

## 2019-2020

# CASCADE RIDGE ELEMENTARY PTSA STANDING RULES

<b>ARTICLE I:</b>	<b>LEGAL STATUS</b>
Section 1 <i>(WA PTSA Charter)</i>	This unit's name is Cascade Ridge Elementary (CRE) PTSA 2.6.2. It was chartered by the Washington State PTSA on March 26, 2001.
Section 2 <i>(Non-profit status)</i>	The unit is a non-profit corporation recognized by the State of Washington on March 26, 2001. It is the unit's responsibility to renew the Articles of Incorporation annually by filing a "Non-Profit Corporation Annual Report" prior to September 30th. The incorporation number is: 602 152 246.
Section 3 <i>(Federal, IRS status)</i>	The unit has a Federal Employee Identification number. The IRS recognized this unit as a tax-exempt charitable organization on September 17, 2001 under Section 501(c)(3). This unit will file a 990 form, "Return of Organization Exempt from Income Tax," as well as a State Charitable Solicitations Renewal form by November 15 <sup>th</sup> each year.
Section 4 <i>(Legal documents)</i>	This unit will keep at least two copies of each of its legal documents in two separate locations. The President or the Executive Vice President and the Treasurer shall maintain one of two legal documents binders.

<b>ARTICLE II:</b>	<b>MEMBERSHIP</b>
Section 1 <i>(Member fees)</i>	The membership fees of this unit are \$25 per family. Staff membership fees are at Council cost. A family membership is defined as representing 2 adult family members.
Section 2 <i>(Students as members)</i>	The students of CRE are considered honorary members of this unit, but may not vote or hold office. Similarly, students at other schools with PTSAs (vs. PTAs) in the Issaquah School District will have reciprocal membership in CRE's PTSA.

<b>ARTICLE III:</b>	<b>OFFICERS</b>
Section 1 <i>(Elected officers)</i>	The elected officers of this unit will include: President; Co-President and/or Executive Vice President; Secretary; Treasurer, VP of Programs, VP of Communications, VP of Fundraising, VP of Volunteers and VP of Community Relations. These elected officers constitute the Executive Committee (EC). Two people may hold any elected position other than Treasurer jointly. Each co-position holder is entitled to voice and vote. All members of the EC must be a member of the CRE PTSA.
Section 2 <i>(Officer elections)</i>	Officers will be elected in May for a term of one year and will assume the office on July 1 <sup>st</sup> of that year.
Section 3 <i>(Board of Directors)</i>	The Board of Directors shall consist of the elected officers and the Advocacy Chairperson. Two people may hold any Board of Director position other than Treasurer jointly. All members of the Board must be members of the CRE PTSA. A majority of those on the Board shall constitute a quorum.
Section 4 <i>(Relationship to Site Council)</i>	The Executive Vice President or one of the Co-Presidents shall hold one position on the CRE Site Council for one year.
Section 5 <i>(Officer training requirement)</i>	During the PTSA year, one member of the Executive Committee must attend PTA & the Law and all other Executive committee member must attend at least one training in accordance with WSPTA Uniform Bylaws, Art 6, Sec 2(a)(5).

<b>ARTICLE IV:</b>	<b>ORGANIZATION</b>
Section 1 <i>(Appointment of Standing and Ad Hoc Committees)</i>	The Board of Directors decides organization of the Standing and Ad Hoc Committees. The Board of Directors will appoint chairpersons of these committees. These chairpersons must be members of the CRE PTSA.
Section 2 <i>(Meeting schedules)</i>	The PTSA Board of Directors will meet monthly, unless otherwise scheduled. General Membership meetings will be held as needed with a minimum of two meetings during the school year: one in the Fall and one in the Spring to adopt the annual budget, approve Standing Rules, elect a nominating committee and elect officers.
Section 3 <i>(Quorum)</i>	A quorum for General Membership Meetings is defined as having at least 15 voting members present.
Section 4 <i>(Meeting rules)</i>	Parliamentary Authority will be used to conduct General Membership meetings, following Roberts Rules of Order, Newly Revised.

