

**Seattle Council of Parent Teacher Student Associations
SCPTSA Standing Rules 2010-11 (2/7/11)**

Article I – Name

The name of this organization is the Seattle Council of Parent Teacher Student Associations of the Washington Congress of Parents and Teachers (6.15). It shall be referred to in these standing rules as SCPTSA, Seattle Council PTSA or the council.

Article II State and Federal Corporate Status

- (a) This council is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is #SEC-088-350. The finance officer is responsible for filing the annual registration prior to May 31.
- (b) This council was incorporated on April 3, 1973. It was assigned corporation number 22221550. The finance officer is responsible for filing the annual corporation report prior to April 5. The registered agent for this corporation is the Washington State PTA.
- (c) This council was granted tax-exempt status under Section 501(c)(3). The finance officer with the assistance of the outgoing finance officer is responsible for filing IRS Form 990 or Form 990EZ or Form 990N prior to November 15.

Article III – Membership and Voting

- (a) The purpose of the council is to promote the purposes of the National PTA to: create public opinion favorable to the interests of children and youth; provide services, information, support, and leadership training for member units; promote cooperation among the member units; and encourage child welfare projects in local units and the community.
- (b) This council serves the PTA and PTSA local units and the children of the Seattle School District. The members of this council are the PTA/PTSA local units within the Seattle School District. Other local units may become members by mutual agreement with the council.
- (c) The voting body of a council shall consist of the members of the council board of directors and one (1) delegate from each local unit. Each member PTA/PTSA local unit in good standing is entitled to one (1) voting delegate to council. Local unit Presidents are automatic delegates unless SCPTSA is otherwise notified. Other local unit elected officers will serve as alternates. Any other alternate must be registered by the respective local unit president with the Seattle Council PTSA prior to the meeting at which they plan to cast a vote on behalf of their unit.
- (d) A local unit is considered to be in good standing when they have submitted current officers' names and submitted their service fees and membership list by the deadline determined by the Washington State PTA
- (e) Voting for officers or nominating committee positions may take place at a meeting, by mail, or by electronic transmission. The name of each candidate shall be contained in the notice of the meeting. Votes cast by mail or electronic transmission must be received by the date set forth in the notice of the meeting. Any person casting a vote by electronic transmission or mail is considered present for the purpose of a quorum.

Article IV – Membership and Service Fees

Each member local unit will pay a SCPTSA membership service fee of one dollar and fifty cents (\$1.50) per member plus a WSPTA service fee of \$5.50 for 2010/11 and \$5.75 for 2011/12 and a NPTA service fee which is currently \$1.75. All service fees will be sent to the SCPTSA on or before the deadlines determined by the Washington State PTA and the Council will send on to the WSPTA the WSPTA and NPTA portions. SCPTSA will determine the following year's council fees by May 31.

Article V - Nominating Committee

- (a) The nominating committee shall be elected at a general membership meeting of the council at least thirty (30) days preceding the election of officers and shall consist of at least three (3) members and two (2) alternates. The nominating committee members shall be elected by voice vote if there are no more than three (3) nominees and by ballot if there are more than three (3) nominees. The nominating committee alternates shall be elected by voice vote if there are no

more than two (2) nominees and by ballot if there are more than two (2) nominees. Votes by mail and/or electronic submission may also be allowed by the Board of Directors as outlined in Article III (e). A plurality vote shall elect. The committee shall select its chair at its first meeting.

- (b) The members of the nominating committee shall have been members in good standing for at least thirty (30) days preceding their election. No person shall be eligible to serve two (2) consecutive years on this committee. The president is not eligible to serve on the nominating committee. No school or district administrator employed by the Seattle school district can serve on the nominating committee for the council. Only voting delegates of the council shall be eligible to vote for or serve on the nominating committee.
- (c) The nominating committee shall submit to the membership a written and signed report with the name of one (1) or more candidates at least fifteen (15) days prior to the election.

Article VI - Officers and Their Election

- (a) The elected officers of this council shall be president, one or more vice-presidents, finance officer and secretary. A legislative vice president or chair shall be elected. Any elected position, other than the finance officer, may be held jointly by two (2) people. Each individual holding a shared position shall be entitled to voice and vote at a board of directors' meeting or general meeting
- (b) The officers shall be elected at a general membership meeting prior to April 30 for a term of one (1) year or until their successors are elected. No person shall serve in the same office for more than two (2) consecutive terms. An officer having served eight (8) or more months shall be considered to have served a full term. Officers shall assume their duties on July 1.
- (c) To be eligible for election to an office, a person must be: at least 18 years of age, a member of a local PTA/PTSA unit of the council, and have been a member of the board of directors of a local unit or council for at least a one (1) year term.
- (d) A quorum being present, a majority of all votes is necessary to elect. Voting may be by voice if only one (1) candidate is nominated for an office. Votes by mail and electronic submission shall be allowed as outlined in Article III (e).
- (e) If a vacancy occurs in an office, the executive committee may fill the vacancy until the next general membership meeting at which time nominations shall be made from the floor with the consent of the nominee. A quorum being present, a majority of all votes cast is necessary to elect. Voting may be by voice if only one (1) candidate is nominated for office.

