2025-26 STANDING RULES
FOR BELLEVUE PTSA COUNCIL

Adopted September 8, 2025

ARTICLE 1- NAME

Section 1: Bellevue PTSA Council 2.3. is a branch of the Washington Congress of PTA (WSPTA) and the National PTA and is governed by the Uniform Bylaws of the Washington Congress of Parents and Teachers. Its National PTA unit number is 00050644.

Section 2: The role of the Council is to support, coordinate, facilitate and serve the needs of its local PTAs and serve all children without regard to physical location or school attendance area.

Section 3: The Internal Revenue Service (IRS) granted the tax-exempt non-profit status of 501(C) 3 on December 14, 1978. A copy of the letter of determination is available from the Treasurer.

Section 4: The Council was incorporated on June 13, 1977 and was assigned the Washington State Unified Business Identifier (UBI) Number 601 798 787. The Treasurer is responsible for filing the annual corporation report. The Bellevue PTSA Council has designated the Washington State PTA as its registered agent with the Washington State Secretary of State's Office, the Washington Department of Revenue and the Internal Revenue Service. Copies of the documents making such designation are available in the legal document binders in the custody of the Secretary and Treasurer, and in the PTA office in ESC-West Building.

Section 5: The Federal Employer Identification Number (EIN) is available in the legal documents binders in the custody of the Secretary and Treasurer, and in the PTA office at the district Educational Services Center West.

Section 6: The Council is registered with the Secretary of State under the Charitable Solicitation Act. The registration number is 416. The Treasurer is responsible for filing the annual registration by May 31st to avoid penalties.

Section 7: The Council is registered with the City of Bellevue Business License. The registration number is 156681.

ARTICLE 2- MEETINGS

Section 1: The General Membership of the Bellevue PTSA Council is comprised of four voting delegates from each of the member PTAs and the Council's Board of Directors. General Membership meetings shall be called for the following purposes: conducting business; approving the Standing Rules; approving the Budget; electing Nominating Committee and electing Officers. There shall be an Annual Meeting of the members for the purpose of electing officers as outlined in the WSPTA Uniform Bylaws.

Section 2: Board of Directors meetings shall include all elected officers and special directors and shall meet when necessary to conduct business. Meetings will be called by the president(s) or by a majority of the Board of Directors according to the WSPTA Uniform Bylaws. A quorum for a board meeting is a majority of the board.

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

Section 3: Special meetings of the board of directors may be called by the president or a majority of the board of directors. Notification of place, date, time and purpose of meeting shall be provided to members at least five days before the special meeting via email. If less than five days' notice is given, documentation of each member's consent to conduct business shall be obtained in writing or by email.

Special meetings of the Council's General Membership may be called by the president, a majority of the board of directors, or by ten percent of the voting body. Notification of place, date, time and purpose of the meeting shall be provided to all local PTAs in the council at least ten days before the special meeting via email.

Section 4: One-tenth (1/10th) of the voting delegates of the Council shall constitute a quorum at a General Membership meeting.

Section 5: General Membership meetings will be scheduled for the first Monday of the months that school is in session. The President may reschedule the meetings in accordance with WSPTA Uniform Bylaws. Notice of the date, time, and place of the General Membership meetings will be posted on the Bellevue PTSA Council website and sent to voting delegates via email.
Physically present (not virtual) membership meetings are expected; however, should circumstances prevent such meetings from being held, voting for essential business may take place via electronic methods by the processes described in Council policy. In such cases, the meeting shall be virtual only. Due to technical restrictions, Council will not hold hybrid General Membership Meetings.

ARTICLE 3- FINANCES

Section 1 Each Local PTA of Council shall become a member in good standing upon payment of $11.00 per unit member ($5.75 State PTA; $3.25 National PTA; and $2.00 Bellevue Council) service fees.

Section 2: Sustaining Memberships are available to organizations or businesses supporting the objectives of PTA and the policies and bylaws of the WSPTA. Sustaining Memberships shall be a minimum of $25.00 and do not include voice or vote.

Section 3: The Treasurer, with assistance from the immediate past Treasurer, is responsible for filing IRS Form 990, Form 990 EZ, or Form 990-N prior to November 15th. Copies of the current and past years' returns are located in the legal documents binders in the custody of the Secretary and Treasurer, and in the PTA Council Office in Educational Services Center West Building.

