

Cascade View Elementary PTA

Standing Rules 2017-2018

1. The name of this unit shall be the Cascade View Parent Teacher Association (PTA). The local unit number is 7.6.3
2. This PTA serves the children of the Cascade View enrollment area and all the children in the Snohomish School District community.
3. This unit incorporated as a nonprofit corporation in the State of Washington on 15 November 1990. It is the responsibility of this unit to file an Annual Corporation Report prior to March 1. The incorporation number is 601-285-075. The registered agent for this corporation is the Washington State PTA.
4. This PTA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is CAV-190-319. The treasurer is responsible for filing annual registration.
5. This unit's Federal Employer ID is 91-1499586
6. This unit was recognized by the IRS as a tax-exempt organization on 15 November 1990, under Section 501(c)3.
7. The current treasurer is responsible for filing IRS form 990 if it is required.
8. This unit shall keep at least two copies of its legal documents in two separate locations. The President and Treasurer shall maintain the documents. Members can request to review documents at any time.
9. The membership fee of this unit shall be \$10.00 for individuals, and \$17.00 for a parent team.
10. The students of Cascade View Elementary School shall be considered honorary members of this unit, without voice (to make or second motions), vote, or privilege of holding office. Input and suggestions from the students are always welcome.
11. The elected officers shall be the President, Vice-President, Treasurer and Secretary. Co-officers in any of these positions are acceptable if so determined by the Nominating Committee. The selected officers shall constitute the Executive Committee. In the event of a co-position, each person will have voice and vote.
12. The Board of Directors shall consist of the elected officers (the Executive Committee) and the standing committee chairpersons. All members will be current members of the Cascade View PTA and each board member is entitled to voice and vote.
13. The standing committees will be:
 - a. Legislative and Advocacy
 - b. Watchdogs
 - c. Volunteer Coordinator
 - d. Membership
 - e. Staff Representative(s)
 - f. Principal and/or principal representative
14. Ad-Hoc committees may be created by the Board of Directors as needed. All committee chairs shall be current Cascade View PTA members.
15. General membership meetings of this unit shall be held at the discretion of the Board. Notification of meetings will be through the PTA newsletter or other notice sent home with

students. There will be a minimum of 3 meetings per year. All will follow common parliamentary procedure and Robert Rules of Order.

16. Board of Directors meetings will be held every month, with the time and place to be determined by the Board, subject to change as needed.
17. Board of Directors meetings will be attended only by its members unless guest status has been approved by the Board. Guests will not have a voice to make motions or second them.
18. Members who wish to address the Board at a board meeting will use the following procedures:
 - a. Notify the President seven (7) days in advance of the meeting with information concerning the issue they would like to address.
 - b. The President will place them on the agenda, as time and importance allows
 - c. The member will only be present for the portion of the meeting that relates to the presentation of their issue unless otherwise voted by the board
19. If an officer/chairperson misses three (3) consecutive meetings, the position shall be reviewed by the Board of Directors to determine status.
20. The vote of this unit for the Region Director shall be by action of the Board of Directors
21. Voting delegate(s) to the Annual State PTA convention shall be by appointment of the Board of Directors.
22. The voting delegate(s) to the State PTA Legislative Assembly shall be appointed by the Board of Directors.
23. The treasurer will establish and maintain a checking account at a local bank for all Cascade View PTA funds. Authorizing signatures will be 3 of the elected board members.
24. The expenditures of this unit will be within the budget approved by the membership. The Board of Directors will approve any additional expenditures or changes to the budget.
25. Electronic Funds Transfer or EFT can be used by a signer on the banking account with the assigned card they have been issued by the banking institute. When making an EFT transaction the board member must have approval by way of paper (email, funding request, slack, meeting notes) prior to making the purchase. A reimbursement must be submitted with the original receipt, whether it's an online purchase or physical receipt.
26. Consent Agenda may be used consisting of the Minutes, Financial Report, and Board of Directors and Committee Reports at the General Meeting. The Board reserves the right to have any of the reports presented separately from the Consent Agenda.
27. The Board is not a forum for addressing complaints regarding staff, administration, or district policy. Such complaints shall be addressed through administrative channels. The Board shall make an effort to work effectively with all school administrators, staff and community members. Concerns affecting all children in education in WA State are welcome via our legislative representative. Concerns shall be presented in writing.
28. The Cascade View PTA Standing Rules shall be presented to the General Membership for approval by vote.
29. The Standing Rules may be amended at any regular General Membership meeting by a 2/3 vote, or if previous notice is given, majority vote.
30. These and all other rules not stated herein shall be in accordance with the current Washington PTA Bylaws found in the Local Unit Workbook supplied to the unit President or on www.wastatepta.org.

