



# **Bellevue High School PTSA**

## **Standing Rules**

**APPROVED BY GENERAL MEMBERSHIP November 12, 2025**

These Standing Rules for the Bellevue High School PTSA are in addition to the Uniform Bylaws of the Washington Congress of Parents and Teachers (Washington State PTA).

The mission of the PTSA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

### **THE OBJECTIVES OF THIS PTSA**

- A. To support the wellbeing of children and youth in the home, school, and community
- B. To advocate for the education, physical and mental health, welfare, and safety of children and youth
- C. To promote the collaboration and engagement of families and educators in the education of children and youth

### **Article I – NAME**

- 1.1 The name of our association shall be the Bellevue High School PTSA, a unit of the Washington Congress of Parents and Teachers Washington (Washington State PTA), hereinafter the WSPTA, an affiliated branch of the national PTA.
- 1.2 Our PTSA is a non-profit organization, which was incorporated on October 16, 1989. It is the responsibility of this PTSA to annually renew the Article of Incorporation prior to October 31<sup>st</sup>. The incorporation number is 2-418375-3.
- 1.3 Our local Unit number is 2.3.148.

### **Article II – MEMBERSHIP**

- 2.1 Annual membership dues to this association shall be \$22.00. Dues for additional members in the same household shall be \$15.00. BHS staff dues are \$12.00. A service fee will be sent to the Washington State PTA for National, State, and Council fees.
  - 2.1.1 Annual membership fees payable to National, State, and Bellevue PTSA Council are: National PTSA \$3.25, Washington State PTSA \$5.75 and Bellevue PTSA Council \$2.00 for a total of \$11.00 for a single membership and \$22.00 for dual or family membership. The Bellevue Council fee includes our direct contribution to PTSA senior scholarships.
  - 2.1.2 Bellevue High School Students shall be honorary members.

## 2.2 Termination of Membership

An individual's membership in Bellevue High School PTSA 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 the Bellevue High School PTSA including the bylaws of WSPTA and National PTA. Details on the process for termination of membership are included in current WSPTA policy. An officer of the BHS PTSA shall notify the WSPTA board of directors within 5 business days if a membership has been terminated.

### **Article III – OFFICERS AND THEIR ELECTIONS**

- 3.1 The elected officers of this association shall be President, Vice President of Communications, Vice President of Fundraising, Secretary, and Treasurer. More than one person may be elected to share one office when so desired. Two signatures are required on all checks and one signature must be the President's.
- 3.2 The nominating committee, elected by the membership at least 30 days before the election of officers, shall consist of at least three (3) members from a list of five (5) or more nominated from the floor. They shall submit a written and signed report to the membership listing the name of at least one candidate for each office to be published at least 15 days prior to the election. Additional nominations may be made from the floor with the consent of the nominee.
- 3.3 Officers shall be elected at a general membership meeting prior to June 15th and take office July 1st. A quorum being present, a majority vote of all votes cast is necessary to elect. Absentee or mail in proxy is prohibited.
- 3.4 Officers may not hold the same office for more than two consecutive years. Committee Chairs will not hold the same position for more than two years when possible. An officer may not serve more than two consecutive fiscal years in the same office. An officer having served eight or more months in the same fiscal year shall be considered to have served a full year.
- 3.5 An Officer or Chairperson shall be declared vacant if the incumbent misses three (3) consecutive meetings, unless previously excused by the President.
- 3.6 If a vacancy occurs in an office, the executive committee may elect an acting officer to serve until the next general membership meeting at which time nominations shall be made from the floor with the consent of the nominee. A quorum being present, a majority vote of all votes cast is necessary to elect. Voting may be by voice if only one candidate is nominated for the office. Absentee or mail in proxy is prohibited.
- 3.7 Voting delegates to the council meetings shall consist of the President and three (3) authorized delegates, only two of whom may be represented by alternates.
- 3.8 The Treasurer and the President shall be responsible to file a form 990 with the IRS, if applicable, by its due date (currently November 15<sup>th</sup>).
- 3.9 The Treasurer and the President shall be responsible to file The Charities Solicitations Renewal Form with the state by its due date (May 31st). The renewal with its accompanying paperwork and payment must be received in Olympia by May 31st.
- 3.10 An officer of the PTSA may be removed from office by two-thirds vote of the membership.

