

Purpose	
1. Purpose	The purpose of this PTSA is to create and foster opportunities that enrich and support our students, families, school, and community.
Legal, Corporate & Tax Status	
2. Charter	The name of this local PTSA is: Pacific Cascade Middle PTSA, and its local PTA identifying number is 2.6.41. It was chartered by the Washington Congress of Parents and Teachers (Washington State PTA or WSPTA) on May 4, 2010, and is subject to the Uniform Bylaws of the WSPTA. Its National PTA ID number is 02636848.
3. Mailing Address & Registered Agent	The mailing address of this PTSA is: 24635 SE Issaquah-Fall City Road, Issaquah, Washington 98029. The registered agent for this corporation is the Washington State PTA. The WSPTA address is: 1304 South Fawcett Avenue, Suite 300, Tacoma, Washington 98402.
4. Standards of Affiliation Agreement	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.
5. Nonprofit Status; Unified Business Identification (UBI) Number	This PTSA was incorporated as a nonprofit corporation in the State of Washington on May 18, 2010. It was assigned Unified Business Identification (UBI) Number 603-037-130. The Treasurer is responsible for filing the Annual Corporation Report on or before its anniversary date each year.
6. Charitable Organization	This PTSA was registered under the Charitable Solicitation Act and assigned registration number 29056. The Treasurer is responsible for filing the Annual Charitable Solicitations renewal on or before November 15 each year.
7. IRS status; Federal Employer ID Number (EIN); IRS Filings	This PTSA was granted tax-exempt status under Section 501(c)(3) of the Internal Revenue Code on July 16, 2011. This PTSA's Federal Employer Identification Number (EIN) is available upon request. The Treasurer, with the assistance of the immediate past Treasurer, is responsible for filing IRS Form 990 or Form 990EZ, as appropriate, on or before November 15 each year. Copies of the current and past years' returns shall be maintained with the legal documents.
8. Legal Documents	This PTSA shall keep copies of each of its legal documents in at least two (2) separate locations. One (1) copy shall be kept in the school PTSA office or at the home of the Secretary, and one (1) copy shall be kept at the home of the Treasurer. The Treasurer shall be responsible for maintaining the PTSA's legal documents notebooks.
Membership & Service Fees	
9. Membership	Membership is open, without discrimination, to all adults, including parents, teachers, staff, legal guardians, community members, and other individuals who support and encourage the purpose of PTSA. The students of Pacific Cascade Middle School shall be considered honorary members of this PTSA, without vote or the privilege of holding office.
10. Membership Fees	The membership fees of this PTSA shall not exceed \$25 per family (two adult members), and \$10 per teacher/staff member.
11. Membership Obligation	All officers, directors, and committee chairpersons must be current members of this PTSA.
Officers, Directors & Elections	
12. Elected Officers; Executive Committee	The elected officers of this PTSA shall be President, Vice President(s), Secretary and Treasurer. The 2018-19 elected officers of this unit shall be: President, Secretary, Treasurer, Vice President of Volunteers, and Vice President of Programs. These elected officers shall constitute the Executive Committee. If the office of President becomes vacant, the President's duties shall be assumed by the Vice Presidents in the order listed above.
13. Officer Elections; Term of Office; Transfer of Power	Officers shall be elected by the general membership by May 31 and shall serve a one-year term from July 1 to June 30. The President shall send to the WSPTA office the names and addresses of the newly-elected officers for the upcoming year immediately upon their election, but no later than June 1.

14. Officer Training	This PTSA will comply with the training requirements specified in the most current WSPTA Standards of Affiliation Agreement. During the PTA year, each elected officer shall attend a minimum of one WSPTA-approved training and at least one elected officer shall attend PTA and the Law.
15. President's Authority	The President(s) shall be an <i>ex officio</i> member of all committees except for the Nominating Committee and the Financial Review Committee. The President(s) shall appoint, with Executive Committee approval, directors and the chairpersons of all board-approved committees. This action may occur prior to the beginning of the incoming Executive Committee's term. The presiding President may vote only when such vote will affect the result (either to break or to create a tie). When there are Co-Presidents, one will be designated as the meeting facilitator and will cast any necessary vote.
16. Board of Directors	The Board of Directors shall consist of the elected officers and the appointed directors of the following standing committees: Advocacy, ASB/Lynx Life Liaison, Communications, Issaquah Schools Foundation Ambassador, Membership, Outreach, and Parent Education. The school Principal or an appointed staff member shall have a seat at any PTSA meeting, with a voice but not a vote.
17. Co-Position Holders	Any officer or director position may be held jointly by two (2) people with the exceptions of Secretary and Treasurer. A board position that is shared by two persons shall be entitled to one (1) vote at a Board of Directors' meeting, with the individual holders rotating privileges as they may agree, and shall be counted only once in determining the existence of a quorum.
18. Term Limit	No person shall serve in the same Board position for more than two (2) consecutive terms. A Board member who has served eight (8) or more months shall be considered to have served a full term.
19. Board Vacancy	Members of the Board of Directors are expected to attend regularly-scheduled Board and general membership meetings. The Executive Committee shall have the power to declare a position vacant when necessary. An office shall be declared vacant if an officer or director is absent at three (3) consecutive meetings, unless previously excused by the President(s). Meetings will be interpreted as meaning: Executive Committee, Board of Directors, and general membership meetings during the fiscal year. If an officer vacancy on the Board occurs through resignation, removal, or absence, the Executive Committee may appoint an acting officer until the next general membership meeting, at which time nominations shall be made from the floor.
20. Nominating Committee	The Nominating Committee may be elected at any general membership meeting in accordance with Article 5, Section 5 of the WSPTA Uniform Bylaws.
Meetings	
21. BOD Meetings; Quorum	This PTSA's Board of Directors will meet regularly from September through May, on dates and times set by the President(s). A quorum for Board of Directors' meetings shall be a majority of the Board members with representation (see #17 re: co-position holders). If neither the Board nor the membership meets in a given month, the Treasurer shall deliver the monthly financial report to each Board member.
22. General Membership Meetings; Annual Meeting; Quorum	This PTSA shall hold at least three (3) general membership meetings during the school year, for the express purposes of: approving the Standing Rules and the financial review, electing the Nominating Committee, and reviewing the annual operating budget (Fall); electing the officers (by May 31); and approving the operating budget for the next fiscal year (Spring). Meeting dates and times shall be posted on the PTSA website. The Spring meeting at which the officers are elected is designated as the Annual Meeting for purposes of RCW § 24.03.075. All members have a voice and vote at general membership meetings. The quorum for a general membership meeting shall be two (2) Board members (one in the role of President and one in the role of Secretary), and a minimum of eight (8) other members.

