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|  |  **1. Name and Identity** | * The name of this PTA is Tacoma Council of Parent Teacher Association, Inc. 10.9.0*. .*It was chartered in 1911.

Its National PTA number is 11279150. |  |
|  **2. PTA Purpose and Community** | * This PTA provides service to the PTAs and the students in the Tacoma School District school community. Our purpose is to promote the welfare of children and youth; we inform, advise, guide, instruct, serve, and encourage PTA leader development.
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|  **3. Incorporation** | * This PTA was incorporated as a non-profit corporation on November 28, 1973 and assigned UBI # 601 609 796. The treasurer is responsible for filing the annual corporation report. The registered agent for this corporation is Washington State PTA. The Employer Identification Number (EIN) is kept in the legal documents notebook in the custody of the PTA treasurer.
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|  **4. Charitable Solicitations**  | * This PTA is registered under the Charitable Solicitations Act, registration number 1104688*.*  The treasurer is responsible for filing the annual registration by May 31 to avoid penalties.
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|  **5. Tax-exempt Status** | * This PTA was granted tax exempt status under section 501(c)(3)of the Internal Revenue Code on October 1, 1974.A copy of the letter of determination is filed in the legal documents notebook maintained by the treasurer.
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|  **6. IRS Filing** | * The treasurer is responsible for filing the 990-N or appropriate federal informational return prior to November 15 and providing a copy to the board of directors no later than November 1. Copies of the current and past years’ returns are kept in the legal documents notebook maintained by the Treasurer.
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|  **7. Registered Agent** | * This PTA has designated Washington State PTA as its registered agent with the Washington Secretary of State’s office, the Washington Department of Revenue, and the Internal Revenue Service.
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|  **8. Standards of Affiliation** | * Per the Washington State PTA Uniform Bylaws, we will annually complete the Washington State PTA Standards of Affiliation agreement in its entirety, and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.
* This PTA will review the WSPTA Standards of Affiliation yearly. The President and Treasurer are responsible for completing this form annually.
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|  **9. Membership** | * Membership in TCPTSAshall 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.
* Each Tacoma Public School PTA or PTSA local unit belongs to the TCPTSA and are invited to Council General Membership Meetings.
* All Tacoma PTA or PTSA local unit officers are members of the Council. Officers are asked to attend Council General Membership Meetings and provide their vote on council matters.
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|  **10. Membership Council Fees** | * The member service fees of the council shall be $1 per Local Unit member.
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|  **11. Membership Meetings** **and Quorum**  | * Adoption of the budget, adoption of standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at membership meetings.
* Dates and times of general meetings will be determined by the Board of Directors.
* Each member will receive written notice of the place, date, and time of the meetings not less than ten nor more than fifty days prior to the date of the meeting.
* Quorum at any general membership meeting shall be 10 members to conduct business.
* An office or chairmanship is declared vacant if that person misses 3 consecutive meetings, unless excused by the President.
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| **12. Board of Director Meetings** | * Meeting dates and times shall be set by the executive committee. Each board member shall receive written notice of the place, date, and time of the meetings not less than ten nor more than fifty days prior to the date of the meeting. Quorum for meetings is a majority of the sitting board.

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|  **13. Elected Officers, Co-officer and training requirements** | * The elected officers of this PTA shall be president, vice president, secretary, treasurer and advocacy chair.
* Any elected position may be held jointly by two people. Each co-position holder shall be entitled to voice and vote at the board of directors meeting. In the event of co-treasurers, one of the treasurers may not be a signer on the bank account.
* This PTA will ensure that each executive committee member attends a minimum of one WSPTA-approved training during the fiscal year. At least one member of the executive committee will attend PTA and the Law during the fiscal year.
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|  **14. Board of Directors** | * The board of directors of this PTA shall consist of the elected officers and the chairs of the standing committees.
* The Standing Committees may include: Reflections, Communications, Advocacy, Health & Safety, Membership, Community Relations.
* The President and Vice-President will be responsible for coordinating and delegating outreach to Local Units. Outreach is defined as providing support and information to Local Unit Leaders.
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|  | **15. Officer Election Process** | * Voting for officers or nominating committee may take place at a meeting, or in the event of a formidable challenge, may take place by mail, or by 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 the vote cast must be received within the timeframe identified in the notice of the meeting.
* If this PTA decides to conduct electronic voting, a second document must be developed that outlines the procedures.
* Voting for elected officers shall be conducted according to the WSPTA Bylaws. Officers shall be elected by ballot prior to the end of the fiscal year (June 30) for a term of one year, or until their successors are elected.
* To be elected to office in a council, a person shall be at least 18 years of age. The person shall have been a member of a local PTA board of directors for at least one term and shall have been a member of a local PTA in the council for at least 30 days preceding the election.
* The nominating committee shall be elected according to the WSPTA Bylaws. A member may not serve more than two consecutive terms on the nominating committee.
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|  |  **16. Committees** | * Committees shall be established by the executive committee and committee chairpersons shall be appointed by the board of directors. All committee chairpersons must be current members of a Tacoma Public School PTA or PTSA. Committee Chairs shall be pointed annually for a one- year term.
* A committee chair may be removed from their position by a vote of the board of directors.
* Ad Hoc Committees may include Nominating, Banquet, Awards, Financial Review, Budget, Historian and Standing Rules.
* Appointed representative may include: School Board Liaison (who shall act as liaison between the school district administration and the council), and City Government Liaison (who shall act as liaison between the city government and the council). The School Board Liaison is appointed by the school board president annually. The City Government Liaison may be appointed by the Mayor or by the TCPTSA board annually.
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|  **17. Awards** | * One or more of the following awards may be awarded annually: Golden Acorn, Outstanding Advocate, and Outstanding Educator Award(s). The President appoints the awards committee, per *WSPTA Uniform Bylaws*. The awards committee will determine the number of recipients and whether other awards will be considered on an annual basis, based on the yearly awards budget. The Honorary Life Member and the Outstanding Service Award may be awarded at the discretion of the board of directors.
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|  **18. Budget**  | * This PTA shall approve an annual operating budget prior to July 1 each year. The budget committee shall be chaired by the incoming treasurer.
* The board of directors has the authority to reallocate up to $ 500 budgeted for one purpose to another purpose.

