

## **Hough Elementary PTSA 3.7.35 Standing Rules 2025–2026**

### **1. PTSA PURPOSE:**

To collaborate with the school to develop programs and activities that enhance the student experience at school and beyond. This PTSA serves the students, parents, staff, and community of Hough Elementary School, Vancouver, Washington.

### **2. LEGAL INFORMATION:**

- a. Organization: The legal name of this local PTSA is Hough PTSA Local Unit 3.7.35. The National PTA number is 12644.
- b. Corporate Status: This PTSA was incorporated in the state of Washington on February 14, 1983, and assigned UBI number 601 849 515. The Treasurer is responsible for filing the annual corporation report before February 14<sup>th</sup>.
- c. Charitable Solicitations: The PTSA is registered with the Washington Secretary of State under the Charitable Solicitations Act, registration number #2000857. The Treasurer is responsible for filing the annual registration by May 31<sup>st</sup>.
- d. Employer Identification Number (EIN): This is located in the legal documents notebook, which is in the custody of the Treasurer and Hough Elementary School.
- e. Tax Status: The PTSA was granted tax-exempt status on March 11, 1998, under IRS section 501(c)3. A copy of the Letter of Determination is filed in the legal documents notebook in the custody of the Treasurer and Hough Elementary School.
- f. IRS Tax Returns: The Treasurer is responsible for filing IRS Form 990, Form 990-EZ, or Form 990-N before November 15. Copies of the current and past years' returns are in the legal documents notebook.
- g. Registered Agent: This PTSA has designated the Washington State PTA as its registered agent with the Washington Secretary of State, the Washington Department of Revenue, and the Internal Revenue Service. This information can be found in the legal documents notebook.
- h. Standards of Affiliation: Per the Washington State PTA Uniform Bylaws, the PTSA will annually review the Washington State PTA Standards of Affiliation agreement in its entirety, and agree to abide by all requirements and to uphold the ethics, policies, and principles of the PTA.
- i. Legal Documents: This PTSA shall keep two copies of its legal documents notebook; one at Hough Elementary School and one with the Treasurer.

### **3. BYLAWS**: The current Washington State PTA Uniform Bylaws shall govern the PTSA in all matters to which they pertain.

### **4. MEMBERSHIP**:

- a. Requirements: Membership in Hough PTSA is open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members, and any other persons who support the mission of the PTSA.

- b. Student Members: Student members are entitled to voice and vote; however, students under the age of 18 are not allowed to hold elected office within the PTSA.
- c. Dues: The membership dues for this PTSA shall be \$15.00 per Parent/Guardian, Community member, and Grandparent annually, \$12 per staff member annually, and \$8 per student annually.
- d. Meetings: General membership meetings shall be held three times a year, commencing in September. At least 10 members must be present to conduct business. Adoption of the budget, approval of standing rules, election of officers, and financial review reports shall take place during membership meetings. Each member will receive written notice of meetings not less than 10 days before the date of the meeting. Meeting notices will be given on the PTSA Facebook page, via email, and via school flyers. Members may participate in a General Membership meeting by teleconference in such a way that all meeting participants can hear. Participation by this method constitutes presence in person at a meeting and will be noted on the sign-in sheet as a “teleconference” attendee.

## 5. ELECTED OFFICERS:

- a. Elected Officers: The elected officers of the Hough PTSA shall be the president, vice president, secretary, and treasurer. These officers compose the Board of Directors and the Executive Committee.
- b. Co-Positions: Any elected position may be held jointly by two people. The only exception to this rule is the role of Treasurer, which can only be held by a single person. Each co-position is entitled to one voice and vote at the board meetings. A term limit is 2 years per elected position.
- c. Training: Each elected officer will attend a minimum of one WSPTA-approved training during the PTA year. Further, at least one member of the board of directors will attend PTA and the Law during the PTA year.
- d. Elections: Voting for officers or nominating committee positions may be conducted at a meeting, by mail, or via electronic transmission. If voting takes place by mail or electronic transmission, the name of each candidate is to be contained in the notice of the meeting, and any vote cast must be received within the time frame identified in the notice of the meeting. We will elect our officers at the last membership meeting of the year, before June 30<sup>th</sup>. All Board of Directors and Committee Chairpersons must be members of this PTSA. This includes but is not limited to Reflections, Social Media, Yearbook, Box Tops, Fundraiser, Hough at Night events, and Book Fair.
- e. Board Meetings: There shall be a minimum of one Board of Directors meeting per month. The executive committee will set meeting times and dates. The quorum for the meetings is a majority of the board. All board meetings are open to members unless previously advertised.

## 6. FINANCE:

- a. Budget Approval: The PTSA shall approve its annual operating budget before July 1 of each year at a general membership meeting by majority vote. The board of directors has the authority to reallocate up to \$500 budgeted for one purpose to another purpose.

- b. Financial Review: The PTSA shall conduct a financial review of its books and records at the end of each fiscal year. The PTSA may also conduct a mid-year review. The report of the Financial Review Committee will be presented at the next general membership meeting.
- c. Bank Accounts: The board of directors shall determine which officers shall have signing authority on the PTSA bank accounts. The PTSA's monthly electronic bank statements will be downloaded by the treasurer and provided to a non-signer for review to identify any concerns or discrepancies. The reviewer will promptly report any problems or discrepancies identified in the review to the executive committee. If there are no concerns or apparent discrepancies, the reviewer shall initial and date the account statements & provide them to the treasurer.
- d. Debit Card: The Hough PTSA has agreed to implement Procedures and Policies regarding Debit/Credit Card Use. Copies of this document are located in the drive, in the Treasurer's Handbook, Financial Binder, and the President's book.
  - i. Internal controls for Debit card use are also located within the policy.
- e. Financial Report: A Monthly financial report will be completed each month by the treasurer and presented to the executive committee promptly. The financial report for the general meetings can be done by anyone on the executive committee or by a member of the Financial Committee, if a financial committee has been established.

7. **VOTING:**

- a. Council Voting Delegates: This PTSA is a member of the Vancouver Council and has two votes on council business. Voting delegates are the president, vice president, secretary, and treasurer, or authorized alternates, as determined by the board of directors.
- b. WSPTA Convention Voting Delegates: All delegates to the WSPTA convention shall be selected by the board of directors. Approved expenses will be paid by the PTSA as the budget allows.
- c. WSPTA Legislative Assembly Delegates: The board of directors shall select all delegates to the WSPTA legislative assembly. Approved expenses will be paid by the PTSA as the budget allows.

Approved by Board of Directors: September 4, 2025

Approved by General Membership: October 2, 2025