



STANDING RULES 2020-2021

Standing Rules Administration:

1. These Standing Rules apply in addition to the WSPTA Uniform Bylaws which are published at www.wastatepta.org.
2. These Standing Rules shall be adopted annually by a simple majority vote at the first general meeting of the year.
3. These Standing Rules may be amended at any general membership meeting by a two-thirds majority vote or, if previous notice is given, by a simple majority vote.

Identification & Legal Compliance:

4. The name of this unit is Issaquah Valley PTA 2.6.11. It was chartered on September 10, 1987. Its National PTA ID number is 00025821.
5. This PTA serves the children in the Issaquah Valley Elementary school community which includes the residences and businesses in the Issaquah Valley Elementary School enrollment area.
6. This PTA was incorporated on September 10, 1987 and assigned UBI 601-045-252. The treasurer is responsible for filing the annual report. The registered agent for this corporation for the State of Washington is the Washington State PTA. The Employer Identification Number is in the legal documents notebooks in the custody of the treasurer and secretary. Renewal of the Articles of Incorporation is the responsibility of the treasurer prior to March 1.
7. This PTA is registered under the Charitable Solicitations Act, our registration number is kept on file in the legal document binder. The treasurer is responsible for filing the annual registration by May 31st to avoid penalties.
8. This PTA has been granted tax-exempt status under Section 501(c)3 of the Internal Revenue Code on July 20, 1998. A copy of the letter of determination is filed in the legal documents notebooks maintained by the treasurer and secretary.

9. The treasurer is responsible for filing the appropriate IRS forms prior to November 15th and providing a copy to the Board of Directors no later than November 1st. Copies of the current and past years' returns are in the legal documents notebooks maintained by the treasurer and secretary.
10. Per the Washington State PTA Uniform Bylaws, this PTA will annually complete the Washington State PTA Standards of Affiliation agreement in its entirety.
11. The PTA shall keep at least two copies of each of its legal documents in two separate locations – one copy will be kept with the treasurer and one copy will be kept with the secretary. These documents shall be kept current by the secretary.

Membership:

12. Membership in this PTA shall be open to all people over the age of 18 without discrimination.
13. The students of Issaquah Valley Elementary and their minor aged family members residing in the same household shall be considered honorary members of the PTA without voice, vote, or privilege of holding office.
14. The membership fee of this PTA shall be \$12.00 per individual adult membership (represents one child), and \$12.00 per staff membership. Membership sponsorships are available for donation at \$12.00 per membership. Membership scholarships are available at no cost for those in need. All paid and scholarship members have a voice and vote at Issaquah Valley PTA 2.6.11 general membership meetings.
15. This PTA may provide community memberships with a membership fee of \$12.00 per membership. Community members shall have no voice, vote, access to the directory or privilege of holding office in this PTA.
16. General Membership meetings of this PTA shall be as the Board of Directors decides. There shall be at least three meetings during the year for which notice will be provided on the PTA website no less than 10 days prior to the meeting date. The quorum for general membership shall be 10 voting members.
17. General Membership meetings may be held by video or audio conference calls if necessary. All normal business activities are allowed, although voting should be done by roll call.
18. Adoption of budget, adoption of standing rules, election of the nominating committee, report of financial review committee, and election of officers shall take place at General Membership Meetings.
19. PTA volunteers are not required to be members of this PTA with the following exceptions: volunteers handling PTA money, committee chairs, and members of the Board of Directors.
20. This PTA follows a civility policy and adheres to the Issaquah School District's Civility Policy. A Conflict Resolution Process is documented to address issues that may arise.
21. This PTA adheres to a money handling policy to ensure fiscal responsibility and appropriate financial stewardship of PTA funds.

Officers/Chairs:

22. IVE PTA board members are not required to fulfill volunteer chair roles in addition to their board position. If, despite recruitment efforts, a capable chairperson for an IVE PTA program/event cannot be found, the program/event is in jeopardy of being cancelled.
23. Committees and Chairpersons shall be created and/or appointed as deemed necessary by the President and Board of Directors.
24. Organizational email oversight is managed by the Communications Director. All email passwords shall be reset at least once per year by the Communications Director. All passwords for online accounts are managed by the appropriate officer/program chair through their IVEPTA.org Gmail account.
25. All PTA business must be conducted through the assigned IVEPTA.org Gmail accounts.
26. Any PTA officer or standing committee chairperson must disclose in a written or oral statement any conflict of interest regarding PTA business, then remove him/herself from deliberations and voting regarding this matter. The conflict of interest shall be noted in the meeting minutes.
27. The elected officers of this PTA shall be President, Executive Vice-President, Vice-President of Programs, Secretary, and Treasurer. These elected officers shall constitute the Executive Committee.
28. The Executive Committee shall be elected in March for a term of one year and shall assume office July 1, with no elected officer serving more than 2 consecutive years in the same position. Current officers may be re-elected annually at the spring General Meeting.
29. If a vacancy occurs in the Executive Committee, the Executive Committee may appoint a member to temporarily fulfill the role until a permanent replacement is nominated and voted upon at the next membership meeting. The newly elected officer shall immediately assume the duties of the office.
30. Any elected position may be held jointly by two (2) people. Each co-position holder shall be entitled to voice and vote at a Board of Directors meeting. If there are co-treasurers, only one of these people can be a signer on the PTA's bank account. Co-treasurers cannot be part of the same household.
31. This PTA will ensure that each Executive Committee member attends a minimum of one WSPTA-approved training. Further, at least one member of the Executive Committee will attend PTA and the Law during the PTA year.
32. Only elected officers are authorized to sign contracts on behalf of this PTA and each contract must have two signatures one must be the president, per WSPTA Uniform Bylaws.

