

Standing Rules for Tillicum Middle School PTA

Approved December 9, 2024

1. Name and Identity

The name of this PTA is Tillicum Middle School PTA, Inc. #2.3.140 (Tillicum PTA). Its National PTA number is 00023056.

2. PTA Purpose and Community

This PTA serves the children in the Tillicum Middle School school community, which includes the residences and businesses in the Tillicum Middle School school enrollment area.

3. Incorporation

This PTA was incorporated on October 5, 1977 and assigned UBI 601 591 937. The treasurer is responsible for filing the annual corporation report. The Employer Identification Number (EIN) is kept in the legal document notebooks in the custody of the PTA president and secretary.

4. Charities program

This PTA is registered with the Washington Secretary of State Charities program, registration number UBI #: 601 591 937. The treasurer is responsible for filing the annual renewal by May 31 to avoid penalties.

5. Tax-exempt Status

This PTA was granted tax exempt status under section 501(c)(3) of the Internal Revenue Code on February 28, 1973. A copy of the letter of determination is filed in the legal document notebooks maintained by the president and secretary.

6. IRS Filing

The treasurer is responsible for filing the appropriate federal informational return prior to November 15 and providing a copy to the board of directors no later than December 1. Copies of the current and past years' returns are kept in the legal document notebooks maintained by the president and secretary.

7. Registered Agent

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 document notebooks maintained by the president and secretary.

8. Standards of Affiliation

Per the *Washington State PTA Uniform Bylaws*, this PTA 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

Membership in Tillicum PTA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members, and any other persons that support and encourage the purposes of PTA.

10. Membership Termination

An individual's membership in Tillicum PTA may be terminated by a two-thirds (2/3) vote of its board of directors for conduct that may damage the value and goodwill associated with PTA, or that violates the purposes, policies, or standing rules of Tillicum PTA including the bylaws of WSPTA and National PTA. Details on the process for termination of membership are included in current WSPTA policy. Tillicum PTA shall notify the WSPTA board of directors within 5 business days if a membership has been terminated.

11. Membership Dues and Council Fees

The dues for Tillicum PTA shall not exceed \$15.00 per individual adult membership, \$25.00 per Family membership, and \$10.00 per staff membership. All paid members may make motions, participate in debate, and vote at PTA membership meetings.

Tillicum PTA may offer full or partial membership subsidies to persons requesting them, in accordance with the Membership Subsidy Policy, which shall be reviewed and approved annually at a membership meeting.

12. Membership Meetings and Quorum

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.

Membership meetings may be held in person, virtually or via a hybrid of both. Virtual or hybrid meetings must use remote communication tools where all participants in person or virtually have equal opportunity for simultaneous participation, voice, and vote.

Voting take place at a meeting, by mail, or by electronic transmission. The voting method utilized must be the same for all meeting participants. If voting takes place by mail or electronic transmission the Tillicum PTA must follow voting policy and procedures that align with Electronic Voting Best Practices in WSPTA Policy.

Note: If a PTA decides to conduct electronic voting, a second document must be developed that outlines the procedures. If no electronic voting will take place, that clause can be left out of the standing rules.

A calendar of membership meetings adequate to accomplish the business of the association shall be determined by the board of directors.

Each member will receive notice of the place, date, and time of the meetings not less than ten nor more than sixty days prior to the date of the meeting. A quorum of at least 10 members must be present to conduct business.

13. Board of Director Meetings

The executive committee shall set a calendar of regular board meeting dates and times. Special meetings of the board of directors may be called by the president or upon written request of the majority of members of the board of directors.

Regular or special board meetings may be held in person, virtually, or via a hybrid of both. Virtual or hybrid meetings must use remote communication tools where all participants in person or virtually have equal opportunity for simultaneous participation, voice, and vote.

Voting may take place at a meeting, by mail, or by electronic transmission. The voting method utilized must be the same for all meeting participants. If voting takes place by mail or electronic transmission the Tillicum PTA must follow voting policy and procedures that align with Electronic Voting Best Practices in WSPTA Policy.

Notification of place, date, time, and purpose of the meeting shall be delivered to each member of the board of directors via email at least five days prior to the special meeting. Quorum for board meetings is a majority of the sitting board.

The right to make motions, participate in debate, and vote at PTA board of directors' meetings shall be limited to members of the board of directors, unless a motion to suspend the rules is approved by a two-thirds vote.

14. Elected officers, co-officers, standards of affiliation, and training requirements

The elected officers of this PTA shall be: President, Secretary, and Treasurer, Vice-President of Communications, Vice-President of Fundraising, Vice-President of Grants, Vice-President of Membership, Vice-President of Programs, and Vice-President of Volunteers.

Officers of this PTA shall be elected for a one-year term. An officer may not serve more than two consecutive fiscal years in the same office. An officer having served eight or more months in the same fiscal year shall be considered to have served a full year.

Any elected position may be held jointly by two people. Each co-position holder shall be entitled to make motions, participate in debate, and vote at a meeting of the executive committee or board of directors. In the event of co-treasurers, one of the treasurers may not be a signer on the bank account.

This PTA will review the WSPTA Standards of Affiliation yearly.