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|  **19. Reflections** | * This PTA Council shall offer a yearly Reflections program for al district PTAs.
* This will include notifying local PTAs of the Council deadline and Council requirements; judging entries and sending qualifying entries to State; providing awards and optional awards event.
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|  **20. Financial Review** | * A financial review committee with a minimum of three members appointed by the president will review the financial records of this PTA twice a year. Members of this committee shall not include the treasurer, or any person authorized to sign on the PTA bank accounts for the period that is being reviewed, or any individuals living in their households. The report of the committee will be presented at the regularly scheduled membership meeting immediately following the review.
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|  **21. Bank Account** | * This PTA shall establish one or more accounts in financial institutions as determined by the board of directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal. Debit cards for this account are not permitted.
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|  **22. Bank Account Signers**  | * The board of directors shall determine which officers shall have signing authority on the PTA bank account.
* There should be a minimum of three officers on the bank signature card.
* In the event of co-Treasurers, one will be a signer on the account and the other will have access to online banking for review. If there is one Treasurer, a board member that is not a signer may be assigned to do the online banking review. No authorized signer will sign a check to her or himself. All PTA checks must be signed by two authorized signers.
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|  **23. Bank Statements** | * The PTA’s monthly bank account statements shall be provided to a person appointed by the board of directors. This 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 discrepancies are seen, the reviewer shall sign and date the account statements and provide them to the treasurer.
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|  **24. Reimbursements**  | * All reimbursement requests shall include a receipt and should be submitted to the treasurer within 60 days of expenditure. Any requests for reimbursement not submitted prior to the date determined by the treasurer prior to the end of the school year, will be considered a donation to the general fund of this PTA.
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|  **25. NSF Checks** | * Should the PTA receive an NSF check, the check writer will be charged for any bank fees accrued. If the NSF check is not paid by June 1; the PTA will not accept any checks from this individual in the future. If more than two NSF checks are received from the same individual during the fiscal year, the PTA will not accept further checks from the individual responsible.
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|  **26. Gambling Activities** | * Students ofany Tacoma Public Schools PTA or PTSAshall be considered honorary members of the Council without voice, vote, or the privilege of holding office, to participate in gambling activities.
* This clause is different than student members and is necessary to conduct any gaming activities where students will be involved.
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|  **27. Voting Delegates** | * This PTA will send as many voting delegates to the WSPTA convention as the budgeted amount for convention can support. All delegates for the WSPTA convention shall be selected by the board of directors. Registration, hotel, mileage and pre-designated meals allowance shall be paid by Council. Persons attending convention paid for by the PTA will submit to the board of directors a summary of classes and general sessions attended.
* This PTA will send as many voting delegates to the WSPTA Legislative Assembly as the budgeted amount for legislative assembly can support. Registration, hotel, mileage and pre-designated meal allowance shall be paid by Council. The Advocacy Chair for TCPTSA will be one of the voting delegates representing the PTA at the legislative assembly; the rest of the voting delegates will be determined by the board of directors. Individuals attending the assembly paid for by TCPTSA will submit to the board a report about WSPTA Legislative Assembly.
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|  **28. Voice and Vote** | * Voice and vote at TCPTSA board of directors’ meetings shall be limited to elected board members and standing chairs, unless an individual is recognized and granted voice by the meeting chair.
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|  **29. Policy Review** | * It is recommended that this PTA maintain policies for: board standards of conduct, money handling, online banking, and social media. These policies shall be reviewed and approved yearly by the board of directors. These policies shall reside with the secretary.
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|  **30. Code of Conduct and Social**  **Media Use**  | * This PTA follows a code of conduct and adheres to the Tacoma PublicSchool District’s Volunteer Handbook policies.
* Members of this Council shall not use their own personal social media platforms to cyberbully, insult, embarrass, target, or post threats of physical or verbal abuse towards any individuals, including school board officials, school administrators, teachers, PTA members, volunteers, or other individuals that are associated with Tacoma Public School District.
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|  **33. Standing Rules** | * The standing rules of shall be adopted annually by majority vote at the first membership meeting of the school year. The standing rules may be amended at a membership meeting by majority vote if previous notice of the meeting was given. If no previous notice was given, then a two-thirds (2/3) vote is required.
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