

Tacoma Special Needs PTA Standing Rules

1. The name of this PTA is the Tacoma Special Needs PTA, local PTA number 10.13.10, referred to in this document as PTA. It was chartered December 15, 2016.
2. This PTA serves the children in Tacoma Public Schools, as well as home schoolers, students in private schools, and charter schools in Tacoma.
3. Membership in 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.
4. This PTA was incorporated on January 11, 2017, and has been assigned a Federal Employer Identification Number that can be found in the legal documents notebook. It will be assigned UBI# 604-087-353. The treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA.
5. This PTA follows the Washington State Uniform Bylaws.
6. Per the WSPTA Uniform Bylaws, the PTA will annually review and complete all items in the WSPTA Standards of Affiliation Agreement (SOA).
7. Our PTA will ensure that each executive committee officer attends a minimum of one WSPTA-approved training opportunity during the PTA year. Further, at least one member of the executive committee will attend *PTA and the Law* during the PTA year.
8. This PTA will comply with the Washington Charitable Solicitations Act through registering if required or by using the optional registration process if registration is not required. The treasurer is responsible for determining whether registration is required and for filing the annual renewal by May 31st to avoid penalties.
9. This PTA was granted tax-exempt status under section 501(c)(3) of the internal revenue code on February 16, 2017. A copy of the letter of determination is filed in the legal documents binder maintained by the president.



10. 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 a designation are available in the legal document binder maintained by the president.

11. 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, if required. Copies of returns will be located in the Legal Documents Binder maintained by the president.

12. The elected officers of this PTA shall be President(s), Treasurer, Secretary, and Vice President(s).

13. No elected officer shall be within the same household as another elected officer.

14. 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
- b. Family and Community Engagement
- c. Teacher/staff liaison
- d. Advocacy Chair
- e. Bridge the Gap Grant
- f. District liaison

15. All board members must be members of this PTA. The District liaison is an ex- officio member of the board without a vote.

16. 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. The quorum for the board meeting shall be half of the officers plus one, as per WA State Uniform Bylaws.

17. 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 eight (8) or more months shall be considered to have served a full term. Officers shall assume their duties on July 1.

18. An office or board position can be declared vacant if that person or their representative misses three (3) consecutive board of directors' meetings unless excused by the president, or if an officer does not adhere to the Code of Conduct signed at the beginning of their term.

19. Any vacancies in elective offices shall be filled as they occur by appointment of the Executive Board.

20. There shall be at least two (2) 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 time and place for the meetings shall be set by the board of directors.

21. The quorum for general membership meetings shall be 10 members.

22. The dues for this PTA shall not exceed \$15 per individual adult membership and \$25 per two-person adult membership, per year. Membership fees will include National, State, and Council Dues, \$2.75, \$5.25, and \$1 respectively. All paid members have a voice and a vote at general PTA membership meetings.

23. This PTA shall approve its annual operating budget in the spring of each year.

24. The board of directors, upon majority vote, has the authority to reallocate funds, up to \$500, within the budget.

25. Each committee will submit a Plan of Action committee report to the Board of Directors for approval per WSPTA Bylaws.

26. This PTA shall keep at least two (2) copies of each of its legal documents in two separate locations. The president and treasurer shall maintain the documents.

27. 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.

28. The signatures of up to three board members shall be on the signature card for this PTA's authorized bank and investment accounts as determined by the Board of Directors.

29. 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 15th.

30. 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 1st or whichever is earlier, then the PTA will not accept any checks from this issuer in the future.

31. In all financial matters of this organization, at least two (2) elected officers shall co-sign checks, contracts and documents. **In the case of reimbursements, the same two (2) elected offices that sign the check shall also sign the associated reimbursement form.** A minimum of 2 persons, not from the same household, and including at least one officer, shall count all monies and verify deposits. A non-check signer will review and sign each monthly bank statement before giving to the treasurer.

32. 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.

33. The board of directors will designate the officers who will be the voting delegates to council for this local unit.

34. 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.

35. The voting delegate(s) to the WSPTA Legislative Assembly shall be determined by the board of directors and may include incoming officers.

36. 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).

37. Online logins and passwords for Columbia Bank, Paypal, Square, IRS, and AmazonSmile will be held by the President and Treasurer. Online logins and passwords for Memberplanet will be held by the President, Treasurer, and Membership Chair(s).

38. Online logins and passwords will be changed by the incoming Treasurer, President, and Membership Chair(s) at the beginning of their term.

Amended 11/17/20