

ISSAQUAH HIGH PTSA

Standing Rules 2024-2025

Approved September 18, 2024 [date of membership meeting]

IDENTIFICATION AND DEFINITION OF THE PTSA

1. Name and Identity

The name of this unit shall be Issaquah High 2.6.45. It was chartered on October 1, 1984. Its National PTA number is 00028342.

2. PTSA Purpose and Community

This PTSA serves the students and families in the Issaquah High School community.

3. Incorporation

This PTSA was incorporated on April 30, 1985 and assigned UBI 601820425. The Treasurer is responsible for filing the Annual Corporation Renewal by April 30. The Employer Identification Number (EIN) is kept in the legal document notebooks in the custody of the PTSA president and secretary.

LEGAL COMPLIANCE

4. Charities Program

This PTSA is registered with the Washington Secretary of State Charities program, registration number 2327. The treasurer is responsible for filing the annual renewal by May 31.

5. Tax Exempt Status

The PTSA was granted tax exempt status under Section 501(c)(3) of the Internal Revenue Code on May 7, 1997. A copy of the letter of determination is filed in the legal document notebooks in the custody of the president and the secretary.

6. IRS Filing

The treasurer is responsible for filing the appropriate federal informational return prior to November 15. Copies of the current and past returns are kept in the legal document notebooks maintained by the president and secretary.

7. Registered Agent

This PTSA has designated the Washington State PTA (hereafter WSPTA) as its registered agent

8. Standards of Affiliation

Per the *Washington State PTA Uniform Bylaws*, this PTSA will annually review the *Washington State PTA Standards of Affiliation* agreement in its entirety, and agree to abide by all requirements and uphold the ethics, policies, and principles of PTA.

MEMBERSHIP

9. Membership

Membership in Issaquah High PTSA is open to all people without discrimination. Membership is open to all parents, teachers, staff, guardians, students, community members, and any other persons that support and encourage the purpose of the PTSA.

10. Membership Termination

An individual's membership in Issaquah High PTSA may be terminated by a two-thirds vote of its board of directors for conduct that may damage the value and goodwill associated with the PTSA, or that violates the purposes, policies, or standing rules of the Issaquah High PTSA, including the bylaws of WSPTA and National PTA policy. Issaquah High PTSA shall notify the WSPTA board of directors within 5 business days if a membership has been terminated.

11. Membership Dues and Council Fees

The dues for Issaquah High PTSA shall be at least \$25 per family membership, defined as up to two individuals, \$15 for an individual adult membership, \$10 per staff membership, and \$10 per student membership. All paid members may make motions, participate in debate, and vote at PTSA membership meetings.

Membership fees shall be determined by the Executive Committee.

All Issaquah High School students are considered honorary members without voice, vote, or privilege of holding office.

Issaquah High PTSA may offer full or partial membership subsidies to persons requesting them in accordance with the Membership Subsidy Policy, which shall be reviewed and approved annually at a membership meeting.

12. Membership Meetings and Quorum

Adoption of the budget, adoption of the standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at membership meetings.

Membership meetings may be held in person, virtually, or via hybrid or both. Virtual or hybrid meetings must use remote communication tools where all participants in person or virtually have equal opportunity for simultaneous participation, voice and vote.

Voting may take place at a meeting or by electronic transmission. If voting takes place by electronic transmission the Issaquah High PTSA must follow voting policy and procedures that align with Electronic Voting Best Practices in WSPTA Policy.

A calendar of membership meetings adequate to accomplish the business of the association shall be determined by the board of directors.

Each member will receive notice of the place, date, and time of the meeting not less than ten and no more than sixty days prior to the date of the meeting. A quorum of at least ten members must be present to conduct business.

ELECTED OFFICERS

13. Board of Director Meetings

A calendar of regular board meeting dates and times shall be set. Special meetings of the board of directors may be called by the president upon written request of the majority members of the board of directors.

Board meetings may be held in person, virtually, or via hybrid or both. Virtual or hybrid meetings must use remote communication tools where all participants in person or virtually have equal opportunity for simultaneous participation, voice and vote.

Voting may take place at a meeting or by electronic transmission. If voting takes place by electronic transmission the Issaquah High PTSA must follow voting policy and procedures that align with Electronic Voting Best Practices in WSPTA Policy.

Notification of place, date, time and purpose of regular and special meetings shall be delivered to each member of the board of directors via email at least five days prior to board meetings. Quorum for the board meetings is a majority of the sitting board positions.

The right to make motions, participate in debate, and vote at a PTSA board meeting shall be limited to the members of the board of directors, unless a motion to suspend the rules is approved by a two-thirds voted.

14. Elected officers, co-officers, standards of affiliation, and training requirements

The elected officers of this PTSA shall be: President, Secretary, Treasurer, Assistant Treasurer, Vice President Hospitality, Vice President Communications, Vice President Events, Vice President Outreach, and Vice President Programs.

