



Everett PTSA Council 7.3 Standing Rules 2025 - 2026

Approved 9/3/25

COUNCIL NAME: The legal name of this council is Everett Council Parent Teacher Student Association and its National PTA number is 11279110. The council will also do business as Everett PTSA Council or Everett PTSA Council 7.3.

MISSION: The mission of this organization is “The Everett PTSA Council supports, empowers, and guides our PTAs to be successful.”

STATE OF WASHINGTON: This council is a non-profit corporation recognized by the State of Washington on January 7, 1980. It is the responsibility of this council to file an annual corporation renewal form prior to January 31st. The incorporation number is available upon request. This council was recognized by the State of Washington Charitable Solicitations Act as of November 15, 1988.

IRS STATUS: The IRS recognized this council as a non-profit tax-exempt organization on May 25, 1994 under section 501(c)3. The Employer Identification Number is available upon request. The Treasurer is responsible for filing the appropriate tax return prior to November 15th.

REGISTERED AGENT: Washington State PTA has been designated to serve as the registered agent with the Washington Secretary of State, Washington Department of Revenue, and the IRS.

STUDENTS: The students of the Everett School District will be considered honorary members of this Council without voice, vote or privilege of holding office.

SERVICE FEES: Annual Everett PTSA Council fees will be \$50.00 per local PTA, plus \$0.50 cents per member. The current year’s annual council fee shall be waived for any member PTA in its first year of PTA charter.

ELECTED OFFICERS shall be President, Vice President-Membership, Secretary, and Treasurer. Elected officers shall serve a term of one (1) year, from July 1st to June 30th. No person shall serve in the same elected office for more than two consecutive terms. These elected officers shall constitute the Executive Committee. Any elected position, other than Treasurer, may be held jointly by two (2) people. Each co-position holder shall be entitled to voice and vote. In the case of Co-Presidents, the presiding President has only a tie breaking vote. An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer. If a vacancy occurs in an office, the Executive Committee will select an acting officer to serve until the next general meeting, at which time nominations will be taken from the floor with consent from the nominee.

ELIGIBILITY: Nominee must be a member of a local PTA in the Everett PTSA Council at least 30 days prior to election, and have served at least one term on a local PTA Board of Directors in the Everett PTSA Council. The Nominating Committee and Council President will make every attempt to provide the widest possible representation of local PTAs on the Council Board of Directors. All elected officers must be at least 18 years of age.

BOARD OF DIRECTORS consists of the elected officers, all appointed Standing Committee chairpersons, the Special Education PTSA Liaison, the Council Liaison(s) up to 3 positions and the Region 7 PTA Service Delivery Team Liaison (when not filled by someone already serving on the Board of Directors). All committee members and the Board of Directors must be current members of a local PTA in the Everett PTSA Council. Each co-position holder shall be entitled to voice and vote.

STANDING COMMITTEES shall be: Advocacy Chair(s); Communications Chair(s); Programs Chair(s); Family and Community Engagement/Diversity, Equity, Inclusion (FACE/DEI) Chair(s); Reflections Chair(s), Shoe Fund Chair(s), and Environmental Sustainability Chair(s).

AD HOC COMMITTEES include Recognition Chair(s); Nominating Committee, Financial Review Committee, and Budget Committee, with other committees as required at the discretion of the Board of Directors. The President will request volunteers for Ad Hoc Committees, other than Nominating Committee members that are elected.

STANDING & AD HOC COMMITTEE MEMBERS must be current members of a local PTA in the Everett PTSA Council. All candidates will be reviewed and approved by the Executive Committee from the same term as the open position, and then appointed by the president for a period of one (1) year. A chair position can be declared vacant if a Chairperson is absent three (3) consecutive meetings, unless previously excused by the presiding officer.

NOMINATING COMMITTEE shall be elected at a general membership meeting of the council at least thirty (30) days preceding the election of officers. The candidates may be declared elected if only three or fewer candidates are nominated. If there are four or more candidates, a plurality vote shall elect. If a vacancy on the nominating committee occurs, the board of directors may appoint a replacement. The nominating committee is discharged from service after the officers are declared elected. Nominating committee members shall refer to WSPTA Bylaws for best practices and requirements.

