Instructions:These sample standing rules may be used with the *WSPTA Standing Rules Guide*, 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 Local PTA]

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 serves the children in the [click or tap here to enter school name]school community, which includes the residences and businesses in the [click or tap here to enter school name] school enrollment area.

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 Employer Identification Number (EIN) is kept in the legal document notebooks in the custody of the PTA president and secretary.

1. **Charities program**

This PTA is registered with the Washington Secretary of State Charities program, registration number [click or tap here to enter registration number]. The treasurer is responsible for filing the annual renewal 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 the 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*, this PTA 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. **Membership**

Membership in [click or tap here to enter name of 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 purposes of PTA.

1. **Membership Termination**

An individual’s membership in [click or tap here to enter name of PTA may be terminated by a two-thirds (2/3) vote of its board of directors for conduct that may damage the value and goodwill associated with PTA, or that violates the purposes, policies, or standing rules of [click or tap here to enter name of PTA] including the bylaws of WSPTA and National PTA. Details on the process for termination of membership are included in current WSPTA policy. [click or tap here to enter name of PTA] shall notify the WSPTA board of directors within 5 business days if a membership has been terminated.

1. **Membership Dues and Council Fees**

The dues for [click or tap here to enter name of PTA] shall not exceed $[click or tap here to enter dollar amount] per individual adult membership, $[click or tap here to enter dollar amount] per staff membership, and $[click or tap here to enter dollar amount] per student membership. All paid members may make motions, participate in debate, and vote at PTA membership meetings.

[click or tap here to enter name of PTA] may offer full or partial membership subsidies to persons requesting them, in accordance with the Membership Subsidy Policy, which shall be reviewed and approved annually at a membership meeting.

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.

Membership meetings may be held in person, virtually or via a hybrid of both. Virtual or hybrid meetings must use remote communication tools where all participants in person or virtually have equal opportunity for simultaneous participation, voice, and vote. *(Optional if using virtual or hybrid meetings)*

Voting may take place at a meeting, by mail, or by electronic transmission. The voting method utilized must be the same for all meeting participants. If voting takes place by mail or electronic transmission the [click or tap here to enter name of PTA] must follow voting policy and procedures that align with Electronic Voting Best Practices in WSPTA Policy.  *(Optional if using mail or electronic transmission voting)*

**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, that clause can be left out of the standing rules.**

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

Each member will receive notice of the place, date, and time of the meetings not less than ten nor more than sixty 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.

Regular or special board meetings may be held in person, virtually, or via a hybrid of both. Virtual or hybrid meetings must use remote communication tools where all participants in person or virtually have equal opportunity for simultaneous participation, voice, and vote.  *(Optional if using virtual or hybrid meetings)*

Voting may take place at a meeting, by mail, or by electronic transmission. The voting method utilized must be the same for all meeting participants. If voting takes place by mail or electronic transmission the [click or tap here to enter name of PTA] must follow voting policy and procedures that align with Electronic Voting Best Practices in WSPTA Policy.  *(Optional if using mail or electronic transmission voting)*

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 PTA 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 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].

Officers of this PTA shall be elected for a Choose an item. An officer may not serve more than two consecutive fiscal years in the same office. An officer having served eight or more months in the same fiscal year shall be considered to have served a full year.

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 a meeting of the executive committee or board of directors. In the event of co-treasurers, one of the treasurers may not be a signer on the bank account. *(Optional)*

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] must follow election policy and procedures that align with Electronic Voting Best Practices in WSPTA Policy.

**OR**

Voting for officers or nominating committee 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] must follow election policy and procedure that align with Electronic Voting Best Practices in WSPTA Policy.

**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 this PTA.

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. **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 two copies of its legal documents, one copy may be in secure online storage. An original or hardcopy of any legal document shall be kept in a legal documents notebook in a secure location accessible by the president and/or secretary. All elected officers shall have access to the contents of online legal document storage.

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. The PTA shall require the approval of at least two elected officers to make a withdrawal.

1. **Online Banking, Debit Cards, and Secured Credit Cards**

[Click or tap here to enter name of PTA]permits the use of [select online banking, debit card, and/or secured credit card] to disburse funds. This PTA’s board of directors will create and approve written procedures and internal controls for utilizing select online banking, debit card, and/or secured credit card] to minimize the risk of misappropriation of funds. Procedures for the use of [select online banking, debit card, and/or secured credit card] can be found in current WSPTA policy.

*(Optional if choosing to use secured credit card* ***–*** *[click or tap here to enter name of PTA] will establish a [insert dollar amount] credit limit on their secured credit card).*

***(****Optional**if choosing to use debit and/or secured credit card**– Per WSPTA Policy, [click or tap here to enter name of PTA] will purchase fidelity bond insurance to protect against financial losses due to theft, fraud, embezzlement, or other dishonest behavior by PTA officers, board members or members).*

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 list of board positions here (not individual names.)].

If utilized, debit and/or secured credit cards will only be issued to an authorized signer on this PTAs bank account.

In the event of co-treasurers, only one will be a signer on the account; 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 and, if utilized, secured credit card and/or online banking 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 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 Annual Meeting 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 policies]. *Suggestions include: board standards of conduct, money handling, social media, online banking, use of debit and/or secured credit cards, after school activities, password transition, membership subsidies, 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. **Online Account, Password Protection, and Transition Procedures**

A list of all active online accounts and programs is kept with the president. A transition policy and list of active accounts must be provided to the financial review committee, minus passwords and account numbers.

A list of current passwords will be transitioned to the incoming president after June 30, at which time all passwords will be changed and provided to any other board members whose role requires access.

1. **Collaboration with Other Organizations**

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. This PTA will not be a fiscal agent, fiscal sponsor, or sign a sponsorship or charter agreement with any outside organization or agency.

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 school district name] 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 school name].

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.