

ISSAQUAH MIDDLE PTSA STANDING RULES

1. The name of this PTSA local unit shall be Issaquah Middle PTSA, the local unit number is 2.6.35.
2. The unit incorporated as a non-profit corporation in the State of Washington on February 16, 1982. It is the responsibility of this unit to file an Annual Corporation Report prior to March 1. The unit's number is available upon request.
3. This unit's Federal Employer Identification number is available upon request.
4. This unit was recognized by the IRS as a tax-exempt organization on August 12, 1991, under section 501 (c)(3).
5. This unit shall keep at least two copies of each of its legal documents in two separate locations. The Treasurer and the Secretary shall maintain the documents.
6. The membership fees of this unit shall be \$25.00 per general membership (up to two adults) and \$10.00 per IMS staff member.
7. The students at Issaquah Middle School shall be considered honorary members of this unit without voice, vote, or privilege of holding office.
8. The Nominating Committee shall be elected in accordance with the WSPTA Uniform Bylaws, Article 5, Section 5.
9. The elected officers of this unit shall be President(s), Executive Vice-President(s), Vice-President(s) of Communications, Vice-President(s) of Ways and Means, Vice-President(s) of Programs, Secretary, and Treasurer. These elected officers, and the appointed officers of Vice President of Hospitality and Vice President of Volunteers shall constitute the Executive Committee. All elected officers must be current IM PTSA members.
10. The Board of Directors shall consist of the elected officers and Standing Committee chair people.
11. There shall be at least five and up to 10 general membership meetings during the school year to conduct business, adopt the budget, approve the Standing Rules, elect the Nominating Committee, and elect the Executive Committee. The quorum for general membership meetings shall be 10 voting members.
12. Board meetings may be held at the discretion of the Executive Committee. A simple majority is required for a Board Meeting.
13. An office shall be declared vacant if the person misses three (3) consecutive meetings unless excused by the President(s) (WSPTA Uniform Bylaws, Article 5, Section 7(a)(4)).
14. The budget shall be adopted at either the April general meeting of the school year (for the following year) or at the first general meeting thereafter. The Board of Directors is responsible for reviewing the budget before it is presented to the membership.

15. Extra budgeting fund allocations or reallocations over \$1000.00 shall be addressed at regular general membership meetings.
16. All requests for reimbursements of expenses must be submitted using the IM PTSA Reimbursement Form and must be received by the Treasurer by June 30 of the school year in which the expenses were incurred.
17. The standing committee chairpersons shall be ASB Liaison, Newsletter Editor/Publisher, School Site Council Liaison, Parent Education Coordinator, Special Services Liaison, Legislative Representative, Website, Membership, Issaquah Schools Foundation Liaison, Gift-a-Book, Walk-About Coordinator. All chairpersons must be current IM PTSA members.
18. Golden Acorn Award(s) and Outstanding Educator Award(s) shall be presented annually to outstanding member(s) of the IM PTSA. Outstanding Educator Awards shall be limited to two each year.
19. Voting delegates to the Issaquah PTSA Council shall be the President(s) and three (3) authorized delegates.
20. The vote of the unit for the Region Director shall be by Board or General Membership action.
21. Voting delegate(s) to the annual State PTA Convention shall be selected by the Board or General Membership.
22. Voting delegate(s) to the State PTA Legislative Assembly shall be the Legislative Chairperson. Additional voting delegates shall be selected by the Board or General Membership.
23. Our PTA will make sure that each executive committee member attends a minimum of one WSPTA-approved training during the PTA year. Further, at least one member of the executive committee will attend PTA and the Law during the PTA year.
23. The Standing Rules shall be approved annually by a majority vote at the September general membership meeting.
24. The Standing Rules may be amended at any regular general membership meeting by a two-thirds (2/3) vote, or if previous notice is given, by a majority vote.
25. Parliamentary authority shall be Robert's Rules of Order.

Date Adopted: 10/15/02

Approved 5/18/2011