



Standing Rules

Adopted 10.21.2024

1. Name and Identity

The name of this PTSA is Issaquah Special Education PTSA, Washington State PTA number 2.6.13. It was chartered on March 28, 2022.

2. PTSA Purpose and Community

This PTSA serves the children in the Issaquah School District community, which includes the residences and businesses in the Issaquah school district enrollment area.

3. Incorporation

This PTSA was incorporated on June 1, 2022 and assigned UBI number 04 924 295. The treasurer is responsible for filing the annual corporation report. The registered agent for this corporation is the Washington State PTA. The Employer Identification Number (EIN) is kept in the legal document notebooks in the custody of the PTSA president and secretary.

4. Charitable Solicitations

This PTSA is registered under the Charitable Solicitations Act. The treasurer is responsible for filing the annual registration by May 31 to avoid penalties.

5. Tax-exempt Status

This PTSA was granted tax exempt status under section 501(c)(3) or 501(c)(4) of the Internal Revenue Code on July 27, 2022. A copy of the letter of determination is filed in the legal document notebooks maintained by the president and secretary.

6. IRS Filing

The treasurer is responsible for filing the appropriate federal informational return prior to November 15 and providing a copy to the board of directors no later than December 1. Copies of the current and past years' returns are kept in the legal document notebooks maintained by the president and secretary.

7. Registered Agent

This PTSA has designated Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the Internal Revenue Service. Copies of the signed documents making such designation are available in the legal document notebooks maintained by the president and secretary.

8. Standards of Affiliation

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



9. Membership

Membership in the Issaquah Special Education PTSA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members, and any other persons that support and encourage the purposes of the Issaquah Special Education PTSA.

10. Membership Dues and Council Fees

The dues for Issaquah Special Education PTSA shall not exceed \$25 per individual adult or \$10 per individual student membership. All paid members have a voice and vote at Issaquah Special Education PTSA membership meetings.

11. Membership Meetings and Quorum

Adoption of the budget, adoption of standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at membership meetings. 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 membership meetings not less than 10 nor more than 50 days prior to the date of the meeting. A quorum of at least 10 members must be present to conduct business.

12. Board of Director Meetings

The executive committee shall set a calendar of regular board meeting dates and times. Special meetings of the board of directors may be called by the president or upon written request of the majority of members of the board of directors. Notification of place, date, time, and purpose of the meeting shall be delivered to each member of the board of directors via email at least five days prior to the special meeting. Quorum for board meetings is a majority of the sitting board. Voice and vote at Issaquah Special Education PTSA board of directors' meetings shall be limited to elected board members and committee chairpersons, unless an individual is recognized and granted voice by the meeting chair.

13. Elected officers, co-officers, and training requirements

The elected officers of the Issaquah Special Education PTSA shall be:

- President (or 2 co-presidents)
- Vice president (or two co-vice presidents)
- Secretary (or two co-secretaries)
- Treasurer (or two co-treasurers) (one will be the designated signer for bank accounts)

Any elected position may be held jointly by two people. Each co-position holder shall be entitled to voice and vote at a board of directors' meeting. In the event of co-treasurers, one of the treasurers may not be a signer on the bank account. This PTSA will ensure that each executive committee member attends a minimum of one WSPTA-approved training during the fiscal year. At least one member of the executive committee will attend PTA and the Law during the fiscal year.



14. Board of Directors

The board of directors of this PTSA shall consist of the elected officers and the chairpersons, of any and all committees. A nominating committee of at least three, but not more than five, shall be elected at a membership meeting at least 30 days prior to the election of officers. The committee must submit a written report to the council board of directors 15 days prior to the membership meeting where elections will take place.

15. Officer election process

Voting for officers or the nominating committee members may take place at a meeting, by mail, or by electronic transmission. If voting takes place by mail or electronic transmission the Issaquah Special Education PTSA election policy and procedure will be followed. Officers shall be elected by ballot (voice vote, electronic) prior to the end of the fiscal year for a term of one year and until their successors are elected. Officers will assume the office on July 1st of that year and serve until June 30th. A majority vote is necessary to elect. The election may be by voice vote if only one candidate is nominated for an office

16. Committees

The executive committee shall establish committees. Committee chairpersons shall be appointed by the president and approved by the executive committee for a term of one year (July 1-June 30). All committee chairpersons must be current members of this PTSA. Committee chairpersons shall be appointed annually for a one-year term. A committee chairperson may be removed from their position by a vote of the board of directors.

