

## Cedar Trails Elementary PTSA Standing Rules

### **1. Name and Identity**

The name of this PTSA is Cedar Trails Elementary PTSA 2.6.12. It was chartered on April 20, 2021. Its National PTSA number is 12428555.

### **2. PTSA Purpose and Community**

This PTSA serves the children in the Cedar Trails Elementary school community, which includes the residences and businesses in the Cedar Trails Elementary school enrollment area.

### **3. Incorporation**

This PTSA was incorporated on June 3, 2021 and assigned UBI 604 767 509. The treasurer is responsible to annually renew the Articles of Incorporation. The registered agent for this corporation is Washington State PTA. The Employer Identification Number (EIN) is kept in the legal document notebooks in the custody of the PTA president and secretary.

### **4. Charitable Solicitations**

This PTSA is registered under the Charitable Solicitations Act, registration number 2005838. The treasurer is responsible for filing the annual registration by May 31 to avoid penalties.

### **5. Tax-exempt Status**

This PTSA was granted tax exempt status under section 501(c)(3) of the Internal Revenue Code on September 22, 2021. A copy of the letter of determination is filed in the legal document notebooks maintained by the president and secretary.

### **6. IRS Filing**

The treasurer is responsible for filing the appropriate federal informational return prior to November 15 and providing a copy to the board of directors no later than December 1. Copies of the current and past years' returns are kept in the legal document notebooks maintained by the president and secretary.

### **7. Registered Agent**

This PTSA has designated WSPTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the Internal Revenue Service. Copies of the signed documents making such designation are available in the legal document notebooks maintained by the president and secretary.

## **8. Standards of Affiliation**

Per the *Washington State PTA Uniform Bylaws*, we will annually complete 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 PTSA.

WSPTA Standards of Affiliation agreement checklist will be reviewed yearly and presented to the board and membership and recorded in the meeting minutes. The Vice President is responsible for filing required documentation.

## **9. Membership**

Membership in Cedar Trails Elementary PTSA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members, and any other persons that support and encourage the purposes of PTSA.

Students of Cedar Trails Elementary shall be considered honorary members of Cedar Trails Elementary PTSA without voice, vote, or the privilege of holding office.

## **10. Membership Dues and Council Fees**

The membership fees of the Unit shall not be less than the combined total of National, State, Council, and Local PTA membership fees. Currently, these fees are \$25/family and \$15 for staff.

All paid members have a voice and vote at Cedar Trails Elementary PTSA membership meetings.

## **11. Membership Meetings and Quorum**

Adoption of the budget, adoption of standing rules, election of the Nominating Committee, report of the Financial Review Committee, and election of officers shall take place at membership meetings.

A calendar of membership meetings adequate to accomplish the business of the association shall be determined by the Board of Directors.

Each member will receive notice of the place, date, and time of the meetings not less than ten nor more than fifty days prior to the date of the meeting. A quorum of at least 10 members must be present to conduct business.

## **12. Board of Director Meetings**

The Executive Committee shall set a calendar of regular Board meeting dates and times. 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. 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. Members of the Board of Directors are expected to attend regularly scheduled meetings unless otherwise excused. A quorum at Board meetings is a simple majority (50% +1) of office holders to conduct business.

Voice and vote at Cedar Trails PTSA Board of Directors' meetings shall be limited to elected Board members and standing chairs, unless an individual is recognized and granted voice by the meeting chair.

### **13. Elected officers, co-officers, training requirements and contracts**

The elected officers of this PTSA shall be: president, vice president, secretary and treasurer. These (4) elected officers shall constitute the Executive Committee. Each position may be co-chaired. Each co-position holder shall be entitled to voice and vote at a Board of Directors' meeting. In the event of co-treasurers, one of the treasurers may not be a signer on the bank account.

Only elected officers are authorized to sign contracts on behalf of this unit, and each contract must have two (2) signatures, per WSPTA Uniform Bylaws.

This PTSA will ensure that each Executive Committee member attends a minimum of one WSPTA-approved training during the fiscal year. At least one member of the Executive Committee will attend PTA and the Law during the fiscal year.

### **14. Board of Directors**

The Board of Directors of this PTSA shall consist of the elected officers plus these seven (7) Directors: Advocacy, Communications, Curriculum Support, Events, Fundraising, Membership and Outreach.

Directors are appointed by the incoming Executive Committee. Each position can be co-chaired. All Directors need to be PTSA members.

Each position is entitled to one vote, whether or not the position it is co-chaired. The President has no vote, unless it is to break a tie. See WSPTA Uniform Bylaws.

### **15. Officer election process**

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 for the election of the Nominating Committee and elected officers (as per WSPTA Uniform Bylaws and Guidelines).

The Nominating Committee shall be elected according to WSPTA Uniform Bylaws - Local PTAs.

Officers shall be elected according to WSPTA Uniform Bylaws in April for a term of one year and shall assume office by July 1.

Voting delegates to the Issaquah PTA/PTSA Council shall be the President and three authorized delegates as designated by the Board of Directors. See the WSPTA Uniform Bylaws.

