

STANDING RULES
INTERNATIONAL COMMUNITY SCHOOL PTSA 2.8.89
2009-2010
(Approved 09/08/2009)

NAME

The name of this local unit shall be ICS PTSA, number 2.8.89. This unit was chartered by the Washington State PTA on October 5, 2000.

MEMBERSHIP

The ICS PTSA serves the parents/guardians, students, and staff of the International Community School. One member of each ICS family will automatically be a member of the Washington State PTA. The members of the ICS PTSA shall include the parents/guardians, students and staff of the ICS community.

All members of ICS PTSA shall have a voice and vote. Any member of the ICS community shall have a voice and may participate in consensus decisions. Membership fees shall be \$8.00 per member. This fee will be deducted from ICS PTSA annual assessment funds.

LEGAL STATUS

The ICS PTSA is a non-profit corporation with tax-exempt status. Section 501(C) 3, granted on March 18, 1998. The Employer Identification Number is 91-18011.

The ICS PTSA was incorporated as a non-profit corporation by the State of Washington on April 15, 1997. The incorporation number is 601787413.

This local unit's registered agent is the Washington State PTA.

Two copies of the legal documents notebook shall be kept in two separate locations. One shall be located in the ICS PTSA office and one in the Secretary or Treasurer's notebook.

The ICS PTSA shall conduct a bi-annual audit of its books and records for the periods ending December 31st and June 30th.

OFFICERS AND THEIR ELECTIONS

The officers of the ICS PTSA shall consist of the following: President or Co-Presidents, Vice Presidents, Secretary or Secretaries, and Treasurer.

Officers shall be elected at the April Parent Meeting, in accordance with the Washington State PTA by-laws for a term of one year. They shall assume office on July 1st.

DUTIES OF OFFICERS

The President(s) shall be the chief executive officer(s) of the ICS PTSA. The President(s) shall preside over all PTSA meetings. The President(s) along with the Treasurer shall sign all checks and contracts. There must be two signatures on all checks and contracts. The President(s) shall perform all duties incident to the office of President, and such other duties as requested by the membership.

The Vice Presidents shall perform the duties of the President(s) in their absence as well as other such duties as requested by the President(s) and/or the membership.

The Secretary(s) shall keep accurate records of all PTSA meetings, notify the President(s) of any unfinished business, be responsible for correspondence as designated by the President(s), and perform such duties as requested by the President(s) and/or membership.

The Treasurer shall have charge and custody of and be responsible for all funds of the ICS PTSA. The treasurer and/or a Finance Committee member shall receive and give receipts for monies due and payable and deposit all such monies. The Treasurer shall remit State PTSA and National PTA portions of the membership service fees to the Lake Washington PTSA office not later than the specified postmark deadline dates. The Treasurer is responsible for filing the IRS Form 990 if applicable. The Treasurer is responsible for filing the annual corporation report. The Treasurer along with the President(s) shall sign all checks and contracts. There must be two signatures on all checks. The Treasurer, along with the Finance Committee shall develop the budget and provide a written report on the budget at all Steering Committee and Parent Meetings.

COMMITTEES

The Standing Committees shall consist of the following: ASB Liaison, Chess Club, Choir, Cultural Arts, Drama, College Partnerships, Community Building, Compendium, Emergency Preparedness, Finance, Graduation, Grants, Hospitality, International Partnerships, Intramural Sports, Legislative Liaison, Library, Lunchroom Coordinator, Math Team, Membership, Music, Parent Organizer, Parking, Passive Fundraising, Phone Tree, Public Relations, Reflections, Site, Staff Appreciation, Student Directory, Student Store, Teacher Liaisons, Volunteer Coordinator, Volunteer Hours Coordinator.

All officers and committee chairs shall be current PTSA members.

Special Committees shall be appointed by the President(s) as needed with the approval of the Steering Committee.

The Nominating Committee shall be elected according to the Washington State PTA by-laws at the December Parent Meeting and provide a report to the general membership at the March Parent Meeting.

The Awards Committee shall consist of all previous recipients of the ICS Golden Acorn award and the past year's Outstanding Educator(s), providing that these individuals are still members of the ICS community.

Officers and Chairs are to submit all files and records to the President(s).

STEERING COMMITTEE

The Steering Committee shall consist of the elected officers and all committee chairs. The Steering Committee shall coordinate the ongoing operation of the ICS PTSA and help decide which issues are brought to the Parent Meeting. All members of ICS PTSA are encouraged to attend and participate in Steering Committee Meetings.

The Steering Committee can approve new expenditures, not contained within the current budget, up to \$5000 total during the fiscal year, if consensus is reached among the committee. No individual new expenditure can exceed \$1,000. The decisions for new expenditures can be made by email consensus. New expenditures over \$1,000 or in excess of a cumulative \$5,000 require consensus by the general membership at a PTSA monthly meeting.

The Steering Committee has the authorization to reallocate funds up to \$1,000 within the current budget. Reallocations can be made by email consensus. Reallocations exceeding \$1,000 must be approved by the general membership at a PTSA monthly meeting.

The signatures of the President(s), Treasurer, and two other Steering Committee members shall be on the signature cards for this PTSA's authorized bank and investment accounts.

MEETINGS

Parent Meetings will be held the second Tuesday of the month at the Lake Washington School District (LWSD) Resource Center, unless otherwise announced. The meetings will start at 7:00 PM. Meetings are open to all parents, students, and staff of ICS.

Steering Committee Meetings will alternate between the first Thursday evening and the first Friday morning of the month. Thursday evening meetings will begin at 7:00 PM at the LWSD Resource Center. Friday morning meetings will begin at 9:30 AM at ICS.

Consensus will be the decision making model used at all meetings. In the event consensus cannot be reached, decisions shall be made by majority vote according to Robert's Rule of Order.

A quorum for the Parent Meetings is 75 members. Voting delegates to the Lake Washington PTSA Council shall be the President, three delegates and two alternates, determined by the Steering Committee. Voting delegates to the annual State PTA Convention shall be the incoming President(s) and/or delegates appointed by the President(s) with the approval of the Steering Committee. The Steering Committee shall determine who will represent ICS PTSA as visiting delegates. The vote for Region 2 director shall be determined by the Steering Committee.

The Standing Rules shall be reviewed each year and adopted at the September Parent Meeting. The Standing Rules may be amended at any scheduled Parent Meeting.

The ICS PTSA budget shall be adopted each year at the Final Parent Meeting.