



CANYON CREEK PTA
STANDING RULES 2019-2020

1. The name of this PTA local unit is Canyon Creek Parents and Teachers Association, Local Unit No. 6.10.7. This unit is a member of the Northshore Council of PTA of the Washington Congress of Parents and Teachers.
2. This PTA serves the children in the Northshore School community, which includes residences and businesses in the Canyon Creek Elementary school enrollment area.
3. This PTA was incorporated on November 14, 1977 by the State of Washington. The Treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA. In accordance with Washington State PTA recommendations, the corporate identification numbers are not published but are available from the Treasurer as required.
4. This PTA is registered under the Charitable Solicitations Act, registration number 629. The Treasurer is responsible for filing the annual registration (due by May 31st to avoid penalties).
5. This PTA was granted tax-exempt status under section 501(c)4 on April 27, 1979. Revised recognition was granted on July 15, 1994 under section 501(c)3.
6. The current Treasurer is responsible for filing IRS Form 990 or Form 990EZ prior to November 15th of each year as required.
7. Effective July 1, 2019, the membership fees of this PTA are \$15.00 per person, \$25.00 per double membership.
8. The elected officers of this unit shall be President (or Co-Presidents), Vice President: Programs, Vice President: Communications, Secretary, and Treasurer (or Co-Treasurers – with only one being an authorized check signer). Elected officers can also include a President Elect and/or an Assistant Treasurer (cannot be an authorized check signer).
9. The elected officers shall constitute the Executive Committee.
10. Canyon Creek PTA officers shall be elected by ballot prior to the end of the fiscal year for a term of one year and until their successors are elected. A majority vote is necessary to elect. The election may voice vote if only one candidate is nominated for an office.
11. The Board of Directors shall consist of the elected officers. The Executive Committee may appoint additional board members at any time. This PTA's Board of Directors will meet monthly, on a date and time to be determined by the Board. A majority of those on the Board shall constitute a quorum.
12. An office shall be declared vacant if the person missed three consecutive meetings, unexcused by the President. An officer may be removed from office, with or without cause, by a two-thirds vote of the membership present at a regularly scheduled meeting or at a meeting called for such purpose. Best practices for officer removal can be found in current WSPTA Policy.
13. Adoption of the budget, adoption of standing rules, election of the nominating committee and election of officers shall take place at general membership meetings. Ten (10) members present at the meeting shall constitute a quorum. Meetings shall be held at the direction of the Board of Directors. In no event shall there be fewer than three general membership meetings during the year.
14. This PTA shall approve its annual operating budget **prior to June 1st** of each year. The budget may be reallocated by majority vote of the Board of Directors acting on behalf of the membership between membership meetings.
15. No budget item may be carried to a new fiscal year without a general membership or Board of Directors resolution providing for restricted funds.
16. The PTA should conduct a financial review of its books and records in January of each year in addition to the required financial review at the close of the fiscal year, June 30th in accordance with the Uniform Bylaws of the Washington Congress of Parents and Teachers.
17. The signatures of the President (or at least one Co-President), Secretary, and Treasurer (or only one Co-Treasurer) (collectively, "Authorized Signers") shall be on the signature card for this PTA's authorized bank account. Signatures of two (2) Authorized Signers are required on all checks.
18. Should the PTA receive an NSF check, a \$30 service fee may be charged in addition to any bank penalties the PTA may accrue. If the NSF check(s) are not paid by June 1st of the current fiscal year, then the PTA will not accept any checks from that individual in the future.
19. The Standing Committees shall include Advocacy, Membership, Nominating, Fundraising, Awards, Budget, Gift to School, and Art Docent. All other committees shall be established annually as required to meet the goals of the PTA.
20. An Awards Committee will be established in January of each year. This committee may award Golden Acorn, Outstanding Educator, Outstanding Advocate, and Lifetime Membership awards by the end of the school year. This committee shall consist of the previous year's winners, an executive board member and a volunteer from the general membership. In the case of a previous

winner being unavailable due to a transfer, relocation or other such reason a substitution may be made at the discretion of the executive committee. Committee members are not eligible for an award.

