

Happy Valley PTA 8.3.35 Standing Rules
Approved on Oct. 23rd, 2024

1. The name of this local unit is Happy Valley PTA 8.3.35. It was chartered by the Washington State PTA in January 1957.
2. This PTA serves the children in the Happy Valley school community, which includes the residences and businesses in the Happy Valley Elementary School enrollment.
3. The service fees of this PTA shall be \$10.00 per teacher/staff membership, \$12.00 per single membership, \$20.00 per couple membership, and \$40.00 per supporter membership. The amount of \$8.00 per person goes to the State PTA which includes the National PTA per person assessment. In support of the Outstanding Local Unit of the Year attending National PTA Convention, an additional \$5.00 fee will be paid with the October service fees.
4. Membership in Happy Valley PTA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members, and any other persons that support and encourage the purposes of PTA
5. An individual's membership in Happy Valley PTA may be terminated by a two-thirds (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 Happy Valley PTA including the bylaws of WSPTA and National PTA. Details on the process for termination of membership are included in current WSPTA policy. Happy Valley PTA shall notify the WSPTA board of directors within 5 business days if a membership has been terminated.
6. This PTA is a non-profit corporation recognized by the State of Washington in May 1982. It is the responsibility of this unit to annually renew the Articles of Incorporation prior to March 31st. The incorporation number is 2-329955-5.
7. This PTA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is HAV-A88-320. The Treasurer is responsible for filing the annual registration prior to November 15th.
8. This PTA's Federal Employer Identification Number (EIN) is 91-1207767.
9. This PTA was recognized by the Internal Revenue Service as a non-profit tax-exempt organization on October 6, 1987, under Section 501(c)3.
10. The current Treasurer is responsible for filing IRS Form 990 by November 15th.
11. The PTA shall conduct a financial review of its books and records at the close of the fiscal year.
12. The signatures of at least two elected officers shall be on the authorized signature card for every Happy Valley PTA bank account, including investment funds.
13. The PTA shall maintain two copies of its legal documents and files, one shall be uploaded to the HV PTA Shared Drive. An original or hardcopy of any legal document or file shall be kept in a legal documents notebook in a secure location accessible by the president and/or

secretary. All elected officers shall have access to the contents of online legal document storage.

14. The Nominating Committee shall be elected at a General Membership meeting at least 30 days preceding the election of officers.
15. Officers shall be elected by May 31st for a term of one year with the option to renew for one additional year and shall assume office July 1st.
16. The elected officers of this PTA shall be President(s), Secretary, and Treasurer(s). An optional position of Vice President(s) may be added as needed.
17. Any elected position may be held jointly by two (2) people. Each co-position holder shall be entitled to voice and vote at a board of directors' meeting.
18. The Executive Committee shall be composed of the elected officers.
19. The Board of Directors of Happy Valley PTA shall consist of the elected officers, the chairs of committees determined by the Executive committee, and Board Advisor (as needed and determined by the Executive committee). Any previously elected officers and all members of the Board of Directors must be paid members of the Happy Valley PTA.
20. Time and location of the board meetings shall be determined by the Board of Directors no later than the start of school in September. Notification shall be ten (10) days preceding any change. Additional meetings, as necessary, shall be called at the direction of the Executive Committee.
21. The executive board creates committees as needed to operate the responsibilities and events of the PTA. The executive board recruits and appoints the chairs of committees.
22. A majority of the Board of Directors shall constitute a quorum of ten or majority.
23. Each position on the Board of Directors shall have one vote with no member having more than one vote.
24. An office/chairmanship shall be declared vacant if that person misses three (3) consecutive meetings, unless excused by the President or presiding officer.
25. General membership meetings will be held a minimum of three (3) times during the school year to conduct business, approve the budget, report to the financial review committee, adopt the standing rules, elect the nominating committee and officers.
26. The PTA shall approve its annual budget in the Spring of each year. Ten members shall constitute a quorum.
27. All Happy Valley students shall be honorary members without vote or privilege of holding office in order to participate in gambling activities.
28. Voting delegates to the annual State Convention shall be newly elected officers or duty appointed alternatives.
29. This PTA is responsible for the selection of at least one recipient per year for a Golden Acorn Award. Golden Acorn selection committee shall be appointed by the President. The Golden Acorn Award is for a school or community volunteer in recognition of their dedication and service to children and youth.
30. The vote of the PTA for Region 8 Director shall be a majority decision on the part of the Board.
31. Voting delegate(s) to the Washington State PTA Legislative Assembly shall be the legislative chairperson, unless otherwise designated by the board.

32. This PTA shall attempt to fund at least one voting delegate per each 100 members to the annual State PTA Convention. Said funding shall include all expenses necessary within the Convention period.
33. It is acceptable to motion and vote electronically. Dated documentation clearly stating the motion, second, and recording the vote must be attached to the Minutes of the next meeting.
34. Our PTA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Standards of Affiliation Agreement. Each board member needs to take one WSPTA approved training course and one person on the board needs to be at the training "PTA and the Law".
35. There shall be a minimum of one board of director meeting per quarter. Meeting dates and times shall be set by the executive committee.
36. Happy Valley PTA shall approve its annual operating budget in the spring of each year. The board of directors may reallocate funds budgeted for one purpose to another purpose by a majority vote.
37. Equity Fund: The Happy Valley PTA may donate 10% of funds raised each year to the Bellingham Public Schools Foundation for redistribution to neighboring elementary school PTAs. (Voted June 6, 2022)
38. The PTA's monthly bank account statements shall be provided unopened to the PTA Secretary. If the secretary is unable to fill this role, a 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 apparent discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer.
39. All reimbursement requests for authorized expenses must include a receipt and be submitted to the treasurer within 60 days of purchase. All requests for reimbursement must be received by June 1 or they will be considered a donation to the PTA.
40. PTA funds may only be handled by paid PTA members. Two PTA members must be present during the counting and processing of any funds for deposit, whenever possible, to comply with PTA best practices. Cash withdrawals should also be done by two PTA members, whenever possible, to comply with PTA best practices.
41. A master list of all PTA accounts, online logins and passwords will be maintained. This list will be housed on the PTA Shared Google drive and access will be limited to the President(s), Vice President, Treasurer, and Secretary only.
42. The PTA should maintain a contract with Happy Valley Elementary detailing the equipment and property owned by the PTA.
43. Happy Valley PTA Social Media Policy: The Purpose of our Social Media (Facebook & Instagram) is to provide an online community for parents and families at Happy Valley Elementary. Our goal is to share information and tips, update the community on events and programs, and showcase the achievements of students, teachers, parents and other community members.
 - We encourage our community to ask questions and share information. We request that discussions are focused directly concerning our school community.

- We encourage posts that highlight our community's accomplishments and constructively raise issues for discussion.
- When posting, please use appropriate language. Children can see our Facebook page.
- If you choose, you can post photos of your children at school events. Do not post photos of other children. If you have any questions about posting a particular photo, please check with our FB page administrator or a Happy Valley PTA Executive Board member.
- Do not post about concerns, problems, or conflicts with individual teachers, administrators, students, or parents. We will immediately delete posts that in any way put down or discriminate against individuals.
- Online threats will be taken seriously, and proper authorities will be immediately notified.
- Do not post information commonly understood as confidential, such as student grades.
- Any inflammatory statements that make allegations against individuals or organizations will be deleted.
- Keep in mind what you post is public information
- Any advertising for businesses is not allowed.
- Do not publish content as your own that has been created by others.