33. The Board of Directors shall consist of the elected Executive Committee and the following positions appointed by the President and approved by the Executive Committee: Communications Director, Fundraising Director, Family and Community Engagement (FACE) Director, and Membership Director.
34. The Board of Directors shall meet monthly, on a date and time to be determined by the Board of Directors. A quorum for Board of Directors meetings is a simple majority (50% +1).
35. Board meetings may be held by video or audio conference calls if necessary. All normal business activities are allowed, although voting should be done by roll call.
36. Members of the Board of Directors are required to attend regularly scheduled meetings. Elected board members are required to attend meetings, appointed positions at least one representative per position should attend. A position shall be declared vacant if any officer is absent 3 consecutive meetings, unless previously approved by the president.
37. The Board of Directors may allow voting by unanimous written consent when a vote is needed before the next scheduled board meeting. This process shall consist of an email for this express purpose distributed to board members setting forth the action to be taken. All board members must reply with their unanimous consent for the resolution to pass. All consent actions passed must be reflected in the next board meeting minutes.
38. Should the President(s) be unable to perform his/her duties, the Vice-Presidents will be next in line. In the absence of the secretary, a Vice-President will take meeting minutes.
39. This PTA shall present the Golden Acorn and Outstanding Educator PTA Award(s) annually. This PTA may present the Outstanding Advocate and Honorary Lifetime PTA Membership Awards when appropriate. The President/Board shall appoint the awards committee. The awards committee will determine the award recipients and follow the awards policies set forth by the Board of Directors and voted on by the general membership.

Financial Matters:

40. The PTA shall approve its annual operating budget prior to July 1 of each year.
41. The Board of Directors may reallocate up to \$500 budgeted for one purpose to another purpose by a majority vote.
42. There shall be held in reserves \$4,000 as an operating reserve to cover the cost of administration, council and 25 state memberships to maintain the PTA in good standing for one year in the event of financial hardship.
43. The acceptance of future restricted donations (e.g. program specific fundraising) is subject to the approval of the Board of Directors to ensure alignment with the needs and mission of the PTA. Further, all restricted donations must require the release of the restriction at the end of the current fiscal year with unused restricted funds placed in the general fund. This Standing Rule does not apply to the Angel Program.

44. The PTA shall conduct a financial review of its books and records at the close of the fiscal year. A financial review committee with a minimum of three members appointed by the president will conduct the financial review. 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.
45. The PTA shall establish one or more accounts in a financial institution as determined by the Board of Directors. The Board of Directors shall determine which 3 officers have bank signing authority. All checks written by the PTA require two signatures.
46. The PTA's monthly bank account statements shall be provided unopened to a person appointed by the Board of Directors 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 initial and date the account statements and provide them to the treasurer.
47. All reimbursement requests shall include a completed and signed reimbursement form and a detailed receipt and shall be submitted to the Treasurer. All requests for reimbursements for receipts dated May 15th or earlier, must be submitted by June 1st. All requests for reimbursement for receipts dated May 16th to June 30th, must be submitted by June 30th.
48. Reissued checks will be reduced by an amount equivalent to the bank stop payment fee on the original check. Checks which are returned due to insufficient funds will be subject to a fee equivalent to the bank fee.
49. The PTA may seek out business sponsorships. The Board of Directors will review and approve the sponsorship levels and benefits provided each year. All benefits provided must be in compliance with IRS rules. The Board of Directors must approve all sponsors to ensure they are in alignment with our mission.

Voting:

50. Voting delegates to the Issaquah PTSA Council shall be the President(s) and three other delegates as authorized by the Board of Directors.
51. Voting delegates to the annual State PTA Convention shall be elected by the Board of Directors. The number of members belonging to this PTA will determine the number of voting delegates.
52. Voting delegates to the Legislative Assembly shall be the Legislative Chair unless otherwise designated by the Board of Directors.