Voting delegates to the annual State PTA Convention shall be selected by the Board of Directors. See the WSPTA Uniform Bylaws.

Voting delegates to the Legislative Assembly shall be the Advocacy/Legislative Director and/or other appointed member(s) as designated by the Board of Directors. See the WSPTA Uniform Bylaws.

#### **16. Committees**

The Executive Committee shall establish committees. Committee chairpersons shall be appointed by the president and approved by the Executive Committee for a term of one year. All committee chairpersons must be current members of this PTSA.

A committee chair may be removed from their position by a vote of the Board of Directors.

#### **17. Recognition Awards**

Golden Acorn, Outstanding Advocate, Outstanding Student Advocate, and Outstanding Educator Award(s) may be awarded annually. The president shall appoint the Awards Committee, with the approval of the Executive Committee. The Awards Committee will determine the number of award recipients and whether other awards will be considered on an annual basis, based on the yearly awards budget.

#### **18. Budget and Monthly Financial Reports**

The Budget Committee shall prepare an interim operating budget for the following year and present it for approval at the last Membership Meeting of the school year. The final budget shall be approved at the first Membership Meeting of the year.

The Board of Directors has authority to reallocate up to \$500 budgeted for one purpose to another purpose by majority vote. Fund allocations greater than \$500 shall be approved at a General Membership Meeting.

The treasurer will submit a monthly financial report to the Board of Directors.

#### **19. Legal Documents**

This unit shall maintain at least two (2) copies of a legal documents notebook in different locations. Copies are to be made for the president and secretary and kept in legal document notebooks. All elected officers shall have access to the contents of the legal documents notebook.

#### **20. Financial Review**

A Financial Review Committee with a minimum of three members appointed by the president will review the financial records of this PTSA twice a year (mid year and end of year). The report of the committee will be approved by the Board of Directors and presented at the regularly scheduled membership meeting immediately following the review.

Members of this committee shall not include the treasurer, or any person authorized to sign on the PTSA bank accounts for the period that is being reviewed, or any individuals living in their households.

### **21. Bank Account and Signers**

This PTSA shall establish one or more accounts in financial institutions as determined by the Board of Directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal.

A maximum of four (4) Executive Committee members may be signers of the bank signature card, as determined by the Treasurer. No authorized signer will sign a check to him/herself. All PTSA checks must be signed by two authorized signers.

In the event of co-Treasurers, one shall not be a signer on the bank account.

### **22. Financial Reserves**

This unit shall maintain at least \$10,000 but no more than half the operating budget as its operating reserve in our savings account. Spending of the operating reserve must be voted on by the Board of Directors and general membership.

### **23. Independent Review of Bank Statements**

The PTSA's monthly bank account statements shall be provided unopened to a person appointed by the Board of Directors. This person will be appointed by the Board at the beginning of the fiscal year and shall not be a signer on the account. The reviewer shall promptly report to the Executive Committee any concerns or discrepancies identified in the review. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer.

### **24. Payments and Reimbursements**

All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the treasurer within 60 days of expenditure. Any requests for reimbursement not submitted prior to the date determined by the treasurer prior to the end of the school year, will be considered a donation to the general fund of this PTSA.

No authorized signer will sign a check to her or himself. Two authorized signers must sign all PTA checks.

### **25. NSF Checks**

Should the PTSA receive an NSF check, a service fee in the amount of \$ 10 will be charged, in addition to any fees imposed by the PTSA's bank. If the NSF check is not paid by June 1, the PTSA will not accept any checks from this individual in the future. If more than two NSF checks are

received from the same individual during the fiscal year, the PTSA will not accept further checks from the individual responsible.

### **26. Voting Delegates**

This PTSA may send as many voting delegates to the WSPTA Convention as allowed by the *WSPTA Uniform Bylaws*. All delegates shall be selected by the Board of Directors.

This PTSA may send as many voting delegates to the WSPTA Legislative Assembly as allowed by the *WSPTA Uniform Bylaws*. All delegates shall be selected by the Board of Directors.

### **27. Online account, password protection and transition procedures**

- A list of active accounts and programs is kept with the president.
- A transition policy and list of active accounts must be provided to the Financial Review Committee, minus passwords and account numbers.
- List of current passwords will be transitioned to the incoming president after June 30<sup>th</sup>, changed and given to any other board members whose role requires access.
- The Treasurer and President have online viewing authority of all bank accounts. The treasurer shall change all bank account passwords yearly by August 31.

### **28. Code of Conduct**

Elected officers of this PTSA shall follow a board code of conduct. Officers, chairpersons, and volunteers shall adhere to the Issaquah School District Volunteer Handbook policies.

Members of this PTSA shall not use their own personal social media platforms to cyberbully, insult, embarrass, target, or post threats of physical or verbal abuse towards any individuals, including school board officials, school administrators, teachers, PTSA members, volunteers, or other individuals that are associated with Cedar Trails Elementary.

### **29. Standing Rules**

The standing rules of this PTSA shall be adopted annually by majority vote at the first membership meeting of the school year. The standing rules may be amended at a membership meeting by majority vote if previous notice of the meeting was given. If no previous notice was given, then a two-thirds (2/3) vote is required.