

## STANDING RULES 2018-19

Version 4

1. The name of this Council shall be Issaquah PTSA Council 2.6.
2. This Council was incorporated on November 14, 1978 as a non-profit corporation by the State of Washington #2-283938-5 and is renewed annually. The Issaquah PTSA Council is a non-profit, tax-exempt organization, under section 501(c)3. Tax identification is available upon request.
3. Each local PTA/PTSA of this Council will be assessed annual dues which shall be paid by October 31st. Annual dues are as follows: High Schools -\$260, Middle Schools - \$285, Elementary Schools - \$310. Each local PTA/PTSA will be assessed additional annual fees, which are also due October 31, as follows: ParentWiser fee - \$250; Survey Service fee -\$11.00.
4. Only individuals whose local PTA/PTSA dues are paid shall hold office in the Council. The current year's annual Council dues shall be waived for any local PTA/PTSA in its first year of PTA charter.
5. The elected officers of this Council shall be President/Co-President, Vice-President of Middle and High Schools, three (3) Vice-Presidents of Elementary Schools, Secretary and Treasurer. Officers shall serve a term of one year from July 1 to June 30. No person shall serve in the same elected office for more than two consecutive terms. These elected officers shall constitute the Executive Committee Any elected position, other than Treasurer, may be held jointly by two (2) people. Each co-position holder shall be entitled to voice and vote. In the case of Co-Presidents, the presiding President has only a tie breaking vote.
6. Members of the Board of Directors of this Council shall consist of the Executive Committee plus all appointed Standing Committee chairpersons. Chairpersons are appointed by Council President(s). All committee members and the Board of Directors must be current members of a local PTA/PTSA in the Issaquah Council.
7. The standing committees of this Council shall be: Advocacy, Art in the Schools, At Large, Family and Community Engagement, Membership, Outreach, ParentWiser, STAR/Special Education, and Website. Standing committees may have co-chairs, but only have one vote between them. Ad Hoc committees of this Council shall be: Influence the Choice, Issaquah Schools Foundation, Reflections, Volunteers for Issaquah Schools (VIS), Financial Review, Awards (Event and Selection) and Nominating with other committees at the discretion of the Board of Directors. Every committee chairperson shall be a current PTA member of at least one local PTA/PTSA in the Issaquah Council.
8. Council voting delegates shall consist of the members of the Council Board of Directors; local PTA/PTSA Presidents/Co-Presidents and their voting delegates, not to exceed four (4) votes per local PTA /PTSA.
9. To serve as Council President, candidate must have served at least one year on the Council Board of Directors and must have served as a President at a local PTA/PTSA. Vice President candidates must have served as a President at a local PTA/PTSA.
10. The President/Co-President shall be an ex-officio member(s) of all committees, except the Nominating Committee. The President/Co-Presidents shall conduct all meetings and fulfill all duties as outlined by the Washington State PTA Uniform Bylaws. In the event the Office of President becomes vacant the Vice President of High Schools/Middle Schools will assume duties until the position is filled. If the Office of Vice President also is vacant, a Vice President of Elementary Schools will assume duties until the position is filled.

11. The Treasurer is responsible for filing the annual report, maintaining all incorporation papers, compiling and maintaining the Council's *Legal Documents Notebook*, and fulfilling all duties as outlined by the Washington State PTA Uniform Bylaws. The Washington State PTA is the registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the United States Internal Revenue Service.

12. The Secretary is responsible for taking, distributing, and maintaining the minutes for Council Board of Directors and Membership meetings. The Secretary will maintain a copy of the Council's *Legal Documents Notebook*. The Secretary will also handle correspondence as directed by the President and send new Council officers' names, addresses, phone numbers and email addresses to the Washington State PTA.

13. 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.

14. The President shall appoint delegates to the Washington State Legislative Assembly and the Washington State PTA Convention.

15. A budget shall be prepared by the Budget Committee consisting of the Treasurer, and at least two other members, one of which shall be an officer. The budget shall be presented for approval at either the May or June Membership Meeting or at the first Membership Meeting of the school year. The Board of Directors is responsible for reviewing the budget before it is presented to the membership. A financial review will be conducted by a committee appointed by the board of directors at the close of the fiscal year.

16. Authorization for non-budget items up to \$250.00 shall rest in a majority vote of the Board of Directors.

17. All contracts must be signed in advance by two Executive Committee members, one of whom must be the President/Co-President. Officers signing contracts must sign with their name and their PTSA title.

18. The Board of Directors of the Council shall meet at the discretion of the President/Co-President with ten (10) days' notice. Quorum for board meetings is 50% plus one.

19. A Council Membership meeting shall be held at least four times during a school year at a location, date and time to be determined by the Board of Directors. The quorum for Membership meetings shall be 10% of voting members.

20. The Standing Rules shall be adopted annually by a majority vote at the first Membership meeting. Amendments to the Standing Rules may be made at any Membership meeting of this Council. The motion to amend must carry by a 2/3 vote, or if previous notice of at least 10 days is given, by a majority vote.

21. The Council shall coordinate an annual Reflections reception and an annual Golden Acorn Award reception. Funds shall be allocated for these functions in the Council budget.

22. The Council may award one or more Golden Acorn Awards, Outstanding Educator Awards, Outstanding Advocate Awards, Outstanding Service Awards, and/or Lifetime Memberships each year. The "Procedures for Selecting Council Golden Acorn Recipients" on record with the Council Secretary shall be followed in the selection.

23. A Nominating Committee shall be elected at the January Council Meeting. The Nominating Committee shall consist of three (3) members who are voting delegates of this Council.

24. The students of Issaquah School District schools shall be considered honorary members of this Council without voice, vote or privilege of holding office.

25. The Issaquah PTSA Council shall be governed by the Uniform Bylaws of the Washington Congress of Parents and Teachers, with which these Standing Rules must be in compliance. Parliamentary authority shall be Robert's Rules of Order, Newly Revised.

26. Non-traditional PTSAs (those not connected with an Issaquah School) may become members of the Issaquah PTSA Council 2.6 when they have a current/active role or program in the Issaquah PTSA Council service area. The annual assessment shall be no less than \$100.00.

27. Council recognizes certain organizations that may have voice at Council Board or Membership meetings at the Board of Directors' discretion. These organizations include the Issaquah Education Association (IEA), City Chambers (Issaquah and Sammamish), Issaquah School District School Board, League of Education Voters (LEV), and Stand for Children.

28. During the PTA year, one member of the Executive Committee must attend PTA & the Law, and all Executive Committee members must attend at least one training.

29. This Council shall allow electronic voting for the election of officers and the election of the nominating committee.

Issaquah PTSA Council 2.6 Standing Rules – Approved 9/13/2018