

SKYLINE HIGH PTSA STANDING RULES 2025-26

Legal and Tax Status

1. The name of this unit is Skyline High PTSA 2.6.70.
2. This unit was incorporated on 4/13/1998 as a non-profit corporation by the State of Washington #2-581797-4. It was assigned UBI 601 869 345. The registered agent for this corporation is the Washington State PTA. It is the responsibility of the Treasurer of this unit to file the annual corporation report prior to April 30.
3. This unit is registered under the Charitable Solicitations Act, registration number 5739. It is the responsibility of the Treasurer to file the annual charitable solicitations renewal prior to November 15.
4. This unit was recognized by the IRS as a 501(c)3 non-profit, tax-exempt organization on May 16, 1998. This unit's Tax Identification Number is available upon request.
5. The Treasurer is responsible for filing the annual report and tax return, maintaining all incorporation papers, and compiling and maintaining the unit's legal documents notebook. The President will keep a second set of the legal documents.
6. The Secretary is responsible for taking, distributing, and maintaining the minutes for all Board of Directors' and General Membership meetings. The Secretary will also handle correspondence as needed.

Membership and Fees

7. The dues for Skyline PTSA shall not exceed \$35.00 per family membership and \$25.00 per individual membership. The membership fees are determined by the membership type and shall be no less than necessary to cover the required National, State, and Council fees.

Staff and community members may be offered membership at a reduced fee approved by the Board of Directors as long as such fee exceeds the amount of state and national dues per membership. All paid members may make motions, participate in debate, and vote at PTSA membership meetings.

Board of Directors and Meetings

8. All elected officers must be PTSA members. The elected officers of this unit shall be President, Vice President(s), Secretary and Treasurer. The office of President may be shared by two persons, with each co-position holder entitled to voice and vote at a Board of Directors meeting. President/Co-President candidates must have served at least one year on a Skyline PTSA/PTA Board of Directors, unless no candidates with such experience are found by May. The office of Vice President may be shared by up to six officers, (VP Membership, VP Volunteers, VP Communications, VP Fundraising), each with voice and vote at the Board of Directors meeting. These elected officers shall constitute the Executive Committee. Officers shall be elected no later than May for a term of one year and shall assume office on July 1. Elected officers shall serve no more than two

consecutive terms in the same office.

9. The President/Co-Presidents shall conduct all meetings and fulfill all duties as outlined by the Washington State PTA Uniform Bylaws. "In the event the Office of President becomes vacant the Vice President of Membership will assume duties until the position is filled. If the Office of Vice President also is vacant, a Vice President of Volunteers will assume duties until the position is filled.

10. The Board of Directors shall consist of the Executive Committee, and one or two (2) at-large positions, to be appointed by the President. In addition, there will be the following ex-officio members of the board: the principal and/or a Skyline High School staff liaison. The President will also appoint a liaison between the PTSA and the Issaquah Schools Foundation to serve on the board as an ex-officio member. These ex-officio members will have voice, but no vote at board meetings.

11. There shall be no fewer than **four (4)** General Meetings each school year. A quorum for General Meetings is represented by at least 10 members. The Board of Directors shall meet monthly, unless otherwise announced, on a date and time to be determined by the board. A quorum is represented by a majority of the Board Members. The Executive Committee and/or the Board of Directors may hold meetings separate from the General Meetings. General membership and board meetings may be held virtually using remote communications where all participants may hear and see one another and participate substantially concurrently. In the form of virtual or hybrid meetings, votes need to be conducted in a way that is substantially concurrently.

12. Members of the Board of Directors are required to attend regularly scheduled meetings. An office shall be declared vacant if an officer is absent from three (3) meetings, unless previously excused by the presiding officer.

13. Committees and chairpersons shall be established as deemed necessary by the Board of Directors. All committee chairpersons must be PTSA members. The President shall be an ex-officio member of all committees, except the Nominating Committee.

