

## **ISSAQUAH HIGH PTSA 2.6.45**

### **STANDING RULES (Effective 3/21/2013)**

1. The name of this unit shall be the Issaquah High PTSA 2.6.45, which serves the children and youth in the Issaquah High School community, and includes the residences and businesses in the Issaquah High School enrollment area.
2. This 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 prior to April 15. The registered agent for this corporation is the Washington State PTA.
3. The PTSA is registered under the Charitable Solicitation Act, registration number 2327. The Treasurer is responsible for filing the annual registration (must be filed by May 31 to avoid penalties).
4. This unit 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.
5. The current Treasurer is responsible for filing IRS form 990 or 990-EZ prior to November 15 (if required) and showing a copy to the Board of Directors by November 1.
6. The membership service fees of this unit shall be a minimum of \$25.00 per family membership, defined as up to two adults. Staff of Issaquah High School shall be offered full membership for a minimum of \$10.00 with the opportunity to request a directory. The students of Issaquah High School shall be considered honorary members of this unit without voice, vote, or privilege of holding office. Membership fees shall be determined by the Executive Committee each year.
7. The elected officers of this unit shall be President, Vice President Volunteers, Vice President Ways and Means, Vice President Hospitality, Vice President Communications, Vice President Programs and Outreach, Secretary, and Treasurer. These elected officers shall constitute the Executive Committee and shall serve a term of one year from July 1 to June 30. No person shall serve in the same office for more than two (2) consecutive terms. Any elected position may be held by two (2) people. Each elected officer must complete training as required by the Washington State PTA.
8. An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer.
9. The Board of Directors of this unit shall consist of the Executive Committee plus the chairpersons of all standing committees. The Board of Director's meetings of this unit shall be held monthly, September through June, unless otherwise posted. Each position or co-position holder is entitled to one vote at a Board of Directors meeting.
10. The Standing Committees shall be:

Awards	Parent Education
ISF Liaison	Pride and Recognition
Advocacy	SAT/ACT Readiness Program
Newcomers	Special Services
Newsletter/Publicity	Webmaster
Staff Meeting Refreshments	Membership
11. All committee members and the Board of Directors must be current members of the IH PTSA.
12. General membership meetings of this unit shall be monthly, September through June, unless otherwise posted. There shall be a minimum of two (2) general meetings per school year. The quorum for general membership meetings shall be ten (10) members.
13. General membership meetings and Board of Directors meetings may be combined at the discretion of the Executive Committee.

14. The budget committee is responsible for reviewing and crafting a draft budget for presentation to the general membership for approval by July 1. The budget committee shall be appointed by the President with the approval of the Board of Directors.

15. The PTSA shall maintain a safe deposit box at the bank where its checking account is maintained. The original copy of any legal documents shall be kept in the safe deposit box. Copies are to be made and kept in two legal documents notebooks, held by the Secretary and the Treasurer. Only elected officers shall have access to the contents of the safe deposit box.

16. There shall be at least three authorized signers, who shall be officers and be on the signature card for this PTSA's authorized bank account. Their names must be recorded in the Minutes. Each PTSA check requires two signatures. All contracts entered into on behalf of the PTSA must have two signatures from elected officers; one of which must be the President's.

17. The PTSA's books and records shall be subject to financial review both mid-year, covering the period from July 1 through December 31, and again at the end of the fiscal year, covering January 1 through June 30. The mid-year financial review will be completed prior to January 21. The year-end financial review will be completed prior to August 31. For each financial review, a committee of no fewer than three (3) PTSA members appointed by the President with the approval of the Board of Directors, or a selected accountant, shall review the Treasurer's books. The financial review committee shall not include any person who was authorized to sign on the bank account for the period being reviewed.

18. Each month, a non-signer must review the statements from any financial institution where the organization has an account, including but not limited to checking accounts, savings accounts, money markets, and transaction processing services such as Pay Pal. The reviewer's name shall be recorded in the minutes. The reviewer shall sign and date the reviewed statements and return them to the treasurer for filing.

19. All reimbursement requests must include a receipt and shall be submitted to the Treasurer within sixty days of purchase. All requests for reimbursement must be received by June 30.

20. Golden Acorn and Outstanding Educator Awards, and optional Outstanding Advocate Award and optional Honorary Lifetime Membership Award, shall be awarded annually. The Awards committee chairperson is designated as chairperson for all awards committees. The President(s) shall appoint additional committee members to establish a committee of no more than five (5) and no fewer than three (3) members.

21. Voting delegates to the Issaquah PTSA Council shall be the President(s) and two (2) authorized delegates, appointed by the President and approved by the Board of Directors. Their names must be noted in the Minutes.

22. The vote of this PTSA for the position of Region Director shall be determined by the Board of Directors.

23. Voting delegate(s) to the annual Washington State PTA Convention shall be elected by a majority vote at a Board of Directors meeting.

24. Voting delegate(s) to the annual Washington State PTA Legislative Assembly shall be appointed by the President.

25. The nominating committee shall be elected according to the Uniform Bylaws of the Washington State PTA; Article 5, Section 5. Election of officers will take place by April 30.

26. The Standing Rules shall be adopted annually by a majority vote at the first general meeting and may be amended at any regular general membership meeting by a two-thirds (2/3) vote, or if previous notice is given, by a majority vote.

27. Authorization for non-budget items or reallocation of funds over \$250 shall be presented for approval at a general membership meeting.

28. The Issaquah High PTSA shall be governed by the Uniform Bylaws of the Washington Congress of Parents and Teachers, with which these Standing Rules must be in compliance. Parliamentary authority shall be Robert's Rules of Order, Newly Revised.

Revised 3/21/2013