

**INTERNATIONAL SCHOOL PTSA  
BELLEVUE, WASHINGTON  
STANDING RULES  
2015-2016**

**ARTICLE I            NAME**

- 1.1     The International School PTSA 2.3.121 is a branch of the Washington Congress of Parents and Teachers (“WSPTA”) and the National PTA. It was chartered on October 1, 1991. Its national PTA number is 29955
- 1.2     The International School PTSA works for the health, welfare, safety, and education of the children who attend the International School in Bellevue, Washington.
- 1.3     The International School PTSA was incorporated on May 26, 1992. It is assigned UBI #601 391 498. The Treasurer is responsible for filing the annual corporation report by the incorporation date to avoid penalties. The registered agent for this corporation is the Washington State PTA. The Employer Identification Number is available in our legal documents binder maintained by the Secretary.

**ARTICLE II           COMPLIANCE**

- 2.1     The International School PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 413. The Treasurer is responsible for filing the annual registration by May 31 to avoid penalties.
- 2.2     IRS nonprofit tax-exempt status 501(c)(3) was established on January 29, 1996. A copy of the letter of determination is filed in the legal documents binder maintained by the Secretary.
- 2.3     The treasurer, with assistance from the immediate past treasurer, is responsible for filing the appropriate IRS Form 990, Form 990 EZ or Form 990-N prior to November 15. Copies of the current and past years’ returns are located in the legal documents binder maintained by the Secretary.
- 2.4     Per the Washington State PTA Uniform Bylaws, we will annually review, complete, sign, and submit the WSPTA Standards of Affiliation Agreement by the required deadline.

**ARTICLE III           MEMBERSHIP**

- 3.1     Membership at International School PTSA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, community members and any other persons that support and encourage the purpose of PTA.
- 3.2     The membership service fees of the International School PTSA shall be:  
  
          \$20.00 for an individual membership  
          \$35.00 for a family or dual membership of up to two members

\$10.00 for IS teachers and staff.

- 3.3 A service fee of \$9.50 per member will be sent to the Bellevue PTSA Council, which will be distributed as follows:

Bellevue PTSA Council:	\$1.50
Washington State & National PTA	\$8.00

- 3.4 International School students shall be honorary members with no votes. The students shall be conference members with the ability to discuss issues and express ideas at meetings of the general membership.

#### **ARTICLE IV                    OFFICERS AND THEIR ELECTION**

- 4.1 In addition to the President, Secretary and Treasurer, at least one, but no more than four Vice Presidents shall be elected, together with a President-elect. Two Co-Presidents may be elected at the option of the members. When more than one Vice-President is elected, each such office shall be designated as First, Second and Third for the purposes of succession to the Presidency. Any elected position may be held jointly by two (2) people. Each co-position holder shall be entitled to have a voice and vote at the board of directors' meeting. In the event of co -treasurers one treasurer can NOT be a signer on the bank account.
- 4.2 If co-treasurers are elected, Treasurer One (1) shall be responsible for reimbursements and financial records, including filing tax returns and the annual corporation report. The other treasurer, Treasurer Two (2) shall be responsible for deposits (membership fees, event collections, products sales, Paypal) and matching gifts. Treasurer Two (2) shall NOT be a signer on the bank accounts.
- 4.3 To serve as an officer, a person must be a member in good standing of the International School PTSA. Their term of office shall be one year.
- 4.4 A member may not hold the same office for more than two consecutive years.
- 4.5 The International School PTSA will comply with the annual training requirements necessary to remain in good standing, as specified in WSPTA Uniform Bylaws.
- 4.6 If a vacancy occurs in an office, the Executive Committee may appoint an acting officer to serve until the next General Membership Meeting, at which time nominations shall be made from the floor with the consent of the nominees.
- 4.7 The Nominating Committee shall be elected by the general membership at the January meeting according to WSPTA Uniform Bylaws.
- 4.8 The officers shall be elected at a General Membership Meeting no later than April 30. Membership Chair will notify WSPTA of new officers' names, addresses and emails by June 30. Officers shall assume office July 1.

