

View Ridge Elementary Parent Teacher Association Standing Rules 2021-2022

These Standing Rules are intended to be used in conjunction with the Bylaws (Articles 1 through 16) of the Washington State Congress of Parents and Teachers, hereinafter referred to as Washington State PTA.

Article I – Name

The name of the unit shall be the View Ridge Elementary Parent Teacher Association, local unit 6-15-345. It shall be referred to in these standing rules as the VRPTA.

Article II – State and Federal Corporate Status

Section 1. This unit is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is VIR 194-280. The Treasurer is responsible for filing the annual registration prior to May 31st.

Section 2. The VRPTA was incorporated on January 4, 1979. It was assigned corporation number D285325 and UBI number 601853008. The Treasurer is responsible for filing the Annual Corporation Report prior to January 31st. The registered agent for this corporation is the Washington State PTA.

Section 3. The VRPTA Federal Employee Identification Number is on file in VRPTA's permanent records.

Section 4. The VRPTA has been recognized as exempt from federal income tax on June 4, 1980 under Section 501(c)(3) of the Internal Revenue Code.

Section 5. The Treasurer is responsible for filing IRS form 990. The due date of this form is November 15th.

Article III – Membership and Fees

Section 1. The VRPTA primarily serves the children, parents and staff of View Ridge Elementary School. Any person may become a member.

Section 2. Each member will pay the membership fee set by the Board of Directors, which includes the Washington State and Seattle Council of PTSA fees as required by the Washington State PTA. The fees are forwarded to the Washington State PTA and the Seattle Council of PTSA on or before the deadlines determined by the Washington State PTA.

Section 3. Each member in good standing is entitled to one vote on all VRPTA business at the PTA General meetings.

Article IV – Officers and Elections

Section 1. A nominating committee responsible for selecting a slate of officers will be selected by the Board of Directors by February. Officers shall serve a term of (1) year or until their successors are elected. No person shall serve in the same office for more than two (2) consecutive terms. The elected officers of the VRPTA shall be the President(s), Vice-President, Treasurer(s), and Secretary.

Section 2. The slate of officers will be posted in writing prior to the spring elections.

Section 3. The new officers will be elected at the spring general membership meeting. The term of office for the Board of Directors shall be one year beginning July 1. Newly elected officers shall work closely with the outgoing officers until that time.

Section 4. Any elected position may be held jointly by two (2) people, except the individual serving as Treasurer cannot hold any other office and the same individual cannot serve as

President and Secretary. Each shared position shall be entitled to voice and vote at the Board of Directors meeting or general meeting. Only one Co-President shall carry the vote of the VRPTA when attending outside meetings. The Co-President presiding over internal meetings should remain neutral on questions and presentation of information. If the Co-President presiding over a meeting wishes to speak to a motion, they may call upon the other Co-President or Vice President to preside; they then have all the privileges of a member. The original presiding Co-President then returns to the position of the meeting chair after the vote on the motion has been announced. Presiding officer may vote, but only when voting is by ballot. In all other cases, the President may not cast a vote unless his/her vote will change the result of the vote on a critical issue, for example, breaking a tie or to help meet quorum.

Section 5. In the event of a vacancy, the remaining elected officers may select a replacement.

Article V – Executive Committee

The Executive Committee shall consist of President(s), Vice-President, Secretary, and Treasurer(s). The Past President may be invited to attend as a non-voting member. Our PTA will make sure that each executive committee member attends a minimum of one WSPTA-approved training opportunities during the PTA year. Further, at least one member of the executive committee will attend PTA and the Law during the PTA year.

Article VI – Board of Directors

Section 1. The Board of Directors shall consist of elected officers, Assistant Treasurer, Academic-Enrichment Chair, Volunteer Coordinator, Past President, Fundraising Chair, DEI Committee Chair, Special Education Liaison, Legislative Liaison, Room Parent Coordinator, Family Support Chair, HIP Chair (Hunger Intervention Program), Communications Chair, Technology Chair, Membership Chair and Hospitality Chair. Each member of the Board of Directors shall be entitled to cast one vote at VRPTA Board meetings. Each board member shall be a member in good standing of the View Ridge PTA when assuming roles and responsibilities of that position.

Section 2. Board members must report their activities at monthly meetings and the activities of the subcommittees they oversee.

Section 3. VRPTA Board of Directors' members shall maintain a procedure file for each office or position and have a transition meeting between July 1st and October 1st with the person taking over their position.

Article VII – Committees and Awards

Section 1. Anyone from the general membership may volunteer for these positions.

