

## ISSAQUAH HIGH PTSA 2.6.45

### STANDING RULES (Effective 23/2114/2013)

(Proposed 8/28/13)

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1. The name of this unit shall be Issaquah High PTSA 2.6.45, ~~which serves the serving children and youth and families in the Issaquah High School community, and includes the residences and businesses in the Issaquah High School enrollment area.~~

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 prior to April 15.

3. The registered agent for this corporation is the Washington State PTA.

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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 ~~PTSA 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. The Treasurer is responsible for filing IRS Form 990 or 990-EZ, if required by November 15.

~~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. 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.

~~7.6. The Membership service fees of this unit shall be a minimum of \$25.00 per family membership, defined as up to two adults. All paid members are entitled to vote one vote at General Membership meetings. IHS Staff of Issaquah High School shall be offered full membership for a fees shall be at least minimum of \$10.00 with the opportunity to request a directory. The students of Issaquah High School IHS students 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 Executive Committee shall consist of the elected officers of this unit shall be President(s), Treasurer, Secretary, President elect, Vice President(s), Volunteers, Vice President(s) Ways and Means, Vice President(s) Hospitality, Vice President(s) 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 term from July 1 to June 30. No person shall serve in the same office for more than two (2) consecutive terms. Any elected position, except Treasurer, may be held jointly 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, unless previously excused by the presiding officer each individual member, including those jointly holding positions, is entitled voice and vote at the Board of Directors and General Membership meetings.~~

~~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. 11.. The Board of Directors of this unit shall consist of the Executive Committee plus chairpersons of the following standing committees: Advocacy, Awards, Membership and Website. Each position or co position holder is entitled to one vote a Board meeting. Ex-officio, non voting members include ISF & VIS.

9. The Board of Directors of this unit shall consist of the Executive Committee plus the chairpersons of all standing committees.

Awards

ISF Liaison

Advocacy

Newcomers

Newsletter/Publicity

Staff Meeting Refreshments

Parent Education

Pride and Recognition

SAT/ACT Readiness Program

Special Services

Webmaster

Membership

The Board of Directors 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, with the co-position holders rotating voting privileges.

10. The Standing Committees shall be:

Awards

ISF Liaison

Advocacy

Newcomers

Newsletter/Publicity

Staff Meeting Refreshments

Parent Education

Pride and Recognition

SAT/ACT Readiness Program

Special Services

Webmaster

Membership

10. 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. The Board may approve budget item changes up to \$250 without approval from General Membership.

1. All committee members and the Board of Directors must be current members of the IH PTSA.

11. Board meetings shall be held monthly, September through June, unless otherwise posted. Special meetings may be called, by either the President or a majority of Board members, with at least seven (7) days notice stating the time, date, place and purpose. If less than seven (7) days, then explicit consent must be given by each Board member. A Board quorum shall be a majority of its members.

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. 12. All Board Members agree to adhere to the Standard of Conduct.

13. All Board Members, Committee Chairs and volunteers must be current PTSA members and submit volunteer forms as required by the ISD.

14. General membership meetings of this unit shall be monthly, September through June, unless otherwise posted. With a minimum of two (2) general meetings per school year. A General Membership quorum shall be ten (10) members.

15.- General Membership and Board meetings may be combined at the discretion of the Executive Committee.

16. The A budget committee is responsible for reviewing and crafting shall prepare a draft budget for presentation to the general General Membership membership for approval by July 1. The budget committee members are shall be appointed by the President with the and approval of the by the Board of Directors.

215.17. 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 at the bank where the PTSA checking account is maintained. Only elected officers shall have access to the safe deposit box.

~~17. Two (2) Legal Document Notebooks shall be maintained, one each by the Secretary and Treasurer. The PTSA shall maintain a safe deposit box at the bank where its checking account is maintained. The original copies of any legal documents shall be kept in the a safe deposit box at the bank where the PTSA checking account is maintained. 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.~~

~~18. 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. and 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 Signers must be elected officers who were approved at a General Membership meeting with their names 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.~~

~~19. PTSA contracts must e signed by the President and one other elected officer.~~

~~2017. 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 must be completed will be completed prior to January 24 by January 31 and the year end review by August 31. The year end financial review will be completed prior to August 31. For each financial review, These reviews may be conducted by either an accountant or a a committee, of at least no fewer than three (3) PTSA members appointed by the President and with the approval of the by the Board, of Directors, or a selected accountant, shall review the Treasurer's books. No signer on the The financial review committee shall not include any person who was authorized to sign on the bank account for the period shall be on the Financial Review Committee being reviewed.~~

~~2148. Bank ach month, a non-signer must review the statements must be reviewed, signed and dated each month by a non-signer. These include statements from any financial institution where the organization PTSA has an account, including but not limited to commercial banks, brokerage firms checking accounts, savings accounts, money markets, and transaction processing services such as Pay Pal. The reviewer's name shall be recorded in the minutes and the signed The reviewer shall sign and date the reviewed statements given and return them to the treasurer for filing.~~

~~2249. All R reimbursement requests must include a receipt and shall be submitted to the Treasurer within sixty days of purchase, but no later than. All requests for reimbursement must be received by June 30.~~

~~230. Golden Acorn and Outstanding Educator Awards, and optional Outstanding Advocate Award and optional Honorary Lifetime Membership Award may, 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.~~

~~244. 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 n Names must be noted in the Minutes.~~

~~252. The vote of this PTSA's vote for the position of Region Director shall be determined by the Board of Directors.~~

~~263. Voting delegate(s) to the annual Washington State PTA Convention shall be elected by a majority vote at a by the Board of Directors meeting.~~

~~2724. Voting delegate(s) to the annual Washington State PTA Legislative Assembly shall be appointed by the President.~~

~~2825. The Nominating C committee members 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.~~

~~2296.~~ The Standing Rules shall be adopted ~~annually by a majority vote~~ at the first general meeting by a majority vote 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.~~

~~3028.~~ The ~~Issaquah High~~ PTSA shall be governed by and these Standing Rules must in compliance with the Uniform Bylaws of the Washington ~~Congress State PTSA~~ 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 23/2114/2013~~

Revised 8/27/13

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