

**RENTON PTSA COUNCIL 9.11**  
**2011-2012 Standing Rules**



**1. LEGAL:**

- a. **Legal Name:** The name of this Council shall be Renton PTSA Council, a branch of the Washington Congress of Parents and Teachers. The Washington State PTA unit number is 9.11. The National PTA identification number is 00052317 and it was chartered by Washington State PTA on October 14, 1954.
- b. **Secretary of State Status:** This PTSA Council is registered with the Washington Secretary of State under the Charitable Solicitations Act. The registration number is available from the Treasurer. The Treasurer is responsible for filing the annual registration. The Secretary of State determines deadline.
- c. **Non-Profit Status:** This PTSA Council is a non-profit corporation recognized by the State of Washington on March 29, 1978. The incorporation number and Employer Identification Number (EIN) are available from the Treasurer. This Council was recognized by the IRS as a non-profit tax exempt organization holding a 501(c)3 status, effective May 9, 2002. It is the responsibility of the Treasurer to annually renew the Articles of Incorporation. The registered agent for the corporation is the Washington State PTA.

2. **SERVICE AREA:** This PTSA Council serves the Renton School District community.

3. **MEMBERSHIP FEES:** Local units shall remit to Council the local unit member fee of \$9.50 per member. Checks are payable to "Renton PTSA Council" for said amount and Council then handles the state and national fees on behalf of each local unit. The per member fee breakdown is:

Renton PTSA Council Fee:	\$1.50
Washington State PTA Fee:	\$5.75
National PTA Fee:	\$2.25

**4. OFFICERS, BOARD, COMMITTEES:**

- a. **Elected officers** of this Council shall be the President(s), Vice President(s), Secretary, and Treasurer. Each co-position holder shall be entitled to voice and vote at a board of directors meeting. These elected officers shall constitute the Executive Committee. The President shall appoint a designated Vice President to fulfill responsibilities of the President in the case of an emergency.
- b. **Board of Directors** shall consist of the elected officers and standing committee chairs. A majority shall constitute a quorum. There shall be at least six (6) Board of Director meetings held during the year.
- c. **Standing Committees** shall be appointed by the President(s) with the approval of the Executive Committee. They may include, but are not limited to: Founders Day, Legislative/Advocacy, Newsletter, Reflections, Scholarship, and Website. All Committee Chair positions are held for a term of one (1) year. No person shall hold the same office for more than two (2) years consecutively except when position is not filled. Reappointment is then at the discretion of the Executive Committee.
- d. **Ad Hoc Committees** shall be appointed by the President(s) with the approval of the Executive Committee. They may include, but are not limited to: Awards & Recognition, Directory, Fundraising, and Hospitality. Each Committee Chair shall hold their position for a term of one (1) year. No person shall hold the same office for more than two (2) years consecutively except when position is not filled. Reappointment is then at the discretion of the Executive Committee.
- e. **Committee budget adjustment** requests over \$50.00 shall be approved by the Board of Directors for approval in advance of purchase or commitment to purchase. All committee chairs shall submit a Committee Plan of Action report prior to any expenditure.

5. **GENERAL MEETINGS:** General meetings of the council will be held at the Kohlwes Education Center at 7:00 PM on the last Monday of each month unless otherwise specified differently by the Executive Committee. There shall be a minimum of six (6) meetings per year.

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**6. VOTING:**

- a. **COUNCIL VOTING BODY:** The voting body of this council shall consist of the council board of directors (executive officers and Standing Committee Chairpersons) and all local unit members within the Renton PTSA Council organization. Individuals must be a current member within the designated school year and in attendance to vote. Proxy voting is not permitted per the Washington State PTA Bylaws.
- b. **QUORUM:** The quorum for General Membership meetings shall be one-tenth of the voting delegates with a minimum of 10 members.
- c. **AMENDING STANDING RULES:** Standing Rules may be amended at any general meeting providing quorum is met and a minimum of a 10-day notice is communicated to the Membership prior to the vote.
- d. **BUDGET APPROVAL:** The Council shall approve its annual budget and Standing Rules by the voting body no later than June 30th of each year.
- e. **REGION 9 DIRECTOR VOTE:** Washington State PTA Bylaws allows Council to have one (1) vote for the position of Region 9 Director. General Membership is requested to share their candidate of choice with the executive committee. Decision will be made by majority vote of the Council's executive committee.
- f. **STATE CONVENTION VOTING DELEGATES:** The Council shall have two (2) voting delegates to the State PTA Convention. They shall be elected by the Board of Directors with preference given current and incoming presidents. Approved expenses of the two voting delegates will be paid by this Council, and incoming officers' expenses may be paid if budget allows.
- g. **LEGISLATIVE ASSEMBLY VOTING DELEGATES:** There shall be two (2) voting delegates to the Legislative Assembly. One shall be the Legislative Chairperson and other will be designated by the Board of Directors.

**7. NOMINATING COMMITTEE:**

- a. **Ballot Vote for Nominating Committee:** The Nominating committee shall be elected according to the Washington State PTA Bylaws and shall be elected by ballot by the General Membership at minimum of 30 days prior to the election of officers.
- b. **Slate of Officers notification** shall be made to local units at least 15 days prior to elections.
- c. **Election of Officers** shall be elected by a majority vote of the required quorum. Elections shall be held at the February General Membership meeting.

**8. FINANCIAL:**

- a. **BANK SIGNATURES:** The signatures of the president(s), treasurer, and other council executive officers deemed necessary by the executive committee shall be the authorized signers for the Council's bank account(s). A minimum of three (3) authorized signers is required on the account and 2 signatures are required on all checks.
- b. **FINANCIAL REVIEW:** The Council shall conduct a mid-year and year-end financial review.
- c. **IRS:** The current Treasurer is responsible for filing IRS Form 990EZ, prior to November 15 of each year, if that filing is required.
- d. **STORING LEGAL DOCUMENTS:** The Council will keep at least two (2) copies of all legal documents: one with the Treasurer and one with the President(s).