

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 or WSPTA.
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. 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 shall not be in conflict with WSPTA Uniform Bylaws. PCMS PTSA shall be governed by all WSPTA Uniform Bylaws not specifically addressed in these standing rules.
6. Code of Conduct	The PCMS PTSA is to provide a safe, welcoming, and harassment-free event, all attendees are expected to behave with decorum and civility. Incivility, harassment, or discrimination of any kind will not be tolerated. WSPTA reserves the right to take appropriate action to address any individual it believes fails to meet these expectations, including expelling the individual from the meeting and prohibiting attendance at future events.
7. 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.
8. 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 May 31 each year.
9. 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.
10. 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, at the home of the Secretary, or online 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	
11. 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 PCMS PTSA. Student, Student Ambassador, and Community Partnership memberships of Pacific Cascade

	Middle School shall be considered honorary members of this PTSA, without vote or privilege of holding office.
12. Membership Fees	Membership fees for the PCMS PTSA shall not exceed \$35 per family membership (two adult members), \$25 per Individual (one adult) membership, \$25 per Community Partnership membership, and \$15 per teacher/staff membership.
13. Membership Obligation	All officers, directors, and committee chairpersons must be current members of this PTSA.
14. Membership Termination	An individual's membership in PCMS PTSA may be terminated by a two-thirds (2/3) vote of its board of directors for conduct that may damage the value and goodwill associated with PTA, or that violates the purposes, policies, or standing rules of this PCMS PTSA including the bylaws of WSPTA and National PTA. Details on the process for termination of membership are included in current WSPTA policy. PCMS PTSA shall notify the WSPTA board of directors within 5 business days if a membership has been terminated.
Officers, Directors & Elections	
15. Elected Officers; Executive Committee	The elected officers of this unit shall be: President, Secretary, Treasurer, Vice President Campus Support, 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 Presidents in the order listed above. In the event of no Vice President, the presidency shall transfer to the Treasurer.
16. Officer Elections; Term of Office; Transfer of Power	Officers shall be elected by the general membership by June 30 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.
17. 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.
18. 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.
19. Board of Directors	The Board of Directors shall consist of the elected officers and the appointed directors of the following standing committees: Advocacy, ASB Liaison, Communications, Issaquah Schools Foundation Ambassador, Membership, Outreach, and FACE, <u>and Member-at-Large</u> . The school Principal or an appointed staff member shall have a seat at any PTSA meeting, with a voice but not a vote.
20. 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 two (2) votes at a Board of Directors' meeting, and each shall be counted in determining the existence of a quorum.
21. 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.

22. 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 elected officer vacancy on the Board occurs through resignation, removal, or absence, the President may appoint, with Executive Committee approval, an acting officer until the next general membership meeting, at which time nominations shall be made from the floor.
23. 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	
24. BOD Meetings; Quorum	This PTSA's Board of Directors will meet regularly from September through May, on dates and times set by the Executive Committee. 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. A quorum for Board of Directors' meetings shall be a majority of the Board members with representation (see #19 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. Regular or special board meetings may be held in person, virtually or via a hybrid of both. Virtual or hybrid meetings must use remote communication tools where all participants in person or virtually have equal opportunity for simultaneous participation, voice and vote. 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. The right to make motions, participate in debate, and vote at PTA board of directors' meetings shall be limited to members of the board of directors, unless a motion to suspend the rules is approved by a two-thirds vote.
25. 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 June 30); 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. Each member will receive notice of the place, date, and time of the annual meeting not less than ten nor more than 50 days prior to the date of the meeting. Each member will receive notice of all other PTSA meetings at least ten days prior to the

	meeting. All members have a voice and vote at general membership meetings. The quorum for a general membership meeting shall be two (2) Executive Committee members, and a minimum of eight (8) other members. Membership meetings may be held in person, virtually or via a hybrid of both. Virtual or hybrid meetings must use remote communication tools where all participants in person or virtually have equal opportunity for simultaneous participation, voice and vote. Voting may take place at a meeting, by mail, or by electronic transmission. The voting method utilized must be the same for all meeting participants. If voting takes place by mail or electronic transmission the PCMS PTSA must follow voting policy and procedures that align with Electronic Voting Best Practices in WSPTA Policy.
26. Action Without a Meeting	In the event that the Board of Directors needs to conduct a vote immediately, outside of a board meeting, a quorum vote can be conducted via email. The email record will be printed and filed in the Secretary notebook.
26. 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	
27. 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.
28. 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.
29. 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.
30. 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.
31. 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.
32. 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 PCMS 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.

33. Money Handling	When cash or other funds are collected by 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 the Treasurer, accompanied by a completed Counting of Funds Form, whereupon the Treasurer will issue a receipt.
34. Insurance	The Treasurer shall purchase Directors and Officers Liability Insurance as well as General Liability Insurance on a yearly basis.
35. Reimbursement Requests	All reimbursement requests shall include an original receipt and a board member's signature of approval and then 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 PCMS PTSA.
36. Login/Password Policies	This PTSA shall maintain policies for online logins and passwords. This policy shall be reviewed and approved yearly by the Board of Directors. All financial passwords must be changed yearly. This policy shall reside with the Treasurer. <u>A list of all active financial accounts and passwords is kept with the Treasurer and those accounts should be provided to the financial review committee at mid- and end-of-year review. All financial account passwords will be changed when the person in the Treasurer role changes.</u> <u>A list of any other non-financial PTSA online accounts and programs will be kept by the Secretary. A list of current passwords will be transitioned to the incoming Secretary after June 30, at which time all passwords will be changed and provided to any other board members whose role requires access.</u>
37. Collaborating with Outside Organizations	PCMS PTSA may collaborate with non-PTA organizations. The PTA will handle only PTA funds and will have in place a signed contract with the other organization to clearly establish whether it is a PTA activity or the other organization's activity. This PTA will not be a fiscal agent, fiscal sponsor, or sign a sponsorship or charter agreement with any outside organization or agency.
Voting Delegates/Representatives	
38. 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.
39. WSPTA Events	This PTSA may send representatives to Washington State PTA events including, but not limited to, the WSPTA annual business meeting, 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.
40. 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).
Recognition	
41. 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).