Officers of this PTSA shall be elected for one-year terms. An officer may not serve more than two consecutive fiscal years in the same office. An officer having serviced eight or more months in the same fiscal year shall be considered to have serviced a full year.

Any elected position may be held jointly by two people. Each co-position holder shall be entitled to make motions, participate in debate, and vote at a meeting of the executive committee or board of directors. In the event of co-treasurers, one of the treasurers may not be a signer on the bank account.

The PTSA will review the *WSPTA Standards of Affiliation* yearly.

Elected officers must attend a minimum of one WSPTA-approved training course during the fiscal year. At least one member of the executive committee must attend PTA and the Law each year. complete training as required by Washington State PTA.

An elected office shall be declared vacant if an officer is absent three consecutive General Membership meetings and / or three consecutive Board Meetings, unless previously excused by the presiding officer.

15. Board of Directors

The Board of Directors shall consist of elected officers plus the chairs of the following committees: Advocacy and Membership.

All Board members must be current PTSA members.

16. Election process

Voting for officers or nominating committee shall take place at a membership meeting.

17. Committees

The executive committee shall establish committees. All committee chairpersons must be current members of the PTSA.

AWARDS

18. Awards

Golden Acorn, Outstanding Educator, Outstanding Advocate and Honorary Lifetime Membership awards may be awarded annually. The awards committee will determine the number of award recipients and whether other awards will be considered on an annual basis, based on the yearly awards budget.

FINANCE

19. Budget and Monthly Financial Reports

This PTSA shall approve an annual operating budget in the spring of each year. The board of directors has the authority to reallocate funds budgeted from one purpose to another. Anything greater than \$1,000 or that has an impact to the bottom line of the budget must be approved at a General Membership Meeting.

The treasurer will submit monthly financial statements to the board of directors.

20. Legal Documents

The PTSA shall maintain two copies of its legal documents, one copy may be in secure on-line storage. An original hardcopy of any legal document shall be kept in a legal document's notebook in a secure location accessible by the president and/or secretary. All elected officers shall have access to the contents of the online legal document.

All PTSA contracts must be signed by the president and one other elected officer.

21. 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. The report of the committee will be presented at a regularly scheduled membership meeting immediately following the review.

Members of this committee shall not include the treasurer, or any person authorized to sign the PTA bank accounts for the period that is being reviewed, or any individuals living in their households.

22. Bank Account

The PTSA shall establish one or more accounts in financial institutions as determined by the board of directors. The PTA shall require the approval of at least two elected officers to make a withdrawal.

23. Online Banking

Issaquah High PTSA permits the use of online banking to disburse funds. The PTSA board of directors will create and approve written procedures and internal controls for utilizing online banking to minimize the risk of misappropriation of funds. Procedures for the use of online banking can be found in current WSPTA policy.

24. Bank Account Signers

The board of directors shall determine which officers have signing authority on the PTSA bank account. There shall be at least three signers on the PTSA bank accounts.

25. Independent Review of Bank Statements

The PTSA'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 discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer.

26. Payments and Reimbursements

All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the treasurer within sixty days of expenditure. Any request for reimbursement not submitted to the treasurer by June 30, will be considered a donation to the general fund of this PTSA.

No authorized signer will sign a check to her- or himself. Two authorized signers must sign all PTSA checks.

27. Gambling Activities

Students of Issaquah High School shall be considered honorary members of the PTSA without voice or the privilege of holding office, and allowed to participate in gambling activities that the PTSA may host.

VOTING

28. Voting Delegates

This PTSA may send as many voting delegates to the WSPTA Annual Meeting and Legislative Assembly as allowed by the *WSPTA Uniform Bylaws*. All delegates shall be selected by the president.

Voting delegates of the Issaquah PTSA Council shall be the PTSA president and three additional delegates selected by the president.

POLICIES

29. Policy Review

This PTSA shall maintain adequate policies as outlined in these Standing Rules. These policies shall be reviewed annually by the board of directors. These policies shall reside with the secretary.

30. Online Account, Password Protection, and Transition Procedures

A list of active online accounts and programs is kept with the president. A transition policy and list of active accounts must be provided to the financial review committee, minus passwords and account numbers.

31. Collaboration with Other Organizations

This PTSA may collaborate with non-PTSA organizations. The PTSA will handle only PTSA funds and will have in place a signed contract with the other organization to clearly establish whether it is a PTSA activity or the other organization's activity. This PTSA will not be a fiscal agent, fiscal sponsor, or sign a sponsorship or charter agreement with any outside organization or agency.

32. Code of Conduct and Social Media Use

Elected officers of this PTSA shall follow a board code of conduct.

Members of this PTSA shall not use their own personal social media platforms to cyberbully, insult, embarrass, target, or post threats of physical or verbal abuse towards individuals, including school board officials, school administrators, teachers, PTSA members, volunteers, or other individuals that are associated with Issaquah High School.

The PTSA shall have a social media policy which shall be reviewed annually by the board of directors.

33. Standing Rules

The standing rules of this PTSA 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 two-thirds vote is required.