Section 4: The council shall approve its annual operating budget in the spring of each year. The board of directors may reallocate up to $500 budgeted for one purpose to another purpose by majority vote. The budget shall include a line item for the Discretionary Fund under Administrative Expenses. This fund shall be used for expenses that arise between meetings and which the Executive Committee agrees fall within the scope and mission of the Bellevue PTSA Council The amount of this fund shall be $500.00. Reallocation and expenditures from the Discretionary Fund shall be presented to the General Membership at the next meeting.

Section 5: Two signatures are required on all contracts and one signature must be the president's. Only elected officers may sign contracts according to the WSPTA Uniform Bylaws. School district building use requests must be signed by two elected officers, with direction from the President.

Section 6: Council shall conduct an annual financial review at the end of the fiscal year and may conduct a midyear audit in January.

Section 7: Signatures of elected officers shall be updated annually or as needed on the authorized signature card for the Council bank account(s). The Board of Directors shall determine which officers shall have signing authority on the Council bank account. Two authorized signatures are required on checks and for withdrawals.

Section 8: Online access to banking, websites, email address, Givebacks and social media shall be reviewed by the board of directors and changed at least once a year upon the installation of new officers on /or about July 1. The Council's monthly bank account statements shall be provided unopened to a non signer board member. For online-only accounts, including credit card processing or other online payment processing, the board shall have written policies for the non-signer reviewer(s) to monitor for fraud. The reviewer will report promptly any concerns or discrepancies to the Executive Committee. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the Treasurer. *In conducting the statement review, the non-signer shall use the WSPTA review form, or a similar form that records the same information. This form shall be filed in the Treasurer's notebook along with the statements.*

Section 9: The annual budget of the Bellevue PTSA Council shall have as a line item a carry forward income (the "Rainy Day" fund) of no less than $5,000.00 as operating reserves for periods of unexpected shortfalls.

Section 10: All reimbursement requests for authorized expenses must include a receipt and be submitted to the Treasurer by June 20th, or they will be considered a donation to the council.

Section 11: NSF checks will be charged a service fee for the amount charged by our bank. If the check is not paid by June 1, the PTA will not accept any checks from this individual in the future.

Section 12: The Bellevue PTSA Council may collaborate with other non-PTA organizations. The Council will handle PTA funds only and will sign a contract if necessary with the other organization to establish clearly whether it is a PTA activity or the other organization's activity. The Council will not be a fiscal agent, fiscal sponsor, or sign a sponsorship or charter agreement with any outside organization or agency.

Section 13: The Bellevue PTSA Council has a password policy to govern how passwords are handled.

ARTICLE 4- OFFICERS

Section 1: The elected officers of Bellevue PTSA Council shall be: President, Executive Vice-President/President Elect, Secretary, Treasurer, and Advocacy Director. Their term of office shall be for one (1) year and no more than two (2) consecutive terms.

Section 2: Two (2) people may hold all elected positions. Each co-position is entitled to voice and vote at all Board of Directors meetings. Any person holding the position of Executive Vice President/President-Elect should be considered for the office of President by the Nominating Committee but the nomination for President is at the discretion of the Nominating Committee.

Section 3: The Board of Directors shall consist of the elected officers and Directors which shall include but not be limited to: Director of Family and Community Engagement, Director of Programs, Director of Bellevue Gifted Alliance, Director of Special Services, Director of Membership, and Director of Diversity, Equity and Inclusion. There may also be special directors as deemed necessary by the Executive Committee, including but not limited to: Immediate Past Council President, Director of Communications, Director of Health and Wellness, and Directors-At-Large. If the immediate past president cannot serve, then any past president may serve on the Board of Directors. These positions have full voice and vote at all General Membership and Board of Directors meetings.

Section 4: There may be the following Standing Committees: Awards, Bellevue Gifted Alliance (BGA), Budget, Council Scholarships, Family and Community Engagement, Health and Wellness, Liaison to the School Board, Nominating Committee, Reflections, Special Services, and Sustainability. There may also be Special Committees, to include Food Drive, Communications, Membership and other like committees as established by the Board of Directors and ratified by the General Membership as the need arises.