17. Awards

Golden Acorn, Outstanding Advocate, Outstanding Student Advocate, and Outstanding Educator Award(s) may be awarded annually. The president shall appoint the awards committee, with the approval of the executive committee. 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.

18. Budget and Monthly Financial Reports

This PTSA shall approve its annual operating budget prior to July 1 each year. The board of directors has authority to reallocate up to \$ 500 budgeted for one purpose to another purpose. The treasurer will submit a monthly financial report to the board of directors.

19. Legal Documents

The PTSA shall maintain two copies of a legal documents notebook. The original copy of any legal document shall be kept in a safe location. Copies are to be made for the president/s and secretary/ies and kept in legal document notebooks. All elected officers shall have access to the notebooks.



20. Financial Review

A financial review committee with a minimum of three members appointed by the president will review the financial records of this PTSA **once** a year. The report of the committee will be approved by the board of directors and presented at the regularly scheduled membership meeting immediately following the review. Members of this committee shall not include the treasurer, or any person authorized to sign on the PTSA bank accounts for the period that is being reviewed, or any individuals living in their households.

21. Bank Account and Signers

This PTSA shall establish one or more accounts in financial institutions as determined by the board of directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal. The board of directors shall determine which officers shall have signing authority on the PTSA bank account. In the event of co-treasurers, one shall not be a signer on the bank account.

22. Independent Review of Bank Statements

The PTSA's monthly bank account statements shall be provided unopened 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 concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer.

23. Payments and Reimbursements

All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the treasurer within 60 days of expenditure. Any requests for reimbursement not submitted prior to the date determined by the treasurer prior to the end of the school year, 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.

24. NSF Checks

Should the PTSA receive an NSF check, a service fee in the amount of \$ 10 will be charged, in addition to any fees imposed by the PTSA's bank. If the NSF check is not paid by June 1, the PTSA will not accept any checks from this individual in the future. If more than two NSF checks are received from the same individual during the fiscal year, the PTSA will not accept further checks from the individual responsible.

25. Gambling Activities

Students of Issaquah School District shall be considered honorary members of the Issaquah Special Education PTSA without voice, vote, or the privilege of holding office, to participate in gambling activities.



26. Voting Delegates

This PTSA may send as many voting delegates to the WSPTA Convention as allowed by the *WSPTA Uniform Bylaws*. All delegates shall be selected by the board of directors. This PTSA may send as many voting delegates to the WSPTA Legislative Assembly as allowed by the *WSPTA Uniform Bylaws*. All delegates shall be selected by the board of directors.

27. Policy Review

This PTSA shall maintain policies for board standards of conduct, money handling, social media, online banking, after school activities, password transition and mail or electronic voting. These policies shall be reviewed and approved yearly by the board of directors. These policies shall reside with the secretary.

28. Online account, password protection and transition procedures

A list of active accounts and programs is kept with the president/s. A transition policy and list of active accounts must be provided to the financial review committee, minus passwords and account numbers. A list of current passwords will be transitioned to the incoming president/s after June 30th, changed and given to any other board members whose role requires access.

29. Collaboration with Other Organizations

This PTSA may collaborate with non-PTA/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.

30. Code of Conduct

Elected officers of this PTSA shall follow the board code of conduct and conflicts of interest policies. Officers, chairpersons, and volunteers shall adhere to the Issaquah School District Volunteer policies. 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 any individuals, including school board officials, school administrators, teachers, PTA members, volunteers, or other individuals that are associated with Issaquah School District.

31. 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 a two-thirds (2/3) vote is required.

32. Remote Meetings

The PTSA may hold membership and board meetings using remote communications where all participants may hear and see one another and participate substantially concurrently per Washington State PTA Standing Rules.



33. Private Social Media Groups

The PTSA may operate private, moderated, social media discussion groups for members of our PTSA. The PTSA will also operate at least one public online site where non-members can learn about our organization and upcoming events.

34. Electronic Voting During Remote or Hybrid Meetings

The PTSA shall allow electronic voting during remote and hybrid meetings for regular business as well as the election of officers and the election of the nominating committee as per WSPTA bylaws. However, if only one candidate is nominated for an office, then the election may be by voice vote at the meeting, in accordance with the Uniform Bylaws of the Washington State PTA.