Instructions:These sample standing rules may be used with the *WSPTA Standing Rules Handbook*, or with the *WSPTA Standing Rules* class. Local PTAs should discuss the options available to them and make the choices that best reflect their unique PTA. Best practices for local PTAs are reflected where recommendations exist. Local PTA standing rules may not conflict with the *WSPTA Uniform Bylaws* or with *National PTA Bylaws*.

## Standing Rules for [Insert name of PTA Council]

Approved [click or tap to enter the date of membership meeting.]

1. **Name and Identity**

The name of this PTA is [enter legal name of PTA, Washington State PTA number]. It was chartered on [click or tap to enter date of charter]. Its National PTA number is [click or tap here to enter National PTA number].

1. **PTA Purpose and Community**

This PTA council provides service to the PTAs and students in the [click or tap here to enter school district name], and any other PTA outside of the district that requests membership. Our purpose is to promote the welfare of children and youth; we inform, advise, guide, instruct, serve, and encourage PTA leader development.

1. **Incorporation**

This PTA was incorporated on [click or tap to enter a date]and assigned UBI [click or tap here to enter UBI number]. The treasurer is responsible for filing the annual corporation report. The registered agent for this corporation is Washington State PTA. The Employer Identification Number (EIN) is kept in the legal document notebooks in the custody of the PTA president and secretary.

1. **Charitable Solicitations**

This PTA is registered under the Charitable Solicitations Act, registration number [click or tap here to enter registration number]. The treasurer is responsible for filing the annual registration by May 31 to avoid penalties.

1. **Tax-exempt Status**

This PTA was granted tax exempt status under section [choose an item] of the Internal Revenue Code on [click or tap to enter date of letter of determination]. A copy of the letter of determination is filed in the legal document notebooks maintained by the president and secretary.

1. **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.

1. **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.

1. **Standards of Affiliation**

Per the *Washington State PTA Uniform Bylaws*, we 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.

1. **Council Service Fees**

The service fees of this council shall be $[click or tap here to enter dollar amount] per local PTA member.

**OR**

The service fees of this council shall be $[click or tap here to enter dollar amount] per local PTA.

1. **Voting Delegates to Council**

The voting body of the council shall consist of the members of the council board of directors and [choose a number] authorized delegates from each member PTA.

**OR**

The voting body of the council shall consist of the members of the council board of directors and the president and vice president from each member PTA.

Council board of director’s members are representatives of [click or tap here to enter council name] and may not also represent a local PTA at council membership meetings.

1. **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.

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

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

1. **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. 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 this PTA council’s 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 (2/3) vote.

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

The elected officers of this PTA shall be: [click or tap here to enter titles of elected positions].

*(Optional)* 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 an executive committee or board of directors’ meeting. 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. The [click or tap here to enter position of officer]is responsible for filing required documentation.

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.

1. **Board of Directors**

The board of directors of this PTA shall consist of the elected officers and the chairs of the following standing committees: [click or tap here to enter names of standing committees].

1. **Officer election process**

Voting for officers or nominating committee may take place at a meeting, by mail, or by electronic transmission. If voting takes place by mail or electronic transmission the [click or tap here to enter name of PTA] election policy and procedure will be followed.

**OR**

Voting for officers or nominating committee potions shall take place at a membership meeting.

**OR**

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 [click or tap here to enter name of PTA] election policy and procedure will be followed.

**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.*

1. **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 a local PTA within this council.

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.

1. **Reflections**

This PTA shall offer a yearly Reflections program for all district PTAs.

1. **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.

1. **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.

**OR**

This PTA shall approve its annual operating budget prior to July 1 each year. The board of directors has authority to reallocate up to $[click or tap here to enter dollar amount] budgeted for one purpose to another purpose.

**OR**

This PTA shall approve its annual operating budget in the spring of each year. The board of directors has authority to reallocate any funds budgeted for one purpose for another purpose by a two-thirds vote.

The treasurer will submit a monthly financial report to the board of directors.

1. **Legal Documents**

The PTA shall maintain a safe deposit box at the bank where its checking account is maintained. The original copy of any legal document shall be kept in the safe deposit box. Copies are to be made for the president and secretary and kept in legal document notebooks. All elected officers shall have access to the contents of the safe deposit box.

1. **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.

**OR**

A financial review committee with a minimum of three members appointed by the president will review the financial records of this PTA twice a year. The report of the committee will be presented at the regularly scheduled membership meeting immediately following the review.

Members of this committee shall not include the treasurer, or any person authorized to sign on the PTA bank accounts for the period that is being reviewed, or any individuals living in their households.

1. **Bank Account**

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

1. **Bank Account Signers**

The board of directors shall determine which officers shall have signing authority on the PTA bank account. [click or tap here to enter the list of board positions (not individual names)].

In the event of co-treasurers, one will be a signer on the account and 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.

1. **Independent Review of Bank Statements**

The PTA’s monthly bank 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.

1. **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.

1. **NSF Checks**

Should the PTA receive an NSF check, a service fee in the amount of $[click or tap here to enter dollar amount] 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 [choose a number]NSF checks are received from the same individual during the fiscal year, the PTA will not accept further checks from the individual responsible.

1. **Gambling Activities**

Students of [click or tap here to enter school district name] and any other PTA that joins [click or tap here to enter council name] 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.

1. **Voting Delegates**

This PTA may send as many voting delegates to the WSPTA Convention as allowed by the *WSPTA Uniform Bylaws*. All delegates shall be selected by the [click or tap here to enter title of officer or group].

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 [click or tap here to enter title of officer or group].

1. **Policy Review**

This PTA shall maintain policies for [click or tap here to enter list of all policies]. *Suggestions include: board standards of conduct, money handling, social media, online banking, after school activities, password transition 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.

1. **Collaboration with Other Organizations** *(optional)*

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.

1. **Code of Conduct and Social Media Use***(optional)*

Elected officers of this PTA shall follow a board code of conduct. Officers, chairpersons, and volunteers shall adhere to the [click or tap here to enter name of 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 [click or tap here to enter name of school].

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

1. **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.