

# STANDING RULES

## CASCADE VIEW ELEMENTARY SCHOOL PTSA 2016-2017

The name of this PTSA local unit is CASCADE VIEW ELEMENTARY SCHOOL PTSA 2.18.7. It was chartered on June 16, 2005.

This PTSA serves the children of the Cascade View Elementary community.

The PTSA was incorporated on June 16, 2005. The treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA.

The PTSA is registered under the Charitable Solicitations Act, registration number #21946. It was assigned UBI 602 520 980. The treasurer is responsible for filing the annual registration by Nov. 15 to avoid penalties.

The previous year's treasurer is responsible for filing IRS Form 990 or Form 990EZ prior to Nov. 15 if required. The treasurer may solicit assistance from a certified accountant.

The PTSA was granted tax exempt status under section 501(c)3 of the Internal Revenue Code in June 2005. A copy of the letter of determination is available in the President's Legal Documents binder.

Important legal documents must go to a registered agent within this PTSA. They suggest that the items be received by the president.

The CVES PTSA has designated the Washington State PTA as its registered agent with the Washington Secretary of State's Office, the Washington Department of Revenue and the United States Internal Revenue Service. Copies of the signed documents making such designation are available in the Legal Document Binder maintained by the president.

The annual membership for Cascade View Elementary PTSA is open to all parents, community members, teachers, staff, guardians and students that support and encourage the purpose of PTSA and who subscribe to the purpose and basic policies of the National and Washington State PTA, without discrimination.

The annual membership fees for this PTSA **shall not exceed \$20 per individual or \$25 per family**, payable annually. Members are considered in good standing through October of the ensuing year. Only members who have paid membership service fees for the current membership year shall be entitled to a voice and vote in the business of this PTSA.

The elected officers (executive members) of this PTSA shall be President, Vice President, Vice President of Membership, Vice President of Enrichment, Secretary, and Treasurer. Any elected position other than

treasurer and secretary may be held jointly by two (2) people who will co-chair and who will run on the ballot as one position. Each co-position holder shall be entitled to voice and vote at a Board of Directors meeting. Officers shall be elected in the spring and shall assume their offices on July 1 for the ensuing year. No person shall serve in the same office for more than two (2) consecutive terms unless approved by the Board. Appointed officers may serve for longer terms to be decided by the Executive Board and approved by the general membership.

The Board of Directors shall hold legal responsibility for the operation of the PTSA. All members of the Board of Directors must be members of the local PTSA unit. The Board of Directors of this PTSA shall consist of elected officers and up to five (5) additional appointed persons, which the elected officers will appoint. These persons will be the Chair of Volunteer Coordination, the Chair of Fundraising and Events, one staff member of Cascade View Elementary and two others whose duties will be assigned, as needs determine, by the current PTSA president. **Snoqualmie Valley School District staff members serving on the Board will NOT have voting privileges, due to possible conflict of interest.**

The President, Vice President, Treasurer, and Secretary will be expected to attend the Fall Conference, Spring/Winter Conference, a “PTA and the Law” workshop or a WSPTA Convention during their one-year term.

## **ELECTION PROCESS**

Voting for officers or nominating committee positions may take place at a meeting, by mail, or by electronic transmission. If voting takes place by mail or electronic transmission, the name of each candidate is to be contained in the notice of the meeting, and any vote cast must be received within the time frame identified in the notice of the meeting.

The Board of Directors will meet monthly, at a date and time to be determined by them. They will also be required to attend the mandated four (4) general meetings.

Adoption of the budget, adoption of standing rules, election of nominating committee, and election of officers shall take place at general membership meetings. The PTSA will have at least three (3) general meetings to accomplish these items. All new officers must be elected by April 30 of each year. All meetings shall be held at the direction of the Board of Directors.

A quorum for a general membership meeting shall be no less than ten (10) members. Absentee or mail-in or proxy ballots are prohibited.

This PTSA shall approve its annual operating budget prior to July 1 of each year. Between general membership meetings, the Board of Directors may act on behalf of the general membership to amend or reallocate the budget.

Copies of all legal documents are to be made for the president and secretary and kept in a legal documents notebook. Only elected officers shall have access to the contents.

This PTSA shall conduct an audit of its books and records in January and July of each year, and shall conduct the audit as required by the Uniform Bylaws of the Washington State PTA.

The signatures of all elected officers shall be on the authorized signature card for this corporation bank account. Two (2) signatures shall be required on each check.

All financial matters and binding agreements shall require two (2) signatures, which only elected officers shall have the authority to sign. Monthly bank statements may be reviewed by a board member but it must be one who is not an authorized signer on the account. Should there be any discrepancies; those must be presented to the Executive Board. Only after that may they be forwarded to the treasurer.

All reimbursement requests shall include a receipt and shall be submitted to the treasurer within sixty (60) days of purchase. All requests for reimbursement must be received by June 1. All expenditures must be within the approved amount reflected in the budget or in committee plans. Approval must be obtained from the Board of Directors to spend funds not previously approved. Expenses incurred without prior approval may become a personal expense and not reimbursed by the PTSA.

Should the PTSA receive a NSF fee, the person responsible shall repay the bank fee by June 1. If that fee is not repaid by said date, then no checks will be accepted in the future from the individual responsible.

The students of Cascade View Elementary School shall be considered honorary members of the PTSA without vote or the privilege of holding office.

Gambling such as bingo, carnivals or raffles, is acceptable only by honorary members and regular PTSA members and must be completed in compliance with the WSPTA's Non-Profit Rules regarding gambling activity.

One or more Golden Acorn Awards and/or Outstanding Educator Awards may be presented annually to an outstanding volunteer, teacher or educator. A committee appointed by the president shall select the recipient(s). The Board of Directors shall determine the number of recipients.

The Region Director is the PTA's principle contact with the State PTA and together with the region service delivery team provides leadership education for PTA leaders in the region. Region Directors are elected every two (2) years. The vote of the CVES PTSA for the position of Washington State PTA Region Director shall be determined by the Board of Directors.

The voting delegate(s) to the annual WSPTA convention shall be determined by the Board of Directors.

The voting delegate(s) to the WSPTA Legislative Assembly shall be determined by the Board of Directors in accordance with the Washington State Uniform Bylaws.

**ACCEPTED BY MAJORITY VOTE BY CHARTER MEMBERSHIP on June 15, 2005.**

**APPROVED BY THE GENERAL MEMBERSHIP on May 26, 2016.**