

STANDING RULES
SNOQUALMIE VALLEY PTSA COUNCIL 2.18
2009-2010

NAME AND CHARTER

1. The name of this Council shall be Snoqualmie Valley PTSA Council 2.18.
2. This Council was chartered on May 3, 2007 following a ballot vote at a special District-wide PTSA General Membership meeting held on April 24, 2007.

MEMBERSHIP AND SERVICE FEES

3. The Council serves the local units in the Snoqualmie Valley School District.
4. Members of the Board of Directors shall consist of the Executive Committee plus all appointed Standing Committee Chairpersons. Chairpersons are appointed by Council President(s). All committee members and the Board of Directors must be current members of a local unit in the Snoqualmie Valley Council.
5. The voting body of the Council shall consist of the Executive Committee, the Board of Directors, local unit presidents and three additional authorized delegates per local unit, only two of whom may be represented by alternates. All will be on record with the Council Secretary.
6. The service fee collected by the Council shall be \$7.50 per member with an additional \$200 in annual dues per PTA/PTSA membership unit. Service fee breakdown is .50 per individual membership for Council, plus \$5.25 per membership for Washington State and \$1.75 per membership for National PTA.
7. The current year's annual Council dues of \$200 shall be waived for any member unit in its first year of PTA charter.
8. The students of Snoqualmie Valley Schools shall be considered honorary members of this Council, without voice, vote or privilege of holding office.

LEGAL STATUS

9. The Council shall maintain a locking file cabinet for original legal documents. Council shall retain at least two copies of its legal documents in two separate locations; with the President and the Secretary.
10. The Council shall maintain a Post Office Box to receive its official mail, with two sets of P.O. Box keys (held by 2 executive board members).
11. The Council's fiscal year is July 1st through June 30th. The Council may 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.

OFFICERS AND THEIR ELECTION

12. The officers of the Council shall consist of the following: President, Vice President, Secretary, and Treasurer. All of these offices may be co-chaired with the exception of Treasurer.
13. Officers shall be elected in accordance with the Washington State PTA Uniform Bylaws for a term of one year. They shall assume office on July 1st. No person shall serve in the same elected office for more than two consecutive years. Each co-position shall be entitled to voice and vote. In the case of Co-Presidents, the presiding President has only a tie-breaking vote.
14. An officer position or chair position shall be declared vacant if that person misses three consecutive meetings unless excused by the President(s).

DUTIES OF OFFICERS

15. The President(s) shall conduct all meetings and fulfill all duties as outlined in the Washington State PTA Uniform Bylaws.
16. The duties of the Vice President(s) shall include serving in the absence of the President(s). They will also serve as liaisons between the Board of Directors and the local units. They shall perform other duties as requested by the President(s).
17. The Treasurer shall remit State PTA portions of the membership service fees to the State PTA office no later than the specified postmarked deadline dates set by the Washington State PTA. The Treasurer is responsible for filing the annual report, maintaining all incorporation papers, and fulfilling all duties as outlined by Washington State PTA Uniform Bylaws.
18. The Secretary shall keep accurate records of all meetings, notify the President(s) of any unfinished business, and be responsible for correspondence as directed by the President(s), as well as compile and maintain the Council's Legal Documents Notebook. The Secretary shall also keep a complete roster of membership of all standing and special committees, as well as local units in the Council membership with names and addresses of their officers. The Secretary will send new Council officers' names and information to the Washington State PTA and perform other duties as requested by the President(s).

EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

19. The Executive Committee shall consist of the elected officers.
20. The Board of Directors is comprised of the Executive Committee and Standing Committee Chairs, and any ad hoc liaisons appointed by the President(s).
21. The President(s) may also appoint other resource representatives as non-voting members to the Board of Directors. These representatives may include Principals (representing elementary and secondary schools), past Council Presidents, an administrative representative, a Snoqualmie Valley Education representative, a Snoqualmie Valley Schools Foundation representative, or a Snoqualmie Valley Community Network representative.

