These standing rules shall be in compliance with the Washington State PTA Uniform Bylaws, referred to in this document as Uniform Bylaws

Article I – Name
The name of this association 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 – Federal, State and WSPTA Compliance
(a) This council is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is #SEC-088-350. The treasurer 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 Treasurer is responsible for filing the annual corporation report prior to April 30. The registered agent for this corporation is the Washington State PTA.
(c) This council was granted tax-exempt status under Section 501(c)(3) in May, 1973. The treasurer with the assistance of the outgoing treasurer is responsible for filing the appropriate Federal tax return prior to November 15.
(d) This council will annually decide who the administrator shall be of the WA State Business License, Labor & Industries (L.&I.) Insurance and other compliance updates.
(e) Per the Uniform Bylaws, the board of directors will annually review, complete, sign and submit the WSPTA Standards of Affiliation Agreement by the required deadline.

Article III – Membership and Voting
(a) This council serves the local PTAs and PTSAs and the children and families of the Seattle Public School District. The members of this council are the local PTA/PTSAs within the Seattle School District. Other local PTA/PTSAs may become members by mutual agreement with the council.
(b) The voting body of this council shall consist of the members of the council board of directors and one (1) delegate from each local PTA/PTSA. Each member PTA/PTSA in good standing is entitled to one (1) voting delegate to council. Local PTA/PTSA Presidents are automatic delegates unless SCPTSA is otherwise notified. Other local PTA/PTSA elected officers will serve as alternates. Any other alternate must be registered by the respective local PTA/PTSA president with the Seattle Council PTSA prior to the meeting at which they plan to cast a vote on behalf of their unit.
(c) A local PTA/PTSA is considered to be in good standing when it has submitted the Standards of Affiliation agreement to WSPTA.
(d) As per the Uniform Bylaws, 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
Schools that are Title I School Wide or that Receive Title I Targeted Assistance shall be granted membership in SCPTSA free of per member service fees. Each member local non-Title I School Wide or Targeted PTA/PTSA will pay a SCPTSA membership service fee of $3.50 per member.

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.

(d) Consistent with SCPTSA Equity Resolution Dated 10/1/2018 the Nominating Committee shall make every effort and document said effort in the aforementioned report to put forth a slate of candidates that is reflective of Seattle Public Schools families relative to race, ethnicity, sexual orientation, gender identity, ability and immigration status as reflected in most recent SPS enrollment.

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 may also be elected. A student representative may be elected if he/she/they is eighteen (18) years or older. If a student representative is elected to serve prior to reaching eighteen years of age, they may request an appointed student position until such time as they are old enough to hold elected office. Any elected position, other than the treasurer, 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 of the council. For the offices of President and treasurer must and have been a member of the board of directors of a local PTA/PTSA 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 (see separate document for specific officer duties)

(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 Arts Program to the local units served by the council.
The council shall maintain an original copy of any legal documents in a locked and secure location as documented each year in meeting minutes and maintained by executive board decision.

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 secure location. The council will keep a copy of each of its legal documents with the finance officer and the secretary.

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.

An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer.

**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/PTSA 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 at least 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.

(d) Consistent with SCPTSA Equity Resolution Dated 10/1/2018 the Board of Directors shall be reflective of Seattle Public Schools school families relative to race, ethnicity, sexual orientation, gender identity, ability and immigration status.

(e) To support representative participation per (d), SCPTSA shall offer travel stipends to Executive Board Members in the amount of up to $480 per year and additional board members up to $240 per year based on a per Board and/or General Membership Meeting rate of $20/meeting.

**Article X – General Membership Meetings**

- **(a)** Seattle Council PTSA general meetings will be held, at least three 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 elect officers. The council president or secretary shall deliver written notice of the place, day and time of the general meeting not less than ten (10) nor more than thirty (30) days prior to the date of the annual meeting to each member of the council.
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 thirty (30) days before the date of the special meeting, stating the place, date, time, and purpose of the special meeting.

Ten voting delegates shall constitute a quorum.

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 council shall operate in a fiscally responsible manner inclusive of budgeting process consistent with SCPTSA Equity Resolution of 10/1/18.
(b) The board of directors shall annually adopt financial policies and procedures.
(c) The treasurer 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 above $5,000 extending beyond the fiscal year (July 1-June 30) except as approved by the general membership either directly via the annual budget approval process or via special vote.
(e) All accounts shall be inspected annually between July 15 and August 31 by a financial review 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. All contracts and binding agreements require the signatures of two elected officers, one of which must be the President. The authorized signatures for the council’s bank account will be the president, vice-presidents, and treasurer. In the event two or more members of the same household hold offices, only one shall co-sign financial matters.
(g) Where budget includes grantmaking, council must have grant making policy and includes focus on equity as described in resolution.
(h) The annual operating budget shall be approved at the Final General Membership Meeting of each fiscal year and reapproved at the first General Membership Meeting of the fiscal year.

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, Leadership Conference, and Region 6 trainings. 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.

Standing rules as adopted at a meeting of the SCPTSA General Membership December 3, 2018