

# Standing Rules of Newport Heights PTA

2018-2019 School Year

## ARTICLE I: NAME

<u>SECTION 1a.</u>	Newport Heights Parent Teacher Association (PTA) is a branch of the Washington Congress of PTA (WAPTA) and the National PTA and is governed by the Uniform Bylaws of the Washington Congress of Parents and Teachers.
<u>SECTION 1b.</u>	Local PTAs shall be chartered under the authority of WSPTA in the service area in which the local PTA functions, in conformity with these bylaws. Twenty-five or more members are required to organize or continue as a local PTA. A waiver to the 25member minimum may be granted by the WSPTA executive committee, as prescribed by WSPTA policy
<u>SECTION 2.</u>	Tax-exempt status is 501(c)(3) – a charitable organization.
<u>SECTION 3.</u>	This association was incorporated on May 1, 1980 file #D299095.
<u>SECTION 4.</u>	The Federal Employer Identification Number (EIN) is available in the unit’s legal records.
<u>SECTION 5.</u>	The Newport Heights PTA local unit number 2.3.60.
<u>SECTION 6.</u>	The purpose of the Newport Heights PTA is to advocate for the development and education of the students at Newport Heights Elementary School in Bellevue, WA
<u>SECTION 7a.</u>	A. A local PTA or council wishing to disaffiliate shall notify the WSPTA office and its membership at least 30 days prior to the meeting at which members consider disaffiliating the PTA. The region director or an alternate appointed by the region director shall be present at the meeting. B. Upon the disaffiliation of the local PTA or council, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established tax-exempt status under section 501 (c) (3) of the Internal Revenue Code and whose purposes are in accordance with those of WSPTA. C. A local PTA or council shall be considered disaffiliated when the membership has approved the disaffiliation and the manner in which assets shall be distributed or when a local PTA fails for two consecutive years to either enroll 25 members or submit a request for an annual waiver to the 25-member minimum to the WSPTA executive committee before February 1. D. Each local PTA and council shall, upon disaffiliation, surrender to the WSPTA office all PTA-branded property along with documents pertaining to the legal status of the disaffiliated local PTA or council.
<u>SECTION 7b.</u>	A local PTA or council shall be considered disaffiliated when the membership has approved the disaffiliation and the manner in which the assets shall be distributed.

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## ARTICLE II: SERVICE FEES AND MEMBERSHIP

<u>SECTION 1.</u>	Membership fees shall be State, National, and Council dues plus a reasonable amount as determined by the Board of Directors. For 2018-2019, each person shall become a member in good standing upon payment of \$ 15.00 per individual, or \$25.00 per two-person membership (\$5.75 WA State PTA, \$2.25 to the National PTA, and \$1.30 to Bellevue PTA Council) service fees, which are mailed to the PTA Treasurer. Staff of Newport Heights Elementary are eligible of a reduced rate individual membership of \$10.00.
<u>SECTION 2.</u>	Membership entitles every member the privilege of a voice, making motions, debating and voting on all PTA matters; the right to serve as a committee chair; the right to be considered by the general membership to hold office (provided a member in good standing at least 15 days); the right to serve on the Board of Directors; and the right to be considered to serve as a delegate to the State PTA Convention.
<u>SECTION 3.</u>	Membership up to 200 memberships entitles Local Unit to four voting delegates; and one more for each additional 100 members.
<u>SECTION 4.</u>	The general membership elects to enforce an NSF fee of \$15.00 for all returned checks. This fee will be requested, as well as the amount of the returned check(s), to be paid by cash, credit card, bank check or money order only. If two NSF checks are received from one individual/name, Newport Heights Elementary PTA elects to no longer accept checks from that individual; payment must be made through one of the methods listed above.
<u>Section 5.</u>	Should a reimbursement check need to be re-issued, the requesting individual will be responsible for the \$35.00 stop payment fee on the initial check, or what the current stop payment bank fee is at the time of the request.

## ARTICLE III: OFFICERS

<u>SECTION 1.</u>	The elected officers of the Local Unit form the Executive Committee. There shall be at least four (4) elected officers: The Executive Committee includes: President (1), or Co-Presidents (2), President-Elect (1) or Co-Presidents-Elect (2), Vice President (1) or Vice President Elect (1) Secretary (1) or Co-Secretaries (2), Treasurer, and Treasurer-Elect. Each officer shall have one vote on the Board of Directors.
<u>SECTION 2.</u>	Each elected officer shall attend one training session offered by the Washington State PTA each year that they serve. At least one member of the executive committee will attend PTA and the LAW during the fiscal year.
<u>SECTION 3.</u>	The Executive officers shall be elected at a general membership meeting prior to April 30th from a slate of nominees presented by the Nominating Committee. Officers shall serve for a term of two years, July 1st through June 30th. No person shall serve in the same office for more than two (2) consecutive years.
<u>SECTION 4.</u>	All elected officers and board of directors must be a member of the Newport Heights PTA and be in good standing for at least fifteen (15) days preceding their election.

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<u>SECTION 5.</u>	An officer of a local PTA or council 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.
<u>SECTION 6a.</u>	The Executive Committee shall have the power to declare a position vacant when necessary. An office shall be declared vacant if an officer is absent at three (3) consecutive meetings, unless previously excused by the presiding officer. Meetings include board meetings and general membership meetings during the fiscal year.
<u>SECTION 6b.</u>	If a vacancy occurs in an office, the Executive Committee may appoint an acting officer to serve until the next General Membership meeting at which time nominations shall be made from the floor with the consent of the nominee. Officer shall serve through June 30th. No person shall serve in the same office for more than two consecutive terms.
<u>SECTION 7.</u>	A quorum being present, a majority of all votes are necessary to elect. Voting may be by voice if only one candidate is nominated for an office. Absentee, mail-in and proxy ballots are prohibited.
<u>SECTION 8.</u>	The Executive Committee shall be authorized to reallocate expenditures up to \$1,000.00 per request during the budget year. These reallocations shall be transparent and specifically reported to the General Membership at the next meeting.