Section 5: The Council President may convene an Advisory Committee on an as needed basis. This Advisory committee, not to exceed 25 members, may include Past Council Presidents, Past Region 2 Service Delivery Team Members, Bellevue School District Superintendent, other Bellevue School District, Administrators, the Bellevue Education Association Executive Director, Principal Representatives (High, Middle and Elementary), plus representatives from the Bellevue Police Department, Bellevue Schools Foundation, Bellevue Quality Schools, Youth Eastside Services, Hope Link, the Business Community, Students, and other community organizations. The members of the Advisory Committee do not have voice or vote privileges on Council.

Section 6: All elected officers and board of directors must be a member of a Bellevue Local PTA/PTSA.

Section 7: A Nominating Committee shall be elected at the September, October or November General Membership meeting according to the WSPTA Uniform Bylaws. It shall consist of 3 members nominated from the floor. Should a vacancy on the nominating committee occur, the board of directors will appoint a replacement.

Section 8: Officers shall be elected by April 30 or in accordance with the WSPTA Uniform Bylaws and will assume office on July 1.

Section 9: The Executive Committee shall have the power to declare a position vacant when necessary. A position shall be declared vacant if the member is absent at three (3) consecutive meetings, unless previously excused by the presiding officer. Meetings will be interpreted as meaning: Executive Committee, Board of

Directors, and General Membership meetings during the fiscal year. A position can also be declared vacant if it is a proven that the member has violated article(s) of the Board Commitment Form agreement.

Section 10: An officer of a local PTA or council may be removed from office 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 current officer removal can be found in WSPTA Policy.

Section 11: If a vacancy occurs in an office the Executive Committee may appoint an acting officer to serve in the position until the next General Membership meeting when nominations shall be taken from the floor with the consent of the nominees.

Section 12: The Council shall pay registration fees for four (4) voting delegates to the State PTA Convention. Voting delegates to the annual State PTA Convention shall be determined in the following priority order: Outgoing President, Incoming President, Incoming Treasurer, Incoming Secretary, Incoming Executive Vice President, Incoming Advocacy Director, Outgoing Vice President, Outgoing Treasurer, Outgoing Secretary, Outgoing Advocacy Director and other VPs as space is available. The State PTA Convention Voting Delegates shall total four (4), according to the WSPTA Uniform Bylaws.

Section 13: The council will ensure that each executive committee member attends a minimum of one approved WSPTA training during the PTA year. Further, at least one member of the executive committee will attend PTA and the Law during the PTA year.

Section 14: The Council Legislative Assembly Voting Delegates shall be the Advocacy Director(s) and up to three other delegates selected by the Board of Directors to comprise the four voting delegates. In the event the Advocacy Director(s) cannot attend the Assembly, the Board of Directors shall select a replacement. The Council shall pay registration fees for the four (4) voting delegates and the expense of a shared hotel room.

Section 15: The President is authorized to communicate publicly representing the Council on actions proposed or approved. Communication on behalf of the Council and its board of directors must be reviewed in advance by the President including information posted via website, social media, email, correspondence and text.

Section 16: The President shall be an ex-officio member of all Standing Committees except the Nominating Committee.

Section 17: A BSD certificated administrator shall not serve as an officer, board member, Nominating Committee member, or Budget Committee member of the PTA serving the school at which the administrator works. A BSD certificated administrator shall not serve as an officer, board member, or Nominating Committee member of Bellevue PTSA Council.

ARTICLE 5-ORGANIZATION

Section 1: The Council shall represent the following local PTAs:
Elementary Ardmore, Bennett, Cherry Crest, Clyde Hill, Enatai, Lake Hills, Medina, Newport Heights, Phantom Lake, Sherwood Forest, Somerset, Spiritridge, Stevenson, Woodridge
Middle School Chinook, Highland, Odle, Tillicum, Tyee
High School - Bellevue, Interlake, Newport, Sammamish
Choice School – Bellevue Big Picture, International, Jing Mei (Bellevue Mandarin Dual Language), Puesta del Sol
Grade 1-12 Bellevue Digital Discovery

Section 2: The voting body of the Council shall consist of the Board of Directors and up to four voting delegates from each local PTA. Priority will be Delegates appointed by their local PTA board, then voting members of their local PTA Board of Directors.

