



CASCADE RIDGE ELEMENTARY PTSA

PTSA 2.6.2 • ISSAQUAH SCHOOL DISTRICT • 2020 TROSSACHS BLVD SE, SAMMAMISH 98075

Standing Rules PTSA 2023-24

1. The name of this PTSA is Cascade Ridge Elementary (CRE) PTSA 2.6.2. It was chartered by the Washington State PTSA on March 26, 2001.
2. 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.
3. 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 15th each year.
4. 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.
5. 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.
6. 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.
7. The elected officers of this unit will include: President/Co-President and/or Executive Vice President; Secretary; Treasurer, Director of Programs, Director of Communications, Director of Fundraising, Director of Volunteers, and Director of Community Relations.
8. President/Co-President, Executive Vice President, Secretary, and Treasurer 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 Executive Committee must be a member of the CRE PTSA. A majority of those currently serving on the executive committee shall constitute a quorum.
9. Members of the Board of Directors of the CRE PTSA shall consist of the Executive Committee, Directors, plus all appointed Standing Committee Chairpersons. Chairpersons are appointed by the Board president(s). The Standing committees of the CRE PTSA shall be: DEI Advisory/FACE, ISF, Legislative Rep, Assistant treasurer, and Special Education Liaison. All members of the Board of Directors must be members of the CRE PTSA. A majority of those on the Board shall constitute a quorum.
10. Officers shall be elected by ballot 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. A majority vote is necessary to elect. The election may be by voice vote if only one candidate is nominated for an office.
11. The Executive Vice President or one of the Co-Presidents shall hold one position on the CRE Site Council for one year.
12. The President/Co-president shall be an ex-officio member(s) of all committees, except the nominating committee.
13. During the PTSA year, one member of the Executive Committee must attend PTA & the Law and all other Executive committee members must attend at least one training in accordance with WSPTA Uniform Bylaws, Art 6, Sec 2(a)(5).
14. During the PTSA year, all Executive committee members, and the Board of Directors must attend diversity and equity training offered through Washington State PTA.

15. The PTSA Executive committee 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.
16. Standing and ad hoc committees, which have been chaired consecutively by an individual for a period of three years, shall be made open to the community, providing an opportunity for interested parties to volunteer. In the event that no volunteers have accepted the position by the commencement of the subsequent academic year, previous committee chairs shall be granted the opportunity to resume their role for the forthcoming calendar year. The position shall be made available annually after having been chaired consecutively for three years.
17. A quorum for General Membership Meetings is defined as having at least 10 voting members present.
18. The rules contained in the current edition of "Robert's Rules of Order Newly Revised" or successor publication shall govern WSPTA and its constituent organization in all cases in which they are applicable and in which they are not in conflict with the WSPTA Uniform Bylaws, the WSPTA articles of incorporation, or the Washington Nonprofit Corporation Act.
19. 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.
20. 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.
21. Two officers must sign all checks. All checks must be signed with the officer's name.
22. Use of a PTA debit card, credit card, or ATM card to disburse local PTA or council funds is not permitted. Online banking is allowed in accordance with rules prescribed by WSPTA policy.
23. Online logins and passwords regarding financial information will be set and kept solely by the treasurer in a password protected excel document. The treasurer will reset all passwords on the first day of their term (July 1st) on an annual basis. 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 executive committee.
24. The President/Co-President with the advice and consent of the Executive Committee shall appoint the Advocacy Chairperson.
25. 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.
26. Event/Activity proposed budget/plan must be approved by the board of directors at least one month prior to said event/activity.
27. Event Chairperson(s) shall consult with the DEI and Special Education Chairs to share their plans at least one month prior to the event to ensure that said event is inclusive.
28. Current CRE PTSA members can chair a maximum of two committees or events per year.
29. Itemized budget shall be approved by the board of directors at least one month prior to activity/event, and before personal funds have been spent in order for event/activity to take place.
30. The Nominating Committee shall be elected before February of each academic year.
31. The President/Co-President may appoint a Budget Committee in the Spring to develop an interim budget for the subsequent year.
32. An office or standing committee chairmanship may be declared vacant if that person misses three (3) consecutive meetings, unless previously excused by the President/Co-President.
33. One or more Golden Acorn Awards, Outstanding Educator Awards, Outstanding Advocate Awards, Outstanding Service Awards, and/or Lifetime memberships 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 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.

34. Voting delegates to the Issaquah PTA/PTSA Council will be the President/Co-President and three other authorized delegates.
35. The President shall appoint delegates to the Washington State PTA convention. The President shall appoint The legislative Chairperson as delegate to the Washington State Legislative Assembly. The President/Co-President, based on membership numbers, can appoint up to 4 delegates.
36. This unit may allow voting by email, online voting tool, and/or by mail for the purpose of voting by the board of directors, when a vote is needed before the next scheduled board meeting. Email, online voting tool, and mail voting may also be used by the general membership for the election of the nominating committee, elected officers, standing rules and the annual operating budget (as per WSPTA Uniform Bylaws and Guidelines).
37. This unit shall allow electronic voting during in-person, virtual or hybrid meetings as per WPTA bylaws and in accordance with the ESPTA Policy Manual Appendix N.
38. Per the Washington State PTA Uniform Bylaws, we will annually review 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.

In compliance with 2023-24 Washington State Standards of Affiliation

CRE PTSA 2.6.2 2023-24 Standing Rules

Approved by the General Membership on - 10/10/23

Amended by the General Membership on - 11/03/23

Amended by the General Membership on- 02/15/24