## **ARTICLE V                    ORGANIZATION**

- 5.1     The Executive Committee of the International School PTSA shall consist of the elected officers.
- 5.2     The Board of Directors shall include all elected officers and standing committee chairpersons as designated by the Executive Committee.
- 5.3     The Board of Directors shall be PTSA members in good standing.
- 5.4     Committee chairpersons shall keep a notebook of their activities and information for future reference. This notebook must be submitted to the International School PTSA President by June 1.
- 5.5     Voting delegates for the State PTA Convention shall be elected at the same General Meeting as the officers, no later than April 30, according to WSPTA Uniform Bylaws.
- 5.6     Voting delegates to the PTSA Council Meetings shall consist of the President and additional authorized delegates, or their alternates, approved by the Executive Committee.
- 5.7     The International School PTSA will send as many voting delegates and as many visiting delegates to the WSPTA Legislative Assembly that the budgeted amount will sustain. Registration, hotel and WSPTA meal fees shall be paid for by the International School PTSA. The legislative (Advocacy) chair will be one of the voting delegates representing the International School PTSA at the legislative assembly, the rest of the voting delegates will be determined by the board of directors. Individuals attending the assembly, paid for by International School PTSA, will submit a board report/summary about the WSPTA legislative assembly. The vote of International School PTSA for the position of Washington State PTA Region 2 Director shall be determined by the Board of Directors.
- 5.8     The original legal documents of the International School PTSA, per WSPTA Uniform Bylaws, shall remain with the Secretary. Two additional copies of the legal documents shall be kept: one to remain with the President and one to remain with the Treasurer.
- 5.9     Information contained in directories, newsletters, or membership lists published by the International School PTSA may not be used for purposes of solicitation, either commercial, political, ideological, or any other purpose not consistent with the WSPTA Uniform Bylaws.

## **ARTICLE VI                    BUDGET**

- 6.1     The International School PTSA shall approve its annual operating budget in the spring of each year.
- 6.2     The Board of Directors may reallocate funds budgeted for one purpose to another purpose by a majority vote, subject to the following limits. The Executive Committee may approve by majority vote any such proposals up to \$2500 during a budget year. The Board of Directors may approve by majority vote any such proposals up to \$5,000 during a budget year. Proposals over \$5,000 must be approved by the General PTSA membership.

- 6.3 All proposals to raise funds on behalf of the International School PTSA must be presented in writing to the Executive Committee.
- 6.4 It is recommended that a budget reserve be maintained at the end of each budget year in an amount not less than \$50,000 or 50% of the total expenses for the prior year's budget.

## **ARTICLE VII FINANCIAL REVIEW**

- 7.1 A financial review committee, minimum of three (3) members appointed by the President, will review the financial books twice a year. Members of this committee shall not include the treasurer or any person authorized to sign on the PTSA bank accounts for the period that is being reviewed or any individuals living in their households.
- 7.2 All financial matters and binding agreements shall require two signatures, at least one must be the President's unless the office holder or a member of his/her immediate family is involved. The Board of Directors shall determine which officers shall have signing authority.
- 7.3 The International School PTSA's monthly bank account statements shall be provided unopened to a person appointed by the board of directors. Such person will be appointed by the board at the beginning of the fiscal year, and shall not be a signer on the account. The reviewer shall promptly report any concerns or discrepancies identified in the review to the Executive Committee. If there are no concerns or apparent discrepancies, the reviewer shall initial and date the account statements and provide them to the treasurer.
- 7.4 All reimbursement requests for authorized expenses must include a receipt and be submitted to the treasurer within 60 days of purchase. All requests for reimbursement must be received by the next to last day of school or they will be considered a donation to the PTSA.

## **ARTICLE VIII MEETINGS**

- 8.1 General Membership meetings will be held at least three times during the school year at time and place determined by the Executive Committee. Executive Committee and/or Board meetings will be held on a regular basis, except during July and August. Meeting dates and times shall be set by the Executive Committee. Meeting times and agendas will be posted prior to all meetings.
- 8.2 The Executive Committee has the power to call special meetings with a minimum of five days by electronic communication and posting on the ISPTSA website to the general membership stating the business to be conducted.
- 8.3 A quorum of the Board of Directors and Executive Committee shall be a simple majority. A quorum of the General Membership shall be five percent but not less than ten International School PTSA members.

## **ARTICLE IX RECOGNITION**

- 9.1 International School PTSA can, but is not required to, honor its outstanding volunteers by presenting them one of the Washington State PTA individual awards such as the Golden Acorn, Outstanding Advocate, Outstanding Student Advocate, Outstanding Educator, or Honorary Lifetime Membership awards. A committee appointed by the President shall select the recipient(s). The Board of Directors shall determine category of awards and the number of recipients.

**ARTICLE X                    AMENDMENTS**

- 10.1 These Standing Rules shall be reviewed annually at a General Membership meeting before December 31.
- 10.2 These Standing Rules may be amended at any General Membership meeting by a two-thirds vote, or if previous notice is given, by a majority vote.