

**IVE PTA  
APPROVED STANDING RULES  
2011-2012**

1. The name of this unit shall be Issaquah Valley PTA, unit 2.6.11.
2. This PTA serves the children in the Issaquah Valley Elementary community which includes the residences and businesses in the Issaquah Valley Elementary school enrollment area.
3. This Unit is a nonprofit corporation recognized by the State of Washington on September 10, 1987. It is the responsibility of the current treasurer to annually renew the Articles of Incorporation prior to March 1. The incorporation Number is on file in the legal document notebook.
4. This Unit's Employer Identification Number is on file in the legal document notebook.
5. This Unit was recognized by the IRS as a non-profit tax-exempt organization on July 20, 1998, under Section 501(c) 3.
6. This PTA is registered under the Charitable Solicitations Act, our registration number is kept on file in the legal document folder. The treasurer is responsible for filing the annual registration due by May 31<sup>st</sup> to avoid penalties.
7. The current treasurer is responsible for filing IRS Form 990 and Form 990 EZ or Form 990-N prior to November 15<sup>th</sup> and showing a copy to the board by November 1<sup>st</sup>.
8. This Unit shall keep at least 2 copies of each of its legal documents in two separate locations – one copy will be kept with the treasurer and one copy will be kept with the secretary. These documents shall be kept current by the Unit secretary.
9. The membership fee of this Unit shall be \$15.00 per person or \$20.00 per couple/family.
10. The students of Issaquah Valley Elementary shall be considered honorary members of the Unit without voice, vote, or privilege of holding office.
11. This Unit may provide Sustaining Memberships to local businesses. The Sustaining Membership fee shall be no less than \$25.00 per business. Each business will then receive a unit e-news. Sustaining members shall have no voice, vote, or privilege of holding office in this Unit.
12. The Nominating Committee shall be elected in accordance with the Washington State PTA Uniform Bylaws.
13. The elected officers of this unit shall be President or Co-Presidents, Vice-President of Communication, Secretary, and Treasurer. These elected officers shall constitute the Executive Committee. Should the President(s) be unable to perform his/her duties, the Vice-President of Communications will be next in line.

14. In the absence of the secretary, the Vice-President of Communications will take meeting minutes.
15. The Executive Committee shall be elected in April for a term of one year and shall assume office July 1, with no elected officer serving more than 2 consecutive years. Current officers will be re-elected annually at the spring General Meeting.
16. The Board of Directors shall consist of the Executive Committee (elected officers) and appointed officers.
17. The Board of Directors shall meet monthly. A quorum for Board meetings is a simple majority (50% +1).
18. General membership meetings of this Unit shall be held monthly during the school year unless otherwise noted.
19. The quorum for a general membership meeting shall be 15.
20. Members of the Board of Directors are required to attend regularly scheduled meetings. A position shall be declared vacant if any officer is absent 3 consecutive meetings unless previously approved by the president.
21. If an elected office becomes vacant, the president shall appoint a replacement until a new officer can be elected at a General Membership meeting.
22. The upcoming year's interim budget shall be presented for approval at the last general membership meeting of the current year. The final budget for the current year will be voted on at the first General Meeting in September.
23. Extra budgetary fund allocations of \$500 or less shall be approved by the Board of Directors. Those of greater than \$500 shall be approved at regular general membership meetings.
24. There shall be 3 check signers on record each year and they must be elected officers.
25. The PTA shall conduct a financial review of its books and records in January of each year in addition to the required financial review at the close of the fiscal year. The financial review is to be conducted by a qualified accounting professional or committee.
26. All reimbursement requests shall include a receipt and shall be submitted to the treasurer within 60 days of purchase. All requests for reimbursements must be received by June 1<sup>st</sup>.
27. These Standing Rules shall be adopted annually by majority vote at the first general meeting.
28. The Standing Rules may be amended at any regular general membership meeting by a two-thirds vote or, if previous notice is given, by a majority vote.

29. This Unit shall present Golden Acorn and Outstanding Educator Awards annually to outstanding volunteers and staff as determined by the Golden Acorn Committee. The Golden Acorn Committee shall consist of the previous year's Golden Acorn recipients.
30. Voting delegates to the Issaquah PTSA Council shall be the President(s) and three other delegates as authorized by the Board.
31. The vote for this Unit for the Region 2 Director shall be by the Board of Director's action.
32. Voting delegates to the annual State PTA Convention shall be elected by the Board. The number of members belonging to this Unit will determine the number of voting delegates.
33. Voting delegates to the Legislative Assembly shall be the Legislative Chairperson(s) unless otherwise designated by the Board of Directors.
34. All members of the Board of Directors and all committee chairs must be members of the Issaquah Valley Elementary PTA.
35. Anyone handling PTA money must be in the presence of at least one current member of the IVE PTA.
36. Appointed officers:
  1. Legislation Chairperson(s)
  2. At-Large
  3. Community Outreach Chairperson(s)
  4. Membership Chairperson(s)
  5. Fundraising Chairperson(s)
  6. Volunteer Coordinator Chairperson(s)
  7. Enrichment Chairperson(s)

Approved on: \_\_\_\_\_

By: \_\_\_\_\_  
Shari Tokumi, IVE PTA Co -President

By: \_\_\_\_\_  
Kerri Jensen, IVE PTA Co-President

Modified by: Anne Livingston  
09/20/2011