

**Pacific Cascade Middle PTSA 2.6.41
2020-2021 Standing Rules**

Purpose	
1. Purpose	The purpose of PCMS 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 local PTA identifying number - 2.6.41 . PCMS PTSA was chartered by Washington Congress of Parents and Teachers (Washington State PTA or WSPTA) on May 4, 2010, and subject to Uniform Bylaws of WSPTA. National PTA ID number - 02636848.
3. Mailing Address & Registered Agent	Mailing address for PCMS PTSA: 24635 SE Issaquah-Fall City Road, Issaquah, Washington 98029. Registered agent for this corporation is Washington State PTA or WSPTA.
4. Standards of Affiliation Agreement	Per Washington State PTA Uniform Bylaws, PCMS PTSA annually reviews Washington State PTA Standards of Affiliation agreement in its entirety, and agrees to abide by all requirements, upholding the ethics, policies, and principles of PTA.
5. WA State PTA Bylaws Adoption	PCMS PTSA shall adopt standing rules to govern our organization in conformity and accordance with Washington State PTA (WSPTA) Bylaws, and such standing rules, and not conflict with WSPTA Uniform Bylaws. PCMS PTSA shall be governed by all WSPTA Uniform Bylaws, all not specifically addressed in these standing rules.
6. Code of Conduct	PCMS PTSA is to provide safe, welcoming, and harassment-free events, where all attendees are expected to behave with decorum and civility. Incivility, harassment, or discrimination of any kind will not be tolerated. PCMS PTSA and WSPTA reserve the right to take appropriate action in addressing any individual believed to fail meeting these expectations, including expelling individual from meetings, prohibiting future attendance at PCMS PTSA events.
7. Nonprofit Status; Unified Business Identification (UBI) Number	PCMS PTSA was incorporated as a nonprofit corporation in the State of Washington, May 18, 2010, and assigned the Unified Business Identification (UBI) Number 603-037-130. PCMS PTSA Treasurer is responsible for filing Annual Corporation Report on or before its annual anniversary.
8. Charitable Organization	PCMS PTSA registered under the Charitable Solicitation Act, assigned registration number 29056. Treasurer is responsible for filing Annual Charitable Solicitations renewal on/before May 31, each year.
9. IRS status; Federal Employer ID Number (EIN); IRS Filings	PCMS PTSA was granted tax-exempt status under Section 501(c)(3) of the Internal Revenue Code on July 16, 2011. PCMS PTSA's Federal Employer Identification Number (EIN) is available upon request. The Treasurer, with assistance from immediate past Treasurer, is responsible for filing IRS Form 990 or Form 990EZ, as appropriate, on or before November 15 of each year. Copies of current and past years' returns shall be maintained with all legal documents.
10. Legal Documents	PCMS PTSA shall keep copies of all legal documents in at least two (2) separate locations. One (1) copy shall be kept in school PTSA office, or home of the Secretary, and one (1) copy shall be kept at home of the Treasurer, who shall be responsible for maintaining PTSA's legal documents and notebooks.
Membership & Service Fees	
11. Membership	Membership is open, without discrimination, to all students, adults, including parents, teachers, staff, legal guardians, community members, and other individuals who support and encourage the purpose of PCMS PTSA. PCMS Student, Student Ambassador, and Community Partnership memberships shall be considered honorary members of PCMS PTSA, without vote or privilege of holding office.
12. Membership Fees	Membership fees for the PCMS PTSA shall not exceed \$25 per family membership (two adult members); \$10 per Community Partnership membership; \$10 per Student Ambassador membership; and \$10 per teacher/staff membership.
13. Membership Obligation	All officers, directors, and committee chairpersons must be current members of PCMS PTSA.
Officers, Directors & Elections	
14. Elected Officers; Executive Committee	The elected officers of PCMS PTSA shall be President, Vice President, Secretary and Treasurer. The elected officers of this unit shall be: President, Secretary, Treasurer, Vice President of Volunteers, and Vice President of Programs and Events. 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 President, in the order listed above.
15. Officer Elections; Term of Office; Transfer of Power	Officers shall be elected by the general membership by May 31, and serve one-year term, from July 1 to June 30. The President shall send to WSPTA office the names and addresses of newly elected officers for upcoming year immediately upon election, no later than June 1.