Section 3: The Council will demonstrate its support of the WSPTA scholarship program and reward its volunteers by giving awards in as many PTSA categories as possible, following the guidelines offered at the WSPTA website. These awards will be presented at an annual event celebrating awards and recognition.

Section 4: To raise an issue for consideration:
a.) A voting delegate in good standing submits a written or email request for consideration of an issue to the Board of Directors.

b.) This request must be made at least two (2) days prior to a Board of Directors meeting.
c.) Upon the Board of Directors approval, this issue will be presented to the General Membership meeting for a majority vote.
d.) The Board of Directors or the General Membership may determine that further study is required, and may appoint a committee for that purpose.
    i. The Board of Directors shall appoint no fewer than five (5) and no more than seven (7) members to this committee.
    ii. The committee members will select a chairman and spokesman from among themselves.
    iii. The committee shall be charged to study the issue thoroughly, to solicit input from all members, to update the Board of Directors, and to recommend a course of action to be taken.
e.) A recommendation may be accepted by a majority vote at a General Membership meeting. It then becomes the official Council position on the issue.
f.) Issues may still be brought to the attention of the General Membership during the "New Business" segment of any meeting.
g.) The Council position on an issue that has been brought to its attention by an outside body is determined by a majority vote.

Section 5: Information contained in directories, newsletters, or membership lists published by Bellevue PTSA Council or its member units may not be used for purposes of solicitation either commercially, politically or ideologically or for any other purpose not consistent with the WSPTA Uniform Bylaws.

Section 6: Bellevue PTSA Council will keep at least two (2) copies of its Legal Documents Notebook. The Secretary reviews and maintains the Legal Documents notebooks, which may be paper or digital. The original copy of all documents is to remain with the Treasurer.

Section 7: The Board of Directors shall decide the vote of the Bellevue PTSA Council for Area B Vice President.

Section 8: The Bellevue PTSA Council will annually review and follow the WSPTA Standards of Affiliation checklist and recommendations.

ARTICLE 6- AMENDMENTS

Section 1: These standing rules shall be reviewed each year.

Section 2: These Standing Rules may be amended at any scheduled General Membership meeting by a two-thirds (2/3) vote or if previous notice is given, by a majority vote.

ARTICLE 7- SCHOLARSHIPS

Section 1: Bellevue PTSA Council will administer the Alice Hurd Memorial Scholarship. The intent of this scholarship is to recognize volunteerism in students with substantial volunteer hours demonstrated for each applicant.

Section 2: The Alice Hurd Memorial scholarships will be awarded to one eligible student from each of the following Bellevue School District high schools: Bellevue, Big Picture, Interlake, International, Newport, and Sammamish. Digital Discovery students are also eligible to apply, and their applications will be grouped with and judged alongside applications from Big Picture students. Homeschooled students are encouraged to apply through their Bellevue School District designated school.

Section 3: The Scholarship Committee will determine the winners. Committee membership shall be made up of the Council Scholarship Chair and at least one PTSA member representative from each of the six high schools. No person shall serve on the Scholarship Committee who is a parent of a child or children who are, at the time, seniors in high school. Prior to publishing application materials for these scholarships each year, the Scholarship Chair will present a report of the Council for approval.

ARTICLE 8-DISAFFILIATION OF COUNCIL

Section 1: A local PTA or council wishing to disaffiliate shall notify the WSPTA office and its membership at least 30 days prior to the meeting at which members consider disaffiliating the PTA. The region director or an alternate appointed by the region director shall be present at the meeting.

Section 2: Upon the disaffiliation of the council, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or

organizations that have established tax-exempt status under section 501 (c) (3) of the Internal Revenue Code and whose purposes are in accordance with those of WSPTA.

Section 3: The council shall be considered disaffiliated when the membership has approved the disaffiliation and the manner in which assets shall be distributed or when a local PTA fails for two consecutive years to either enroll 25 members or submit a request for an annual waiver to the 25-member minimum to the WSPTA executive committee before February 1.

Section 4: The council shall, upon disaffiliation, surrender to the WSPTA office all PTA-branded property along with documents pertaining to the legal status of the disaffiliated local PTA or council.