



# IH PTSA STANDING RULES

2016-2017

Approved: Sept 14, 2016

1. The name of this unit shall be Issaquah High PTSA 2.6.45, serving youth and families in the Issaquah High School community.
2. The PTSA was incorporated on April 30, 1985. Corporation and UBI numbers are available upon request. The Treasurer is responsible for filing the Annual Corporation Renewal by April 15.
3. The Registered Agent for the PTSA is the Washington State PTA.
4. The PTSA is registered under the Charitable Solicitation Act, registration number 2327. The Treasurer is responsible for filing the annual registration by May 31.
5. The PTSA was recognized by the IRS as a non-profit, tax-exempt organization on May 7, 1997, under Section 501(c)(3). The Federal Tax Identification Number (EIN) is available upon request. The Treasurer is responsible for filing IRS form 990 or 990-EZ, if required, by November 15.
6. Per the Washington State PTA Uniform Bylaws, we will annually review, complete, sign, and submit the WSPTA Standards of Affiliation agreement by the required deadline.
7. Membership is open, without discrimination, to anyone who supports the purpose of the PTSA, including parents, teachers, staff, family members, guardians, business people and other community members.
8. Membership fees shall be at least \$25.00 per family, defined as up to two adults. IHS staff fees shall be at least \$10. IHS students are considered honorary members without voice, vote, or privilege of holding office. Membership fees shall be determined by the Executive Committee.
9. The Executive Committee shall consist of the elected offices of President, Secretary, Treasurer, Vice President Hospitality, Vice President Communications, Vice President Events, and Vice President Programs. In case of a vacancy in the office of President, and in accordance with Washington State PTA Bylaws, the Vice President of Programs shall temporarily assume the duties until the vacancy is filled. Elected officers shall be elected by the General Membership by May 1 and serve a one-year term from July 1 to June 30. No person shall serve for more than two (2) consecutive terms in the same office. Any elected position, except Treasurer, may be held by two (2) people. Elected officers must complete training as required by Washington State PTA. An elected office shall be declared vacant if an officer is absent three (3) consecutive General Membership meetings and / or three (3) consecutive BOD Meetings, unless previously excused by the presiding officer.
10. The Board of Directors shall consist of the Executive Committee plus the chair(s) of the following committees: Best Practices, Advocacy, and Membership. Each position or co-position holder is entitled to one vote at a Board meeting.
11. Board responsibilities include (1) reviewing the budget prior to its annual submittal to General Membership, (2) approving committee plans based on current budget and financial conditions, (3) transacting business between General Membership meetings and as may be referred to it by the General Membership and (4) presenting recommendations to the General Membership for action.

12. Board meetings shall be held monthly, September through June, unless otherwise posted. A majority of those currently serving on the board of directors shall constitute a quorum. General Membership and Board meetings may be combined at the discretion of the Executive Committee.
13. Board members shall (1) maintain confidentiality of business conducted at Board meetings, (2) respect differences of opinion and work collaboratively, (3) support all Board decisions forwarded to the General Membership and (4) adhere to the Conflict of Interest policy put forth by the Washington State PTA.
14. All Board members and committee chairs must be current PTSA members. All Committee Chair appointments must be approved by the Board of Directors.
15. General Membership meetings shall be monthly, September through June, unless otherwise posted, with a minimum of two meetings per school year. A General Membership quorum shall be ten (10) members.
16. General Membership Meetings shall be open to all interested persons but the privilege of making motions, debating, or voting is limited to current members of the IH PTSA.
17. The Board may approve budget item changes up to \$500 without approval from General Membership. Funding for non-budgeted items or any reallocation of budgeted items over \$500 must be approved at a General Membership meeting.
18. A Budget Committee shall prepare a draft budget for General Membership approval by July 1. Budget Committee members are appointed by the President and approved by the Board.
19. Two (2) Legal Document Notebooks shall be maintained, one each by the Secretary and Treasurer. Original copies of legal documents shall be kept in a safe deposit box at the bank where the PTSA checking account is maintained. Only elected officers shall have access to the safe deposit box.
20. Each PTSA check requires two signatures and there shall be at least three authorized signers on the PTSA bank account. Signers must be elected officers who were approved at a General Membership meeting, with their names recorded in the minutes.
21. PTSA contracts must be signed by the President and one other elected officer.
22. PTSA books and records shall be subject to a financial review twice annually, covering July 1 through December 31 and January 1 through June 30. The mid-year review must be completed by January 31 and the year-end review by July 31. These reviews may be conducted by either an accountant or a committee of at least three (3) PTSA members appointed by the President and approved by the Board. No signer on the bank account for that period shall be on the Financial Review Committee.
23. Bank statements must be reviewed, signed and dated each month by a non-signer. These include statements from any financial institution where the PTSA has an account, including commercial banks, brokerage firms and transaction processing services such as Pay Pal. The reviewer's name shall be recorded in the minutes and the signed statements given to the Treasurer to file.
24. The Treasurer and President have online viewing authority of all accounts. The Treasurer shall change all account passwords yearly by August 31. The Treasurer maintains control of all online logins and passwords.
25. Reimbursement requests must include a receipt and be submitted to the Treasurer within thirty days of the event, but no later than the last day of the school year.
26. Golden Acorn, Outstanding Educator, Outstanding Advocate and Honorary Lifetime Membership awards may be presented annually. The President shall appoint no fewer than three (3) and no more than five (5) members to the Awards Committee.
27. Voting delegates to the Issaquah PTSA Council shall be the President and two (2) other authorized delegates, appointed by the President and approved by the Board. Delegate names must be noted in the minutes.
28. The PTSA's vote for Region Director shall be determined by the Board.

29. Voting delegates to the annual Washington State PTA Convention shall be elected by the Board.
30. Voting delegates to the annual Washington State PTA Legislative Assembly shall be appointed by the President.
31. Nominating Committee members shall be elected according to the Uniform Bylaws of the Washington State PTA.
32. The Standing Rules shall be adopted at the first General Membership meeting by a majority vote and may be amended subsequently by a two-thirds (2/3) vote, or if previous notice is given, by a majority vote.
33. The PTSA shall be governed by, and these Standing Rules and must be in compliance with the Uniform Bylaws of the Washington State PTA. Parliamentary authority shall be Robert's Rules of Order, Newly Revised.