention voting delegates shall be determined according to Article XIII, Section 2(b) of the Washington PTA Bylaws. The Executive Committee may designate additional visiting delegates. Legislative Assembly delegates shall be the Legislature Chairperson or a delegate so approved by the Executive Committee.

Section 3: All Committee Chairpersons (or Co-Chairpersons) shall be current Tillicum PTA members. Such Committee Chairs shall be appointed by the Executive Committee. At the commencement of each year, the President shall issue a written invitation to each Committee Chairperson to sit on the Board. If the Committee Chair agrees, that Chair shall be a Board member for that year.

Committee Chairs and committee members must keep the Vice President responsible for the committee or, if none, the President, reasonably informed of the committee's activities. Any written materials to be sent by the Committee to the general membership (other than general notifications of events) must first be reviewed and approved by the appropriate Vice President/President.

Section 4: This PTA is a member of the Bellevue PTSA Council and has four votes on council business. The president shall submit to the council the names and positions of the two voting delegates and two alternates, as determined by the board of directors.

ARTICLE VII: FINANCIAL MATTERS

Section 1: All officers and Committee Chairs shall give an itemized statement to the Treasurer, with receipts, for any approved expenditures. Monies received in the course of a fundraising activity shall be counted and recorded by at least two PTA members immediately after the close of such activity.

Section 2: Non-budgeted expenditures of up to \$250 may be approved by the Executive Committee. Non-budgeted expenditures between \$251 and \$500 may be approved by the Board of Directors. Any non-budgeted expenditure over \$500 must be approved by the General Membership.

Section 3: An Audit Committee consisting of three members shall be appointed each year to review the PTA finances. Any signers during the year being audited, may not sit on the audit committee; however, should be available for consultation if issues need clarification. The audit shall be conducted immediately after the end of the fiscal year and the results reported at the first General Membership meeting of the next year.

Section 4: Checks of the PTA shall be signed by at least two elected officers who are listed on the signature card held at Bank of America.

Section 5: A budget for the following year shall be prepared by the Board of Directors and submitted at the last General Membership meeting of the year for approval by the General Membership.

Section 6: The Board of Directors shall determine which officers shall have signing authority on the PTA bank account.

ARTICLE VIII: MISCELLANEOUS

Section 1: The Tillicum PTA Newsletter shall be a printed sheet or electronic document, pamphlet, or small newspaper, containing news information of interest to the Tillicum parents, teachers and students.

Section 2: Information contained in directories, newsletters, or membership lists published by Tillicum PTA may not be used for any purposes of solicitation, commercial, political, or ideological or any other purpose inconsistent with the WSPTA Bylaws.

Section 3: The Secretary shall maintain a copy of the minutes and a copy of the Legal Documents Notebook. The President and Treasurer will also maintain Legal Notebooks, with the originals being held by the Treasurer.

Section 4: If a nominee is selected, the Golden Acorn Award shall be presented before the close of the school year.

Section 5: Parliamentary authority shall be "Roberts Rules of Order, Newly Revised."

Section 6: Votes and communications can be conducted via electronic mail, however, such electronic votes and communications will only be conducted after all reasonable attempts at a congregated meeting have been exhausted.

Section 7: Tillicum PTA may collaborate with other non-PTA organizations (including but not limited to ASB and booster clubs). The PTA will sign a contract with the other organization to clearly establish whether it is a PTA activity or the other organization's activity.

ARTICLE IX: AMENDMENTS

These Standing Rules shall be reviewed each year and may be amended at any scheduled General Meeting by a two-thirds vote, or if previous notice is given, then by a majority vote of the members present.