Article VII – Duties of Officers

- (a) PTA/PTSA membership lists shall not be released to outside interests (proscribed by WA State PTA Bylaws.)
- (b) The council shall offer a Reflections Art Program to the local units served by the council.
- (c) The council shall maintain a safe deposit box at the bank where its checking account is maintained. The original copy of any legal documents shall be kept in the safe deposit box. Copies are to be made for the president and secretary and kept in a legal documents notebook. Only elected officers shall have access to the contents of the safe deposit box. The council will keep a copy of each of its legal documents with the finance officer and the secretary.
- (d) Upon assuming office, the officers shall be empowered to honor expenditures in the approved budget. All books, funds, and supplies belonging to the SCPTSA shall be relinquished to the new officers by the retiring officers upon leaving office.
- (e) An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer.
- (f) The **president** shall: preside at all meetings; serve as spokesperson for the council; approve all correspondence from the council board of directors before distribution; make appointments to positions and committees with the approval of the executive committee; be an ex-officio member

of all committees except the nominating committee; and fulfill other duties described in the WA State PTA Bylaws.

- (g) The **vice president(s)** shall perform the duties of the president in the absence or inability of that officer to serve and shall assist the president when called upon. In the case of a vacancy in the office of president, the vice presidents in their order shall temporarily assume the duties until the vacancy is filled.
- (h) The **secretary** shall: keep accurate records of all meetings; notify the president of any unfinished business; keep a complete roster of the membership or all standing and special committees; and maintain an up-to-date roster of local units in the council membership with names, addresses, and other contact information of their officers.
- (i) The **finance officer** shall: serve as chair of the budget committee and present the budget to the membership; keep accurate records at all times; receive, issue receipts and deposit promptly in an authorized account all monies and disburse the same according to the approved yearly budget; remit WSPTA and National PTA portions of the membership fees to the WSPTA Office no later than the specified postmark deadline dates; present a written financial statement at each regular meeting; provide all financial records if requested by the president or directors; and close the books on June 30 and submit them to a financial review committee as described in Article XI.
- (j) Officers are also responsible for other duties as outlined in the WA State Bylaws and elsewhere in these SCPTSA Standing Rules.

Article VIII - Executive Committee

- (a) The executive committee of this council shall consist of the elected officers. A majority of those on the committee shall constitute a quorum.
- (b) The executive committee shall approve the president's appointments of members to the board of directors; review the standing rules annually; and refer recommendations to the board of directors and/or general membership for action.

Article IX - Board of Directors

- (a) Each board member shall be a member in good standing of a local PTA unit within the council before assuming the roles and responsibilities of the position.
- (b) The board of directors of Seattle Council PTSA shall consist of the elected officers, the immediate past council president, and area directors, legislative chair and other members appointed by the president with the approval of the executive committee.
- (c) Seattle Council PTSA board of directors' meetings will take place monthly according to a schedule agreeable to all board members. A majority of those serving on the board shall constitute a quorum.
- (d) Special meetings of the board may be called by the president or upon written request by a majority of all members of the board. Written notice stating the date, time, place and purpose of the meeting shall be delivered to each member of the board at least ten (10) days prior to the special meeting.
- (e) 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 each other at the same time. Participation by this method constitutes presence in person at a meeting.

Article X – General Membership Meetings

- (a) Seattle Council PTSA business meetings will be held, at least two times per year as scheduled by the board of directors to: conduct business; adopt the budget; approve the standing rules; elect the nominating committee; and conduct other business. The council president or secretary shall deliver written notice of the place, day and time of the annual meeting not less than ten (10) nor more than fifty (50) days prior to the date of the annual meeting to each member of the council.

- (b) Special general membership meetings may be called by the president or a majority of the board of directors by written notice delivered to the members of the council, not less than ten (10) nor more than fifty (50) days before the date of the special meeting, stating the place, date, time, and purpose of the special meeting.
- (c) One-tenth (1/10) of the voting delegates shall constitute a quorum.
- (d) Council general membership meetings may be open to all interested persons, but the privilege of making motions, debating, or voting shall be limited to the voting body of the council.

Article XI - Budget and Finance

- (a) The organization shall operate in a fiscally responsible manner.
- (b) The board of directors shall annually adopt financial policies and procedures.
- (c) The finance officer shall serve as the budget committee chair. The budget committee shall consist of no fewer than three (3) members appointed by the president with the approval of the executive committee.
- (d) The budget committee shall annually prepare an itemized proposed budget for the Council to be submitted to the board of directors for approval before being presented to the membership. The budget shall be approved by the general membership prior to June 30 of the preceding year. The council shall not enter into any financial obligations extending beyond the fiscal year (July 1-June 30) except as approved by the general membership.
- (e) All accounts shall be audited annually between July 15 and August 31 by an audit committee of three members appointed by the president and approved by the executive committee, or by a certified public accountant selected by the budget committee. The financial review committee shall not include the people who were authorized to sign or individuals living in the same household as those authorized to sign on the bank account for the period being reviewed.
- (f) All financial matters and binding agreements shall require two (2) signatures; only elected officers shall have the authority to sign. The authorized signatures for the Council's bank account will be the president, vice-presidents, and finance officer. In the event two or more members of the same household hold offices, only one shall co-sign financial matters.

Article XII - Conferences and Representation

- (a) Seattle Council PTSA shall send representatives to Washington State PTA events including state convention, Legislative Assembly, PTA and the Law, Service Delivery Conference, and Region 6 Leadership conferences. Representatives will be selected by the board of directors. Provision shall be made in the council budget to cover expenses associated with this representation.
- (b) The vote of this council for the position of Washington State PTA Region 6 director shall be determined by the board of directors and cast by the president.
- (c) The voting delegates to the annual WSPTA convention shall be determined by the board of directors.
- (d) The voting delegates to the WSPTA Legislative Assembly shall be the legislative chair and another board member selected by the Executive Committee. If the legislative chair is unable to attend, an alternate will be selected by the Executive Committee.

Article XIII – Amendments

These standing rules may be amended at regular general meetings by a two-thirds (2/3) vote, or by a simple majority vote if thirty (30) days advance written notice of the proposed change has been given.