The committee shall select its chair at its first meeting. All members of the Nominating Committee shall have been members in good standing for at least thirty (30) days preceding their election. No person shall be eligible to serve two (2) consecutive years on this committee. The President is not eligible to serve on this committee. No school district administrator can serve on the Nominating Committee for the council within the district where he/she is employed.

QUORUM (EXECUTIVE COMMITTEE MEETINGS): A majority of those on the executive committee shall constitute a quorum.

QUORUM (BOARD OF DIRECTOR MEETINGS): A majority of the Board of Directors will constitute a quorum.

VOTING MEMBERS & QUORUM (GENERAL MEMBERSHIP MEETINGS): Eligible voting members of the Everett PTSA Council will consist of the Board of Directors and three (3) voting delegates from each local PTA. Representatives from local PTAs whose fees are delinquent shall not participate in the business or activities of the council. A quorum will consist of 10% of those eligible to vote. Regardless of how many PTA's any one person is a member of, they will only have 1 vote.

TERMINATION OF MEMBERSHIP: An individual's membership in Everett PTSA Council may be terminated by a two-thirds ($\frac{2}{3}$) 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 this Everett PTSA Council including the bylaws of WSPTA and National PTA. Details on the process for termination of membership are included in current *WSPTA Policy*. Everett PTSA Council shall notify the WSPTA board of directors within 5 business days if a membership has been terminated.

ONLINE PASSWORDS: A list of online passwords will be updated and maintained annually by the President and Treasurer, as well as saved on our Google Drive. With any changes of the Executive Committee, passwords will be revised and the Executive Committee notified. A spreadsheet 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.

SOCIAL MEDIA: Everett PTSA Council shall maintain a social media policy. The policy shall reside within the legal binder and posted to our website. Members of Everett PTSA Council shall not use any social media platform to bully, insult, embarrass, harass, target, or post threats of physical or verbal abuse toward any individual, including school board officials, school administrators, teachers, PTA members, volunteers, or other individuals associated with Everett School District.

ELECTRONIC VOTING: Everett PTSA Council may allow voting by email, online voting tool and/or by mail for election of the nominating committee and/or officers per WSPTA "Mail, email and online voting procedures" found in the WSPTA leadership guide. When using electronic voting, follow WSPTA guidelines unless the Council's Voting Policy is in place.

REQUIRED TRAINING: During the PTA year, all elected officers must participate in at least one (1) WSPTA approved training, & at least one (1) elected officer must complete PTA and the Law training.

STANDING RULES: The Standing Rules will be reviewed annually and may be amended by a two thirds ($\frac{2}{3}$) majority vote of the General Membership after the Everett PTSA Council Board of Directors has approved the amendment. Council Standing Rules shall not be in conflict with the WSPTA Uniform Bylaws.

BUDGET: A budget will be prepared by the Budget Committee (consisting of at least the incoming and outgoing Presidents and Treasurers) and will be submitted for approval to the Everett PTSA Council Board of Directors prior to the last Council meeting and to the Council no later than the last General Membership Meeting of the fiscal year.

REALLOCATION: The Board of Directors has the right to reallocate up to \$500, as needed by a majority vote of the Board of Directors. Under emergency situations the Executive Committee of the Everett PTSA Council has the right to reallocate funds by a majority vote of the Executive Committee. All reallocations will be announced at the next Council General Membership Meeting.

RESERVE FUND: The Council shall maintain a reserve fund of not less than \$2,000 and not more than \$6,000, to be shown in and voted on as part of the regular annual budget. Funds may be used to maintain the viability of the PTSA in times of decreased funding, including but not limited to paying required filing fees and insurance premiums, as allocated by the Board.

BONDING AND INSURANCE: The following insurance shall be purchased annually by the Council: General Liability, Medical Payments, Media Liability, Non-Profit Professional Liability (Officer Liability) - at least minimum limits; Fidelity Bond (Crime) - at least as high as the maximum expected bank balance. Other coverage and/or increased limits may be purchased as approved by the Board. The Board will review and approve the policy coverage and limits annually prior to renewal.