## Article IV – ORGANIZATION

- 4.1 The Executive Committee shall consist of the elected officers of this association.
- 4.2 The Board of Directors shall consist of the elected officers, Principal, immediate past President, and chairpersons, to include the Wolverine Guard, Bellevue Schools Foundation Representative, Membership Chair, and Grants Chair. Other recommended Board members include Legislation, Community Engagement, Staff Appreciation and Class Parent Lead. Other Committees not represented on the Board of Directors may be formed as needed with the approval of the Executive Committee.
- 4.3 All members of the Board of Directors shall be members of the Bellevue High School PTSA.
- 4.4 The Executive Committee may invite a faculty representative, selected by the teachers, to serve on the Board. The Executive Committee may also invite four student representatives to serve on the Board.
- 4.5 The Board shall review the budget prior to its submittal to the general membership; transact necessary business between meetings of the membership, and recommendations to the general membership for action. A majority of those on the board shall constitute a quorum.
- 4.6 The Board of Directors may approve expenditures outside the approved budget or reallocation of funds, not to exceed \$1,000. The Executive Committee may approve expenditures outside the budget not to exceed \$500. All approved expenditures or reallocations of funds are to be reported to the general membership at the next membership meeting.
- 4.7 Two signatures are required on all contracts, checks, and electronic payment requests, and one must be the President's. Only elected officers may sign contracts according to the WSPTA Bylaws, Article 7, section 1b. In the case where there is no acting President(s), one of the other elected officials can be assigned to act as a check signer.
- 4.8 No plan or program affecting or involving the PTSA Board shall be initiated unless or until approved by the Board of Directors.
- 4.9 Each Officer, Board member and Chairperson (of a PTSA committee) shall keep a written record of activities and recommendations for future Board Members and Committee Chairpersons and submit an annual report to the President in May. Copies of Committee correspondence, information or handouts shall be saved.
- 4.10 This unit shall keep at least two (2) copies of each legal document in two separate locations. The President and the Secretary shall maintain the documents.
- 4.11 Chartering Outside the Organization: Bellevue High School PTSA 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. This PTA will not be a fiscal agent, fiscal sponsor, or sign a sponsorship or charter agreement with any outside organization or agency.

## **ARTICLE V – MEETINGS**

- 5.1 Board of Directors meetings of this organization shall be held a minimum of four (4) times per year. These meetings are open to the general membership.
- 5.1.1 Special meeting of the board of directors may be called by the president or upon written request of the majority of the members of the board of directors. Notification of place, date, time and purpose of the meeting shall be delivered to each member of the board of directors at least five days prior to the special meeting via email. If less than five days' notice is given, documentation of the majority of the board members' consent to conduct business shall be obtained in writing or by email. When necessary, board action may be conducted by email with waiver of five days meeting notice of majority of board of directors.
- 5.2 The Board of Directors shall call for a minimum of four (4) General Membership Meetings during the school year. Special meetings may be called by the President or upon written request by a majority of all members of the Board. Written notice stating the date, time, place, and purpose of the meeting shall be personally delivered or mailed to each member at least ten (10) days prior to the special meeting.
- 5.3 Voting at one meeting is open to the members present. A quorum at the Board of Directors meeting shall consist of a majority of the Board members. A quorum at the General Membership meeting shall not be less than ten (10). Absentee or mail in proxy ballots are prohibited. When necessary, the Board of Directors may hold a remote vote, either via video conferencing or email. The secretary shall certify and maintain a copy of any email-based votes.
- 5.4 Notice of regular or special meetings must be sent to all members of the association and may be sent to parents of Bellevue High School Students.
- 5.5 The recommended order of business shall be: Call to order, minutes, financial report, officer/committee reports, principal's report, unfinished business, correspondence, new business, program announcements, and adjournment.

## **ARTICLE VI – AMENDMENTS**

- 6.1 The Standing Rules shall be reviewed each school year.
- 6.2 The Standing Rules can be amended at any General Membership meeting by a two-thirds (2/3) vote, or if previous notice is given, by a majority.

## **ARTICLE VII – PARLIMENTARY AUTHORITY**

- 7.1 The current edition of "Robert's Rules of Order, Newly Revised" shall govern the association in all cases in which they are applicable and in which they are not in conflict with the WSPTA Bylaws, the Articles of Incorporation, or the Washington Nonprofit Incorporation Act.

### **ARTICLE VIII – INDEMNIFICATION**

- 8.1 Information contained in directories, newsletters, or membership lists published by Bellevue High School PTSA may not be used for purposes Solicitation, commercial, political or ideological for any purpose not consistent with the Washington Congress of Parents and Teachers Bylaws.

### **ARTICLE IX – DISAFFILIATION**

- 9.1 The PTSA wishing to disaffiliate shall notify the WSPTA and its members at least 30 days prior to the meeting at which the members consider the disaffiliation.