This PTA will ensure that each executive committee member attends a minimum of one WSPTA-approved training during the fiscal year. At least one member of the executive committee will attend PTA and the Law during the fiscal year.

15. Board of Directors

The board of directors of this PTA shall consist of the elected officers and the chairs of the standing committees.

16. Officer election process

Voting for officers or nominating committee may take place at a meeting, or in the event of a formidable challenge, may take place by mail or by electronic transmission. If elections take place by mail or electronic transmission, the Tillicum PTA must follow election policy and procedure that align with Electronic Voting Best Practices in WSPTA Policy.

Note: If a PTA decides to conduct electronic voting, a second document must be developed that outlines the procedures. If no electronic voting will take place, this clause can be left out of the standing rules.

17. Committees

The executive committee shall establish committees. Committee chairpersons shall be appointed by the president and approved by the executive committee for a term of one year. All committee chairpersons must be current members of this PTA.

Committee chairs shall be appointed annually for a one-year term.

A committee chair may be removed from their position by a vote of the board of directors.

18. Awards

Golden Acorn, Outstanding Advocate, Outstanding Student Advocate, and Outstanding Educator Award(s) may be awarded annually. The president shall appoint the awards committee, with the approval of the executive committee. The awards committee will determine the number of award recipients and whether other awards will be considered on an annual basis, based on the yearly awards budget.

19. Budget and Monthly Financial Reports

This PTA shall approve an annual operating budget in the spring of each year. The board of directors has the authority to reallocate funds budgeted for one purpose to another purpose.

20. Legal Documents

The PTA shall maintain two copies of its legal documents, one copy may be in secure online storage. An original or hard-copy of any legal document shall be kept in a legal documents notebook in a secure location accessible by the president and/or secretary. All elected officers shall have access to the contents of online legal document storage.

21. Financial Review

The PTA is required to conduct a financial review of its books at the close of the fiscal year. (June 30.) The financial review report will be presented at the next following membership meeting.

22. Bank Account

This PTA shall establish one or more accounts in financial institutions as determined by the board of directors. The PTA shall require the approval of at least two elected officers to make a withdrawal.

23. Online Banking, Debit Cards, and Secured Credit Cards

Tillicum PTA permits the use of online banking to disburse funds. This PTA's board of directors will create and approve written procedures and internal controls for utilizing online banking to minimize the risk of misappropriation of funds. Procedures for the use of online banking can be found in current WSPTA policy.

Tillicum PTA does not permit the use of Debit Cards or Secured Credit Cards for PTA funds.

24. Bank Account Signers

The board of directors shall determine which officers (President, Treasurer, and Secretary) shall have signing authority on the PTA bank account.

If utilized, debit and/or secured credit cards will only be issued to an authorized signer on this PTA's bank account.

In the event of co-treasurers, only one will be a signer on the account; the other will have access to online banking for review. If there is one treasurer, another board member that is not a signer may be assigned to do the online banking review.

25. Independent Review of Bank Statements

The PTA's monthly bank account statements and, if utilized, secured credit card and/or online banking account statements shall be provided 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.

26. Payments and Reimbursements

All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the treasurer within 60 days of expenditure. Any requests for reimbursement not submitted prior to the date determined by the treasurer prior to the end of the school year, will be considered a donation to the general fund of this PTA.

No authorized signer will sign a check to her or himself. Two authorized signers must sign all PTA checks.

27. NSF Checks

Should the PTA receive an NSF check, a service fee in the amount of \$20.00 will be charged, in addition to any fees imposed by the PTA's bank. If the NSF check is not paid by June 1, the PTA will

not accept any checks from this individual in the future. If more than one NSF checks are received from the same individual during the fiscal year, the PTA will not accept further checks from the individual responsible.

28. Gambling Activities

Students of Tillicum Middle School shall be considered honorary members of name PTA without voice, vote, or the privilege of holding office, to participate in gambling activities.

Note: This clause does not grant the privileges of making motions, participating in debate, voting, or any other benefits of PTA membership. It is necessary to conduct any gaming activities where students will be involved.

29. Voting Delegates

This PTA may send as many voting delegates to the WSPTA Annual Meeting as allowed by the WSPTA Uniform Bylaws. All delegates shall be selected by the board of directors.

This PTA may send as many voting delegates to the WSPTA Legislative Assembly as allowed by the WSPTA Uniform Bylaws. All delegates shall be selected by the board of directors.

30. Policy Review

This PTA shall maintain policies for board standards of conduct, money handling, and mail or electronic voting. These policies shall be reviewed and approved yearly by the board of directors. These policies shall reside with the secretary.

31. Online Account, Password Protection, and Transition Procedures

A list of all active online 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.

A list of current passwords will be transitioned to the incoming president after June 30, at which time all passwords will be changed and provided to any other board members whose role requires access.

32. Collaboration with Other Organizations

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

33. Code of Conduct and Social Media Use

Elected officers of this PTA shall follow a board code of conduct. Officers, chairpersons, and volunteers shall adhere to the Bellevue School District Volunteer Handbook policies.

Members of this PTA 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 Tillicum Middle School.

This PTA shall have a social media policy which shall be reviewed yearly by the board of directors.

34. Standing Rules

The standing rules of this PTA 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 is required.

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