CHECK SIGNERS: Only elected officers can sign checks. Two (2) signatures are required on all checks. The bank signature card will list at least two and not more than four elected officers. A-wire transfer is allowed for the specific purpose of securing gift cards for the Everett PTSA Council Shoe Fund Program, for which in addition to the Council Treasurer one other authorized bank signer is required to be present at the bank while the banker prepares the transfer. The non-signer bank statement reviewer should also review monthly statements related to any online banking platforms (e.g. Paypal, Square, Stripe, etc.). The non-signer should not be a person living with or related to someone who is a signer on the account.

USE OF DEBIT CARDS: Everett PTSA Council permits the use of online banking and/or a debit card to disburse funds. The Everett PTSA Council board of directors will create and approve written procedures and internal controls for using online banking and/or a debit card to minimize the risk of misappropriation of funds. Procedures for the use of online banking and/or a debit card can be found in current WSPTA policy. Per WSPTA Policy, Everett PTSA Council will purchase fidelity bond insurance to protect against financial losses due to theft, fraud, embezzlement, or other dishonest behavior by PTSA officers, board members, or members.

GIFT CARDS: Gift cards are regarded as equivalent to cash. As such, two authorized check signers are required to verify each gift card monetary value upon receipt as well as when gift cards are being released for distribution. Gift cards are to be stored in a lockbox at Everett PTSA Council office at the Community Resource Center (3900 Broadway, Everett, WA 98201).

CONTRACTS & FINANCIAL OBLIGATIONS: Everett PTSA Council will not enter into any financial obligations extending beyond the fiscal year (July 1 – June 30) except as approved by the general membership. All contracts will be signed by two (2) elected officers. Exception is the approval of the limited use permit with the Everett School District. This may be signed by the officers for the duration of the 3 year period per the Everett School District requirement for use of the limited space in the CRC.

FINANCIAL REVIEWS: The Financial Review Committee (none of whom may be signatories on the checking account) will conduct a mid-year (around January) and year-end financial review (in July, as soon as the year-end bank statement is reconciled). These results will be shared with the general membership at the next General Membership Meeting.

CONVENTION: Everett PTSA Council shall send at least one (1) voting delegate to the Annual State PTA Convention. The Executive Committee will appoint the voting delegates of the Everett PTSA Council. Incoming officers will receive first consideration. Delegates' expenses (which may include registration, lodging, meals, and travel) will be a budgeted item.

LEGISLATIVE ASSEMBLY: The Everett PTSA Council shall make every attempt to send at least one (1) voting delegate to the annual Legislative Assembly. Delegates' expenses (which may include registration, lodging, meals, and travel) will be a budgeted item.

REGION 7 SERVICE COMMITTEE: One member of the Everett Council Board of Directors will be appointed by the Council President to serve on the Region 7 Service Committee. The President(s) or alternate(s) will represent the Everett PTSA Council at Region 7 and State PTA meetings, workshops, and conferences. The Council is encouraged to send at least one (1) delegate to the WSPTA August Leadership Launch.

STANDARDS OF AFFILIATION (SOA): Per the Washington State PTA Uniform Bylaws, we will annually review and complete the WSPTA Standards of Affiliation Agreement.

AWARDS: The Golden Acorn, Outstanding Service, Outstanding Educator, Outstanding Advocate Award Committee will consist of the Executive Committee, or will be appointed by the President, and will determine the recipients of those awards.

SUSTAINABILITY INITIATIVE: Our goal at Everett PTSA Council is to encourage wider and more inclusive PTA leader engagement and give our Executive team the time they need to fulfill their positions well. In an effort to collectively encourage a policy of sustainability, Everett PTSA Council board members are encouraged to chair no more than two committees, programs or events in addition to their board role. If, despite consistent and multiple recruitment efforts, a capable chairperson for an Everett PTSA Council program or event cannot be found, the board will consider canceling the program, event or committee work in question until the role is filled.

CHARTERING OUTSIDE ORGANIZATIONS: Everett PTSA Council 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. The PTA will not be a fiscal agent, fiscal sponsor, or sign a sponsorship or charter agreement with any outside organization or agency.

RESERVING MEETING SPACE WITHIN THE DISTRICT: Everett PTSA Council President(s) are the only member(s) of the PTSA that may reserve meeting space within the District for Council business. The PTSA will have its own login and password with the Everett School District Facilities Dept via School Dude.