COMMITTEES

22. The Standing Committees shall consist of the following: Legislative, Membership, Parent Education, Website and other committees as determined by the Council Board of Directors. Ad hoc committees of this Council shall be: Audit, Awards, Nominating, and Reflections.
23. All officers and committee chairs shall be current PTA members of a local member unit.
24. Special Committees shall be appointed by the President(s) as needed with the approval of the Executive Committee.
25. The Nominating Committee shall be elected according to the Washington State PTA Uniform Bylaws, Article VI, Sections 5 and 6 at the first Council General Meeting of the year, and shall comply with the duties of the WSPTA Uniform Bylaws in Article VI Section 5(b) and will consist of at least 3 members. They shall provide a written report to the general membership by the April Council meeting.
26. The Council may award one or more Golden Acorn Awards, Outstanding Service Awards, Outstanding Educator Awards, Outstanding Advocate Awards, Honorary Life Memberships and other Council awards each year.
27. Officers and Chairs are to submit all files and records to the President(s) by June 30th.

MEETINGS

28. Council General Membership meetings will be held in the Snoqualmie Valley School District Office, unless otherwise announced, and shall occur at least four times during a school year at a date and time as determined by the Board of Directors. Council General Membership meetings shall be open to all interested PTA members, but the privilege of making motions or voting shall be limited to the voting body of the Council as defined in paragraph 5 of these Standing Rules.
29. Anyone wishing to speak at a general meeting to an issue that is not on the agenda will be given an opportunity to speak during a public comment period at which they will be allotted 5 minutes to speak. The public comment period will be listed on the agenda and shall not exceed 20 minutes. The SVPTSA Council will not take any formal action on a topic introduced from the floor. All such items are referred to the board for study and recommendation.
30. A quorum for the Council General Membership meetings shall be at least ten (10) of the voting delegates. (Washington State PTA Uniform Bylaws, Article VI, Section 10 (e))
31. The Executive Board and/or the Board of Directors of the Council shall meet at the discretion of the President(s) with ten days notice. Any Board member may bring business before the Board of Directors with prior notification to the President(s). Each member of the Board of Directors will have one vote and the majority of those present shall constitute a quorum.
32. The two voting delegates to the annual Washington State PTA Convention shall be the Council President(s) and/or delegates appointed by the President(s) with the approval of the Executive Committee. The Board of Directors shall determine who will represent SVPTSA as visiting delegates.
33. The two voting delegates to the Legislative Assembly shall be the Council Legislative Chair(s) and/or delegates appointed by the President(s) with the approval of the Executive Committee. The Board of Directors shall determine who will represent the SVPTSA as visiting delegates. (WSPTA Uniform Bylaws Article XIII, Section 2(a),(b3))
34. The Council shall have one voting delegate for the election of the position of Region 2 Director. This delegate shall be the President or a member appointed by the President(s) with the approval of the Executive Committee.
35. The Standing Rules shall be adopted annually at the first Council General Membership meeting of the school year by majority vote. The Standing Rules may be amended at any scheduled General Membership meeting by two-thirds vote. If previous notice is given, the Standing Rules may be amended by a majority vote.
36. The Council budget shall be prepared by a committee consisting of the Treasurer and at least two other members, one of which shall be an officer, and shall be presented for adoption at a regularly scheduled General Membership meeting in June. (Washington State PTA Uniform Bylaws, Article VI, Section 7(e) [2]) The Board of Directors is responsible for reviewing the budget before it is presented to the membership. Reallocations to the budget in the amounts of up to \$250 may be made by a majority vote of the Board of Directors. Reallocations exceeding \$250 will be approved by a majority vote of the General Membership.
37. All contracts must be signed in advance by two Executive Committee members, one of whom must be the President. Officers signing contracts must sign their name and their PTSA title.
38. The Snoqualmie Valley PTSA Council shall be governed by the Uniform Bylaws of the Washington Congress of Parents and Teachers, and with whom these Standing Rules must be in compliance.

(Washington State PTA Uniform Bylaws, Article III Section 2 (b))

Parliamentary authority shall be Robert's Rules of Order, Newly revised.

(Washington State PTA Uniform Bylaws, Article XV)