



1. LEGAL:

- a. **Legal Name:** The name of this Council shall be Renton PTA Council, a branch of the Washington Congress of Parents and Teachers. The Washington State PTA number is 9.11. 00052317 and it was chartered by Washington State PTA on October 14, 1954.
- b. **Secretary of State Status:** This PTA 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. **Not-For-Profit Status:** This PTA Council is a nonprofit 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 PTA Council serves the Renton School District community.

3. **MEMBERSHIP FEES:** Local PTAs shall remit directly to the Washington State PTA the Council, State and National PTA fees totaling \$10 per member. Checks are made payable to the Washington State PTA for said amount and the State PTA office sends Council and National PTA their portion of fees. The per-member fee breakdown is:

Renton PTA Council Fee:	\$2.00
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 all board of directors meetings. 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. **Code of Conduct** is a signed team agreement to a set of guidelines to promise to do our best in fostering good communication, to be respectful, be accountable, and be supportive.
- c. **Training** is required as specified in the Washington State PTA Bylaws and therefore the elected officers will comply with required training.
- d. **Board of Directors** shall consist of the elected officers and standing committee chairpersons. A majority shall constitute a quorum. There shall be at least six (6) Board of Director meetings held during the year.
- e. **Standing Committees** shall be appointed by the President(s) with the approval of the Executive Committee. They may include, but are not limited to: Founder’s Day, Legislative/Advocacy, Membership, Reflections, Scholarships, Community Engagement (F.A.C.E.), Fundraising, and

Website/Social Media. 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. Re-appointment is then at the discretion of the President and Executive Committee.

- f. **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 the 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. Re-appointment is then at the discretion of the President and Executive Committee.
 - g. **All Committee Chairs** shall submit a **Committee Plan of Action** report prior to any expenditure request. Committee budget adjustment requests over \$100 shall be approved by the Board of Directors for approval in advance of completing a purchase or committing to a purchase.
5. **GENERAL MEETINGS:** General meetings of the Council will be held at the Kohlwes Education Center (“KEC”) in Renton, Washington at 7:00 p.m. on the last Monday of each month unless otherwise specified and posted in advance by the Executive Committee. There shall be a minimum of six (6) meetings per year.
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 chairs) and all local PTA members within the Renton PTA 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 provided quorum is met and minimum of a 10-day notice is provided to the membership prior to the vote.
 - d. **Budget Approval:** Council shall approve the following year’s annual budget and Standing Rules by the voting body no later than June 30th of each year.
 - e. **State Convention and Voting Body:** The Council shall have up to four (4) voting delegates to the State PTA Convention. They shall be designated by the President with approval of the Board of Directors with preference given to incoming presidents. Approved expenses of the four voting delegates will be paid by this Council, and incoming officers’ expenses may be paid if budget allows. Council voting delegates will also vote at State Convention for Area Vice President.
 - f. **Legislative Assembly Voting Delegates:** The Council shall have up to four (4) voting delegates to the Legislative Assembly. One shall be the Legislative Chairperson and others will be designated by the President with approval of the Board of Directors.
7. **NOMINATING COMMITTEE:**
- a. **Ballot Vote for Nominating Committee:** The Nominating committee (“NC”) of three (3) shall be elected according to the WSPTA Bylaws and shall be elected by ballot by the General Membership at minimum of 30 days prior to the election of officers. NC members must be member of a local PTA for at least 30 days preceding their election. NC is discharged from service after the officers are declared elected.
 - b. **Slate of Officers:** Written notification of nominees shall be made to local PTAs at least 15 days prior to elections. Additional nominations may be made from the floor during elections.
 - c. **Election of Officers** shall be elected by a majority vote of the required quorum. Elections may be held at the February General Membership meeting, but no later than April 30th.

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 two (2) signatures are required on all checks.
- b. **Standards of Affiliation:** Council executives will utilize the Standards of Affiliation Agreement Checklist to help navigate legal requirements as encouraged by the Washington State PTA (WSPTA). It is highly encouraged that the SOA is filled out to help local PTA and council leaders ensure their independent nonprofit business remains current with all IRS, state, insurance, and PTA requirements.
- c. **Financial Review:** The Council shall conduct a year-end financial review. President appoints three members who are non-check signers for the audit team. Per WSPTA Bylaws, current-year presidents and principals may not be on the audit team. An audit may be requested by any board member throughout the year, to be completed in a reasonable timeframe.
- d. **IRS:** The current Treasurer is responsible for filing IRS Form 990EZ prior to November 15 of each year, if that filing is required.
- e. **Storing Legal Documents:** The Council will keep at least two (2) copies of all legal documents: one (1) with the Secretary and one (1) with the Council archives.
- f. **Reimbursements:** All reimbursement requests must include receipt and be submitted to Treasurer within 60 days of purchase and reimbursements must be requested by June 1 or they are considered a donation to Council.
- g. **NSF Check Handling:** Should council receive an NSF check, a service fee of \$25.00 will be charged in addition to any fees imposed by Council's bank. If the NSF check is not paid by June 1 of the same fiscal year, the Council will not accept checks from this individual in the future. If more than two (2) NSF checks are received from the same individual during the fiscal year, even if reimbursed, Council will not accept further checks from the individual responsible.

###