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23. Action Without a Meeting	Any action required, or permitted to be taken by the Board of Directors may be taken without a meeting, if all voting members of the board shall consent in writing or by electronic transmission such as email, to such action. At the next meeting, a motion will be made to ratify the vote and include it in the official minutes.
24. Standing Rules	The Standing Rules shall be revised and re-adopted annually by a majority vote at the first general membership meeting of the fiscal year. The Standing Rules may be amended at any regular general membership meeting by a majority vote if prior notice is given or by two-thirds (2/3) vote if motion is made at the meeting.
Financial/Contractual Rules	
25. Budget Preparation	The budget will be prepared by a committee of at least three (3) members of this PTSA. The Treasurer will be the chairperson of the budget committee.
26. Budget Reallocations	The Board of Directors has the authority to make budget reallocations of up to \$500 per transaction request, with a maximum of \$2,000 per school year. Any such fund reallocation shall be presented to the membership as soon as possible for review and retroactive approval.
27. Financial Review(s)	The PTSA may conduct a financial review of its books and records in January of each year in addition to the required financial review after the close of the fiscal year.
28. Contracts	All contracts must be signed in advance by two (2) Executive Committee members, one of whom must be the President. Each officer signing a contract must sign with his/her name and PTSA title.
29. Authorized Signers	The signatures of up to four (4) elected officers shall be on the signature card for this PTSA's bank account. Two (2) signatures are required on every check written by this PTSA.
30. Bank Statement Review	This PTSA's monthly bank account statements shall be provided, unopened, to a person (reviewer) appointed by the Board of Directors. Such person shall not be a signer on this PTSA's bank account. The reviewer shall promptly report any concerns or discrepancies identified in the review to the Executive Committee. If there are no concerns or apparent discrepancies, the reviewer shall initial and date the account statement and provide it to the Treasurer.
31. Money Handling	When cash or other funds are collected by this PTSA, such funds must be counted and verified by two current PTSA members together, one of whom should be the event chairperson. Such funds must be submitted as soon as possible to the Treasurer, accompanied by a completed Counting of Funds Form, whereupon the Treasurer will issue a receipt.
32. Insurance	The Treasurer shall purchase Directors and Officers Liability Insurance as well as General Liability Insurance on a yearly basis.
33. Reimbursement Requests	All reimbursement requests shall include an original receipt and shall be submitted to the Treasurer within 60 days of purchase. All requests for reimbursement must be submitted by June 15 or payment of such expense will be considered a donation to the PTSA.
Voting Delegates/Representatives	
34. Issaquah PTSA Council	Voting delegates to the Issaquah PTSA Council shall be the President(s) and up to three (3) other Board members designated by the Board of Directors.
35. WSPTA Events	This PTSA may send representatives to Washington State PTA events including, but not limited to, the WSPTA convention, Legislative Assembly, and leadership conferences. Representatives will be appointed by the President(s). Provisions may be made in the budget to cover basic expenses associated with this representation.
36. WSPTA Voting Delegates	The voting delegate(s) to the annual WSPTA convention shall be designated by the President(s). Voting delegate(s) to the Legislative Assembly shall include the Director of Advocacy and/or other delegates to be designated by the President(s).
37. Site Council Representative	An Executive Committee member designated by the President(s) will act as the PTSA Representative to the Pacific Cascade Middle School Site Council.
Recognition	
38. Awards	One or more Washington State PTA Individual Awards shall be presented annually to outstanding individuals. A committee consisting of at least three (3) members appointed by the President(s) shall select the recipient(s).