Section 2. Committees may be established and maintained as needed. Chairpersons shall be approved by the Executive Committee. Chairpersons shall coordinate volunteers for relevant sub-committees. Records shall be kept for all committee activities by the committee chairperson.

Section 3. The Joan Platt “Awesome Otter” Award celebrates and recognizes a View Ridge staff member, teacher, or administrator for outstanding, “above and beyond” demonstration of engagement with View Ridge students. The Awards Subcommittee will place an advertisement in the VRPTA newsletter to solicit nominees from the View Ridge school community and presents the award to the recipient in the spring.

Section 4. The Golden Acorn Award celebrates and recognizes an individual who has given outstanding volunteer service to the children and VRPTA of our school. The Awards Subcommittee will place an advertisement in the VRPTA newsletter to solicit nominees

from the View Ridge school community and presents the award to the recipient in the spring.

Article VIII – Board and General Membership Meetings

Section 1. VRPTA general membership meetings shall be held at least two times per year as scheduled by the Board of Directors. Additional programs or meetings may be scheduled as deemed necessary by the Board of Directors. Typically, they are held the first Tuesday of October, February and May but are subject to change.

Section 2. VRPTA Board of Directors meetings will take place a minimum of five times a year with date(s) determined by each new board. Typically, these are held the 2nd Tuesday of every month unless otherwise determined and announced by the new board.

Section 3. General membership and Board meetings shall include approval of previous meeting minutes and a Treasurer’s report. A President’s report, a Principal’s report and any other board member reports shall be presented. Any members desiring to raise new issues must notify the President 48 hours prior to the meeting in order to be included on the agenda; otherwise, these issues will be raised on a time available basis only.

Section 4. For Board meetings, a majority of those on the Board shall constitute a quorum as stated in the Washington State PTA Uniform Bylaws (Article 5, Sec. 9(c)). A motion shall be carried by a simple majority of those present. If someone holds more than one board position then each board position constitutes a vote.

Section 5. For general membership meetings, at least ten (10) members shall constitute a quorum. A motion shall be carried by a simple majority of those present.

Section 6. General membership and Board meetings may be held virtually at the discretion of the President. Voting at these meetings will either be via email, postal mail, or online survey and the chosen method shall be listed in the meeting notice along with instructions on how to access the meeting. The same notice requirements that apply to in-person meetings shall also apply to virtual meetings.

Article IX – Budget and Finance

Section 1. The Board of Directors shall adopt financial policies and procedures annually.

Section 2. The budget is developed by the budget committee. The committee is chaired by the Treasurer. Its members should include several other PTA leaders who have knowledge of what has occurred in the past and what plans are appropriate for the PTA in the future. Both incoming and outgoing officers may serve on this committee. The committee can be as large as 5-7 PTA Board Members and may include the President(s).

Section 3. The Budget Committee shall annually prepare an itemized proposed budget for the VRPTA to be submitted to the Board of Directors for approval. The budget shall be approved by the general membership prior to June 30 of the preceding year.

Section 4. The Treasurer shall submit a written monthly financial report to the executive committee. All VRPTA funds shall be channeled through the VRPTA account and the Treasurer.

Section 5. A financial review shall be conducted between July 1st and October 31st by an audit committee appointed by the President and approved by the Executive Committee. The audit committee shall have a minimum of three members who are VRPTA members or qualified public accountants. No member of the audit committee may have signature authority over financial matters or agreements.

Section 6. Authorized signatures for the VRPTA bank account will be the President(s), Vice-President, Secretary and Treasurer. All checks require 2 signatures.

Section 7. The VRPTA will keep copies of each legal document with the Treasurer and/or Secretary.

Section 8. All reimbursement requests will be submitted to the Treasurer within sixty (60) days of accrual of the expense, with all expenses for the fiscal year submitted by June 30th.

Section 9. The President (or, in the case of Co-Presidents, either Co-President) may authorize expenses exceeding the budgeted expense by \$200 or less.

Section 10. The Board of Directors may vote to reallocate funds from one purpose to another. If the majority vote is successful, notification needs to occur at the next General Membership meeting.

Article X – Publication

All correspondence that represents the VRPTA (letters, flyers, newsletters, electronic messages, grant proposals, etc.) shall be approved by the President before distribution. Any correspondence, as defined above, that is distributed schoolwide via kidmail must also be filed with the school administrator prior to distribution.

Article XI – Amendments

Section 1. The Standing Rules shall be adopted annually at the spring business meeting of the general membership.

Section 2. These standing rules may be amended at regular general meetings by a simple majority vote if 10 days advance written notice of the proposed change has been given.

Article XII – Fundraising

Outside fundraising at VRPTA sponsored events and within VRPTA sponsored publications is prohibited.