<b>ARTICLE V:</b>	<b>FINANCIAL/CONTRACTUAL RULES</b>
Section 1 <i>(Changes to budget)</i>	The Board of Directors may reallocate funds in the budget up to and including \$1,000. Extra budgetary fund allocations of any amount or budgetary reallocations over \$1,000 must be approved at a scheduled meeting of the General Membership.

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Section 2 <i>(Contracts with vendors)</i>	All contracts must be signed in advance by two EC officers, one of whom must be the President/Co-President. Officers signing contracts must sign with their name and their PTSA title. All vendors must provide a certificate of insurance in advance of starting their work.
Section 3 <i>(Check signing)</i>	Two officers must sign all checks. All checks must be signed with the officer's name.
Section 4 <i>(Online logins and passwords)</i>	Online logins and passwords regarding financial information will be set and kept solely by the treasurer in a password protected excel document. When a new treasurer is appointed, they will reset all passwords on the first day of their term (July 1st). The same online procedures are applicable to other non-financial areas where online logins and passwords are used (memberPlanet, Facebook, Instagram, Our School Pages, etc). Access to these websites will be overseen by the board.

<b>ARTICLE VI:</b>	<b>APPOINTMENTS, AWARDS, VOTING PRIVILEGES</b>
Section 1 <i>(Board of Directors)</i>	The President/Co-President with the advice and consent of the Executive Committee shall appoint the Advocacy Chairperson.
Section 2 <i>(Audit committee)</i>	The President/Co-President shall select a minimum of three PTSA members to serve on an audit committee to review the Treasurer's books in January and June. Audit committee members may not be signers on the bank account.
Section 3 <i>(Nominating committee)</i>	The Nominating Committee shall be elected before February of each academic year.
Section 4 <i>(Interim Budget)</i>	The President/Co-President may appoint a Budget Committee in the Spring to develop an interim budget for the subsequent year.
Section 5 <i>(Golden Acorn Awards)</i>	One or more Golden Acorn Awards may be presented annually to outstanding volunteer(s). The Golden Acorn Awards voting committee consists of award recipients from previous years and the voting process is facilitated by the VP of Volunteers. The VP of Volunteers will provide the following information to help facilitate the voting committee's decisions: current list of nominees, history of previous Golden Acorn Awards recipients, volunteer reports and volunteer monthly spotlights. The voting committee shall decide who, if anyone, will receive the award. In the event that there are less than three previous winners willing to serve on the committee, the committee shall be appointed by the President/Co-President.
Section 6 <i>(Voting for Issaquah PTA Council)</i>	Voting delegates to the Issaquah PTA/PTSA Council will be the President/Co-President and three other authorized delegates.
Section 7 <i>(Voting for Reg. 2 Dir.)</i>	This unit's vote for the Region 2 Director will be by appointment by the Board of Directors.
Section 8 <i>(Annual State PTA Convention)</i>	Voting delegates to the annual State PTA Convention will be elected according to Article X, Section 2b of the Uniform Bylaws. The Board of Directors will determine who will represent the PTSA as visiting delegates.
Section 9 <i>(Legislative Assembly)</i>	Voting delegates to the Legislative Assembly will be the Legislative Chairperson, unless otherwise designated by the Board of Directors. The President/Co-President, based on membership numbers, will appoint additional delegates.
Section 10 <i>(E-mail Voting)</i>	In the event that a situation arises in between scheduled meetings, the Board of Directors has the discretion to conduct a vote by email, provided that a Board member makes a motion to vote by email, as opposed to calling a special meeting, and it is seconded. The motion shall include the time limit for the vote and if there will be a discussion period prior to the vote. If a majority (quorum) of the Board has not voted by the end of that period, then the vote has failed unless a new motion is made. At the next meeting a motion will be made to ratify the vote and include it into the official minutes.

<b>ARTICLE VII:</b>	<b>GENERAL</b>
Section 1	If there is any inconsistency between these CRE PTSA Standing Rules and the Washington State Bylaws, where the CRE PTSA Standing Rules are looser/less restrictive than the State rules, the State bylaws shall prevail.