

## Bellevue Special Needs PTA Standing Rules

*Approved by BSNPTA Membership September 2015*

*Proposed changes October 5, 2016*

1. The name of this PTA is the Bellevue Special Needs PTA, local PTA number 2.3.165, referred to in this document as PTA. **This PTA was chartered on May 22, 2012.**
2. This PTA serves the children in the greater Bellevue School District ~~community~~ **community**, which includes the students in all four-attendance areas of the district, including public, private and home schools.
3. This PTA was incorporated on June 22, 2012 and will be assigned a Federal Employer identification Number that can be found in the legal documents notebook. It will be assigned UBI# 601-221-201. The treasurer is responsible for filing the Annual Corporation Report. ~~The registered agent for this corporation is the Washington State PTA.~~
4. This PTA will be registered under the Charitable Solicitations Act, registration number at such time as is required by state law based on donation and fundraising dollar amounts (\$50,000). The treasurer will be responsible for filing the annual registration prior to November 15<sup>th</sup>.
5. This PTA was granted tax-exempt status under section 501(c)(3) of the internal revenue code on September 11, 2014. A copy of the letter of determination is filed in the legal documents binder maintained by the president.
6. The PTA has designated the Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the United States Internal Revenue Service. Copies of the signed documents making such designation are available in the legal document binder maintained by the president.
7. The current treasurer, with assistance from the outgoing treasurer, is responsible for filing IRS Form 990, Form 990EZ or Form 990N prior to November 15<sup>th</sup>, if required.
8. The membership services fee for the PTA shall be set by the Executive Committee and approved by General Membership as part of the annual budget. The minimum membership fee will cover the National, State and Council fees.
9. **Membership at this 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 purpose of this PTA.**
10. The elected offices of this PTA shall be President(s), Treasurer, Secretary and Vice President(s). These elected officers shall constitute the Executive Committee. **The offices of President and Vice President may be held by up to two (2) people. Each position is entitled to one (1) vote per person at a board of directors' meeting. In the case of more than one Vice President being elected, the board of directors will name one person Executive Vice President at the beginning of the fiscal year to assume President duties should that become necessary during a fiscal year.**

11. The Executive Committee shall appoint one person to serve in each Standing Committee Chair. The District Representative shall be appointed in consultation with the Bellevue School District Superintendent.
12. The board of directors of this PTA shall consist of the elected officers, up to three at large committee members and may include the following standing committees:
  - a. Membership / Volunteer Coordinator Chair
  - b. Family and Community Engagement Chair
  - c. Advocacy Chair
  - d. Communications Chair
  - e. District Representative
    - i. All board members must be members of this PTA. The District representative is an ex-officio member of the board without a vote.

The board of directors will meet monthly, unless the board decides it is not necessary for that month. The date and time for the meetings is to be determined by the board. **Members of the board of directors may participate in board of director meetings in person, by phone or via video application. The board of directors may waive required meeting notification required by WSPTA Bylaws for emergency board meetings in person, phone or video with prior written approval of all board members.**

13. The officers shall be elected at a general membership meeting prior to April 30 for a term of one (1) year or until their successor assumes office. No person shall serve in the same office for more than two (2) consecutive terms. An officer having served (8) or more months shall be considered to have served a full term. Officers shall assume their duties on July 1.
14. An office or board position can be declared vacant if that person or their representative misses three (3) consecutive boards of directors' meetings unless excused by the president. Or if an officer does not adhere to the Roles and Responsibilities **and Conflict of Interest** signed at the beginning of their term.
15. There shall be at least three (3) General Membership meetings during the year. Adoption or changes of the budget, adoption of standing rules, election of the nominating committee and election of officers shall take place at general membership meetings. The board of directors shall set the time and place for the meetings.
16. The quorum for general membership meetings shall be 10 members.
17. The nominating committee shall be elected, in accordance with the WSPTA Uniform Bylaws.
18. This PTA shall approve its annual operating budget in the spring of each year.
19. The board of directors, upon majority vote, has the authority to reallocate funds, up to \$500, within the budget.
20. Each committee will submit a Plan of Action committee report to the Board of Directors for approval per WSPTA Bylaws.
21. This PTA shall keep at least two (2) copies of each of its legal documents in two separate locations. The president and secretary shall maintain the documents.

22. This PTA shall conduct a financial review of its books and records at the close of the fiscal year and optional at the mid-year point. The financial review will be conducted by non-signers on the bank and investment accounts.
23. The signatures of ~~President, Treasurer and 2 (two) Executive Committee Members Secretary~~ shall be on the signature card for this PTSA's authorized bank and investment accounts. **The PTA's monthly bank account statements shall be provided unopened to a person appointed by the board of directors. Such 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 any concerns or discrepancies identified in the review to the executive committee. If there are no concerns or apparent discrepancies, the reviewer shall initial and date the account statements and provide them to the treasurer.**
24. All reimbursement requests shall include a receipt and shall be submitted to the treasurer within 60 days of purchase (subject to the discretion of the treasurer). All requests for reimbursement must be received by June 30<sup>th</sup>.
25. Should the PTA receive a NSF check, any bank penalties will be charged back to the issuer. If the NSF check(s) are not paid within 10 days of notification or by June 1<sup>st</sup> or whichever is earlier, then the PTA will not accept any checks from this issuer in the future.
26. In all financial matters of this organization, at least two (2) elected officers shall co-sign checks, contracts and documents. A minimum of 2 persons, including at least one officer shall count all monies and verify deposits.
27. The Board of Directors will determine the number of recipients for WSPTA recognition awards. Awards that will be considered include: Golden Acorn (outstanding volunteer), Outstanding Advocate, Outstanding Educator and Outstanding Student Advocate. A committee appointed by the President shall solicit for nominations and select recipients.
28. **Voting for officers or nominating committee positions may take place at a meeting or by electronic transmission. If voting takes place by electronic transmission, the name of each candidate is to be contained in the notice of the meeting and any vote cast must be received within the time frame identified in the notice of the meeting.**
29. Voting delegates to the Bellevue PTA Council shall be the President and three (3) delegates. The Board of Directors will designate the officers who will be the voting delegates to council for this local PTA. If the President is unable to serve as a delegate then the Board of Directors will designate 4 delegates.
30. The board of directors shall determine the vote of this PTA for the position of Washington State PTA Area Vice President.
31. The voting delegates to the annual WSPTA convention shall be determined by the Board of Directors and may include incoming officers. Delegates shall be appointed by March 15. **BSNPTA will send as many voting delegates and as many visiting delegates to the WSPTA convention as the budgeted amount for convention can support. Registration and hotel shall be paid for by BSNPTA. Persons attending convention paid for by the unit will submit a summary on notes and handouts from the classes and general sessions attended to the board of directors.**

32. The voting delegate(s) to the WSPTA Legislative Assembly shall be Advocacy Chair and Vice President with remaining delegates to be designated by the board of directors.
33. These standing rules may be amended at any regular general membership meeting by a two-thirds (2/3) vote, or if previous notice is given, by a majority vote (if a quorum has been established).
34. Per the WSPTA Uniform Bylaws, the PTA will annually review, complete, sign, and submit the WSPTA Standards of Affiliation Agreement (SOA) by the required deadline. **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.**