

Standing Rules 2025-2026

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 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. 2025-2026 dues are as follows: \$320 per Elementary PTSA/PTA , \$270 per Secondary PTSA/PTA or \$220 per Specific Interest PTSA. Each local PTA/PTSA will be assessed additional annual fees, which are also due October 31st, as follows: ParentWiser fee – \$100.
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 during the year of PTA charter.
5. The elected officers of this Council shall be President/Co-President, Vice-President of Secondary Schools, two (2) 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. The standing committees of this Council shall be: Advocacy Committee, Art Docent, Communications, Diversity, Equity and Inclusion (DEI), Family and Community Engagement (FACE), Membership, Outreach, ParentWiser, Reflections. Standing committees may have co-chairs, but only have one vote between them.
7. Ad Hoc committees of this Council have voice, no vote and shall be: Special Education PTSA, Influence the Choice, Issaquah Schools Foundation, Volunteers for Issaquah Schools (VIS), Community Clothing Closet, Financial Review, Awards (Event and Selection) and Nominating Committee with other committees at the discretion of the Board of Directors. Every Ad Hoc 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, candidates 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.
11. The Vice Presidents shall act as an assistant to the President and is the coordinator of local PTAs in their designated area. In the event the Office of President becomes vacant the Vice President of Secondary Schools will assume duties until the position is filled. If the Vice President of Secondary Schools also is vacant, a Vice President of Elementary Schools will assume duties until the position is filled.
12. 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. The Treasurer is responsible for changing online financial passwords annually.
13. 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.
14. 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.
15. The President shall appoint delegates to the Washington State Legislative Assembly and the Washington State PTA Convention.
16. 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 April or May Membership Meeting and 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.
17. Authorization for non-budget items up to \$250.00 shall rest in a majority vote of the Board of Directors.
18. All contracts must be signed in advance by two Executive Committee members, one of whom must be the President/Co-President. Executive Board members signing contracts must sign with their name and their PTSA title.
19. The Issaquah PTSA Council shall annually enter into an agreement with the Issaquah School District to obtain access to the student data directory. Said agreement shall be executed by the Council President, who shall download the data from the district-designated drive. Access to such data shall be restricted to the Council President and the Council Director of Communications. The data shall be utilized exclusively for official PTSA Council business, programs, and events, and shall not be used for outside vendor promotions or any non-Council purpose. Any additional access to the data by other Council Board members shall require prior approval of the Council Board.
20. 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. 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 date of the regular or special meeting. 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. Quorum for board meetings is 50% plus one.

21. 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. 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. 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 meeting not less than ten, not more than 50 days prior to the date of the meeting. 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. The quorum for Membership meetings shall be 10% of voting members.
22. 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 be carried by a 2/3 vote, or if previous notice of at least 10 days is given, by a majority vote.
23. 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.
24. 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.
25. A Nominating Committee shall be elected at or before the January Council Meeting. The Nominating Committee shall consist of three (3) members who are voting delegates of this Council.
26. The students of Issaquah School District schools shall be considered honorary members of this Council without voice, vote or privilege of holding office.
27. The Issaquah PTSA Council shall be governed by the Uniform Bylaws of the Washington Congress of Parents and Teachers, hereafter the Washington State Parent Teacher Association or WSPTA, with which these Standing Rules must comply. Parliamentary authority shall be Robert's Rules of Order.
28. 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.
29. This 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.
30. Issaquah PTSA Council 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. Per WSPTA Uniform bylaw Article 2, D and WSPTA Policy 3.12.
31. 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 WSPTA approved training.

32. 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 Issaquah PTSA Council must follow voting policy and procedures that align with Electronic Voting Best Practices in WSPTA Policy.

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Approved [DATE] by Issaquah PTSA Council Membership