16. Officer Training	PCMS PTSA will comply with training requirements specified in WSPTA Standards of Affiliation Agreement. During calendar school year, each elected officer shall attend minimum of one WSPTA-approved training, requiring one elected officer to attend "PTA and the Law."
17. President's Authority	The President shall be <i>ex officio</i> member of all committees, except Nominating Committee and Financial Review Committee. The President shall appoint, with Executive Committee approval, directors, chairpersons for all board-approved committees. Action may occur prior to beginning of incoming Executive Committee's term. Presiding President may vote only when such vote affect the result, either to break or create a tie. With Co-President, one will be designated as meeting facilitator, casting necessary vote.
18. Board of Directors	Board of Directors shall consist of the elected officers and appointed directors for following standing committees: Advocacy, ASB/Lynx Life Liaison, Communications, Issaquah Schools Foundation Ambassador, Membership, Outreach, and Parent Education. School Principal or appointed staff member shall have seat at PTSA meetings, with a voice, but no vote.
19. Co-Position Holders	Any officer or director position may be held jointly by two (2) people, with exceptions of Secretary and Treasurer. A board position shared by two persons shall be entitled to one (1) vote at Board of Directors' meeting, with individual holders rotating privileges as agreed, and counted only once in determining the existence of a quorum.
20. Term Limit	No elected 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.
21. 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 officer or director is absent at three (3) consecutive meetings, unless previously excused by the President. Meetings will be interpreted as meaning: Executive Committee, Board of Directors, and general membership meetings during the fiscal year. If officer vacancy on the Board occurs through resignation, removal, or absence, the Executive Committee may appoint an acting officer until next general membership meeting, at which time nominations shall be made from the floor.
22. 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	
23. BOD Meetings; Quorum	PCMS PTSA's Board of Directors will meet regularly from September through May, on dates and times set by the President. A quorum for Board of Directors' meetings shall be majority of Board members with representation (see #17 re: co-position holders). If neither the Board nor membership meets in a given month, the Treasurer shall deliver the monthly financial report to each Board member.
24. General Membership Meetings; Annual Meeting; Quorum	PCMS PTSA shall hold at least three (3) membership meetings during school year, for express purposes of: approving Standing Rules and financial review, electing Nominating Committee, reviewing annual operating budget (Fall); electing officers (by May 31); and approving operating budget for next fiscal year (Spring). Meeting dates and times shall be posted on PTSA website. Spring meeting, which officers are elected, is designated as Annual Meeting for purposes of RCW § 24.03.075. All members have a voice and vote at membership meetings. Quorum for membership meeting shall be two (2) Board members (one in role of President, one in role of Secretary), and minimum of eight (8) other PCMS PTSA members.
25. Action Without a Meeting	Any action required, or permitted by Board of Directors, may be taken without meeting, if all board voting members consent in writing or electronic transmission, such as email, for such action. At next membership meeting, specified motion will be made to ratify action vote, included in official minutes.
26. Electronic Voting	When quorum is not present during membership meeting, or voting cannot be accomplished during in-person membership meetings, voting by electronic transmission may take place, in lieu of present members reaching quorum, utilizing email, online voting tools, or survey. All membership votes cast must be received within published, specified timeframe, identified by PCMS PTSA in original meeting notice.

27. Standing Rules	Standing Rules shall be revised and re-adopted annually by majority vote at first membership meeting of fiscal year. Standing Rules may be amended at regular membership meeting by majority vote, if prior notice given, or by two-thirds (2/3) vote if motion is made at meeting.
Financial/Contractual Rules	
28. Budget Preparation	The budget will be prepared by a committee of at least three (3) PCMS PTSA members. The Treasurer will be chairperson of budget committee.
29. Budget Reallocations	Board of Directors has authority to make budget reallocations up to \$500 per transaction request, with maximum of \$2,000 per school year. Any such fund reallocation shall be presented at next membership meeting for review and retroactive approval.
30. Financial Review(s)	PCMS PTSA may conduct an annual financial review of books and records in January, in addition to required financial review after close of fiscal year.
32. Contracts	All contracts must be signed in advance by two (2) Executive Committee members, one must be President. Each officer signing contract must sign with name and PTSA title.
33. Authorized Signers	The signatures of up to four (4) elected officers shall be on the signature card for PCMS PTSA's bank account. Two (2) signatures are required on every check written by PCMS PTSA.
34. Bank Statement Review	PCMS PTSA's monthly bank account statements shall be provided, unopened, to person (reviewer) appointed by Board of Directors. Such person shall not be signer on PCMS PTSA's bank account. Reviewer shall promptly report concerns or discrepancies identified in review to Executive Committee. If there are no concerns or apparent discrepancies, reviewer shall initial and date account statement, providing to Treasurer.
35. Money Handling	When cash or other funds are collected by PCMS PTSA, such funds must be counted and verified by two current PTSA members, together, one of whom should be event chairperson. Such funds must be submitted as soon as possible to Treasurer, accompanied by completed Counting of Funds Form, whereupon Treasurer will issue a receipt.
36. Insurance	The Treasurer shall purchase Directors and Officers Liability Insurance, as well as General Liability Insurance on annual basis.
37. Reimbursement Requests	All reimbursement requests shall include an original receipt, and submitted to 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 PCMS PTSA.
38. Login/Password Policies	PCMS PTSA shall maintain policies for online logins and passwords. Specific policy shall be reviewed and approved annually by Board of Directors, and reside with Treasurer.
Voting Delegates/Representatives	
39. Issaquah PTSA Council	Voting delegates to Issaquah PTSA Council shall be President(s) and up to three (3) other Board members designated by Board of Directors.
40. WSPTA Events	PCMS PTSA may send representatives to Washington State PTA events including, but not limited, WSPTA convention, Legislative Assembly, and leadership conferences. Representatives will be appointed by President. Provisions may be made in budget to cover basic expenses associated with representation.
41. WSPTA Voting Delegates	Voting delegate(s) to annual WSPTA convention shall be designated by President. Voting delegate(s) to Legislative Assembly shall include Director of Advocacy and/or other delegates designated by the President.
42. Site Council Representative	An Executive Committee member designated by President(s) will act as the PTSA Representative from Pacific Cascade Middle School Site Council.
Recognition	
43. Awards	One or more Washington State PTA Individual Awards shall be presented annually to outstanding individuals. Committee consisting of at least three (3) members appointed by the President(s) shall select recipient(s).