21. The Nominating Committee shall be established in accordance with the Uniform Bylaws of the Washington Congress of Parents and Teachers.
22. Voting delegate to the Northshore Council shall be the President and three authorized delegates appointed by the Board of Directors.
23. Voting delegates of the Annual State PTA Convention shall be the officers of the ongoing or incoming Executive Committee. If these members are unable to attend, the Board of Directors shall appoint voting delegates.
24. Voting delegates to the WSPTA Legislative Assembly shall be the Advocacy Chairperson unless otherwise designated by the Executive Committee. The Board of Directors shall determine the number of delegates to be funded by the PTA.
25. The Board of Directors shall determine the vote of this PTA for the Washington State PTA Area Vice President positions.
26. The Executive Committee will be aware of and disclose potential conflicts of interest. To find out what might constitute conflict of interest see the following IRS web page at <http://www.irs.gov/instructions/i1023/ar03.html>
27. All Committee Chairpersons shall be PTA members.
28. The Executive Committee shall keep at least two notebooks containing copies of legal documents applicable to the Canyon Creek Elementary PTA ("Legal Document Notebooks"). One Legal Document Notebook shall be kept with the President. The second Legal Document Notebook shall be kept with the Secretary or in the PTA office or in a safe deposit box at a bank. The Secretary shall be responsible for reviewing and updating both Legal Document Notebooks.
29. The Standing Rules shall be adopted annually by a majority vote of the general membership at any general membership meeting taking place in the Fall. Standing rules may be amended at any regular general membership meeting by a majority vote of the members present.
30. All PTA contracts shall be signed by at least two (2) Executive Committee members.
31. The Gift to School Committee shall evaluate requests for funds for the benefit of Canyon Creek students and programs that are aligned with the mission and goals of the PTA. The committee shall include at least one member of the Executive Committee, the Principal(S) of the school, one faculty member and one general PTA member. Committee members shall be current Canyon Creek PTA members. Committee members shall be limited to two consecutive years of service.
32. The budget committee shall develop a fiscally responsible budget, which balances income and expenses, for the following school year. The proposed budget will be presented to the membership for approval at a general membership meeting before the end of June of the current year. The budget committee will consist of no more than 5 members. The current treasurer will serve as the committee chairperson, who has full voice and vote. The committee must also consist of at least one member of the executive committee, which may include the president, and one general PTA member. Officers-elect may also be invited to join the budget committee.
33. Per the Washington State PTA Uniform Bylaws, we will annually review the WSPTA 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.
34. Canyon Creek PTA will maintain policies for online logins and passwords. Policies will be reviewed and approved yearly by the Canyon Creek PTA Board of Directors and will reside with the Treasurer.
35. Canyon Creek PTA can have business sponsors or business supporters, but this is not the same as membership. A business cannot be a PTA member and has no voice or vote; however, the business owners or employees can be members.
36. Canyon Creek PTA shall follow WSPTA recommended financial best practices.
37. Canyon Creek PTA shall purchase adequate insurance to include General Liability and Fidelity Bond policies.
38. The PTA's monthly bank account statements shall be provided unopened 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. Bank statements should be mailed to school or follow WSPTA best financial practices.
39. File IRS Form 8822-B when the PTA's mailing address changes or the identity of the "responsible party" as listed on the IRS Form 990 changes (usually the president or treasurer). Form requires a personal social security number. Suggested best practice is that the outgoing responsible party should make sure that this form is filled out by an incoming responsible party during transition, to ensure their personal information is not left on this account.

Revision History

Membership Approval Date	Item #	Triggering Event
October 06	#25	Recommendation by Northshore Council.
October 07	#7	Fee Increase.
March 08	#26	Request by Executive Committee.
May 09	#12, 16, 27, 28, 29	Request by Executive Committee due to recommendation of WSPTA.

October 09	#30	Motion made and carried at General Membership meeting.
October 11	#7,10, 12, 16, 17, 31	Request by Executive Committee.
October 14	#15	Recommendation of WAPTA
October 15	#19, #30 #32	Requested by President Recommended by WSPTA
October 16	#16	To comply with bank requirements.
September 2017	#11, 24, 29, 32 #17, 26 #8	Recommended by WSPTA Recommended by Board of Directors Requested by President
March 2018	#33	Recommended by WSPTA
October 16, 2018	# 7, #8, #19, # 24	Recommended by Board of Directors
October 16, 2018	# 10	Recommended by WSPTA
October 16, 2018	# 12	Recommended by WSPTA
January 15, 2019	# 35	Recommended by WSPTA
January 15, 2019	#36, 37, 38	Recommended by Northshore Council
May 14, 2019	# 7	Recommended by Board of Directors
October 15, 2019	# 39	Recommended by WSPTA