## ARTICLE IV: ORGANIZATION

<u>SECTION 1.</u>	The Board of Directors shall consist of the Executive Committee (President, Vice President, Secretary, and Treasurer positions), and the Director of Hospitality, Director of Communications, Director of Fundraising, Directors of Education Enrichment, and Student Programs Director. This PTA's Board of Directors will meet monthly on a date and time to be determined by the Board, except for July.
<u>SECTION 2.</u>	Board of Directors members shall serve for a term of two (2) years from July 1 <sup>st</sup> through June 30th and no more than two (2) years. Two (2) people may hold all elected positions, other than Treasurer. Each co-position is entitled to voice and vote at all meetings.
<u>SECTION 3.</u>	A new Board shall not be bound by the decisions of a previous Board.
<u>SECTION 4.</u>	The Treasurer shall be kept keeper of all legal documents. Secondary copies will be kept with the secretary.
<u>SECTION 5.</u>	All checks will require two signatures from two different Executive Officers. Suggested check signers are the Treasurer, Secretary, and the President(s). Signature cards will be on file at the Local Unit's place of banking.

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<u>SECTION 6.</u>	Online banking is allowed with rules developed by the WSPTA board of directors.
<u>SECTION 7.</u>	Records must be submitted for financial review no later than 30 days after the end of the fiscal year.
<u>SECTION 8.</u>	All Contracts will require two signatures from two different Board of Directors Officers. Suggested contract signers are the President and the Board of Director whose committee is contracting the vendor or event.
<u>SECTION 9.</u>	Duties of the Board of Directors are to be performed as outlined according to the Washington State Uniform Bylaws.
<u>SECTION 10.</u>	The President shall be an ex-officio member of all Standing Committees except the Nominating Committee.

## ARTICLE V: MEETINGS

<u>SECTION 1.</u>	The Board of Directors shall meet monthly, August through June, or at the discretion of the Executive Committee.
<u>SECTION 2.</u>	A minimum of three (3) general membership meetings will be held each year.
<u>SECTION 3.</u>	A quorum of the general membership shall be no less than ten (10). A quorum of the general membership must be present to validate approval of the budget or new budget items, changes in the Standing Rules, election of the Nominating Committee and Executive Committee Officers.
<u>SECTION 4.</u>	A majority of the quorum of the Board of Directors is 51%. A majority of the quorum of the Executive Committee is 51%. Upon the request of one or more members, they may participate in PTA board of directors' meetings by phone. Requests must be made at least three (3) days in advance of the meeting so the necessary arrangements can be made.
<u>SECTION 5.</u>	For a local PTA, special membership meetings may be called by the president, a majority of the board of directors, or by five percent of the local PTA membership currently enrolled in the WSPTA membership database. Notification of place, date, time and purpose of the meeting shall be provided to members at least ten days before the special meeting in a manner specified in the local PTA standing rules.
<u>SECTION 6.</u>	For a council, 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,

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	time and purpose of meeting shall be provided to members at least ten days before the special meeting in a manner specified in the council standing rules.
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## ARTICLE VI: NOMINATING COMMITTEE

<u>SECTION 1.</u>	Executive Committee officers shall be elected by the general membership from a slate of names presented by the Nominating Committee. The PTA President and the school Principal are not eligible to serve on the nominating committee.
<u>SECTION 2.</u>	The Nominating Committee shall be elected and perform its duties as outlined according to the Uniform Bylaws of the Washington State PTA. The Nominating Committee shall be comprised of at least three (3) members and not to exceed five (5). The Nominating Committee shall be elected by a voice vote at a November or December General Meeting. If there are more than five (5) nominees, the vote will be by ballot. The elected Nominating Committee will begin serves immediately. The Committee shall select their chair at their first meeting.
<u>SECTION 3.</u>	The newly elected Nominating Committee shall receive a copy of the Washington State Uniform Bylaws and Unit's Standing Rules.
<u>SECTION 4.</u>	The members of the nominating committee shall be members in good standing for at least 15 days preceding their election.
<u>SECTION 5.</u>	The suggested timeline shall be: <ul style="list-style-type: none"><li>○ The Nominating Committee is elected by ballot at a general membership meeting in November or December.</li><li>○ The Nominating Committee presents its slate of nominees to the PTA Board and the general membership at the PTA general meeting in March.</li><li>○ The new officers are elected by show of majority prior to the Washington State PTA Convention, but no later than April 30<sup>th</sup>.</li></ul>

## ARTICLE VII: MISCELLANEOUS

<u>SECTION 1.</u>	These Standing Rules shall not be in conflict with the Uniform Bylaws of the Washington State PTA.
<u>SECTION 2.</u>	These Standing Rules shall be reviewed each school year.
<u>SECTION 3.</u>	These Standing Rules shall be implemented immediately upon adoption by the general membership with a majority vote.
<u>SECTION 4.</u>	Parliamentary authority shall be Roberts Rules of Order, Newly Revised.
<u>SECTION 5.</u>	The Board of Directors shall adhere to the Conflict of Interest Policy mandated by the WSPTA Uniform Bylaws.