Signing Responsibility/Authority

14. The signatures of at least three elected officers, including the President and Treasurer, shall be on the authorized signature card for this unit's bank account. A board member who is not on the authorized signature card shall review and sign the monthly bank statement.

15. All contracts must be signed in advance by the President and one other Executive Committee member. Officers signing contracts must sign with their name and their PTSA title.

Budget

16. The budget will be prepared each year by a committee of at least three (3) PTA members. The Treasurer will chair the budget committee. The budget will be approved at or prior to the last General Membership Meeting of the school year.

17. Extra budgetary fund allocations up to \$500 may be approved by the Board of

Directors. Extra budgetary fund allocations greater than \$500 must be approved at a General Membership meeting. The Board of Directors has the power to reallocate funds as deemed necessary in an amount not to exceed \$1,000, with any such fund reallocation presented to the membership as soon as possible for review.

18. All requests for reimbursement, with receipts attached, shall be submitted to the Treasurer within 60 days of purchase and no later than June 15th.

19. The Issaquah PTSA Council shall annually enter into an agreement with the Issaquah School District to obtain access to the student data directory. Said agreement shall be executed by the Council President, who shall download the data from the district-designated drive. Access to such data shall be restricted to the Council President and the Council Director of Communications. The data shall be utilized exclusively for official PTSA Council business, programs, and events, and shall not be used for outside vendor promotions or any non-Council purpose. Any additional access to the data by other Council Board members shall require prior approval of the Council Board.

Financial Review Committee

20. The PTSA may conduct a financial review of its books and records in February of each year in addition to the required financial review at the close of the fiscal year. Signers on the bank account may not serve on the Financial Review Committee. Members of the Financial Review Committee are appointed by the Board of Directors.

Nominating Committee

21. The Nominating Committee shall be elected according to the Washington State PTA Uniform Bylaws, Article VI, Sections 1, 2 and 3.

Awards Committee

22. One or more Golden Acorn Awards shall be presented annually to outstanding volunteers. A committee appointed by the President shall select the recipient(s). The Board of Directors may choose to present other awards such as Outstanding Educator, Outstanding Advocate, Outstanding Service, or a lifetime PTSA membership, as recommended by the committee.

Voting Delegates

23. Voting delegates to the Issaquah PTSA Council shall be the President(s), the Vice-President, and up to two additional delegates chosen by the Board of Directors. The vote of this unit for the Region 2 Director shall be determined by the Board of Directors.

24. Voting delegate(s) to the annual State PTA Convention shall be determined by the Board of Directors. The Board of Directors shall also determine the number of delegates to be funded by the PTSA.

25. Voting delegate(s) to the Legislative Assembly shall be the Legislative Chairperson and other delegates to be designated by the Board of Directors. The

Board of Directors shall determine the number of delegates to be funded by the PTSA.

Site Council Representation

26. The President or Co-President will serve as this unit's representative to Skyline High School's Site Council, unless otherwise determined by the Board of Directors.

Best Practices

27. In accordance with WSPTA Best Practices, the Board of Directors will review this unit's Mission Statement and Goals each year and vote on them at the first Board meeting and the first General Membership meeting in the fall.

28. These standing rules shall be adopted annually by a majority vote at a General Membership Meeting.

29. The standing rules may be amended at any regular PTSA meeting by a two thirds vote, or if previous notice is given, by a majority vote.

30. Information contained in the Skyline PTSA database/membership roster shall only be used for official PTSA business and communications.

31. Skyline PTSA shall allow electronic/phone/video voting for the election of officers, the election of the nominating committee, annual budget or any other General Membership votes.

32. All passwords to financial and/or membership accounts will be held and recorded by the current President(s), Secretary and Treasurer.

33. Skyline PTSA will follow the Washington State PTSA By-Laws for anything not covered in these Standing Rules.

Online Financial Procedures

34. Approved Systems

Google Drive will be the official cloud storage system for all SHS PTSA records. The Drive will be owned by a SHS PTSA controlled email account. Personal accounts will not be used as the sole location for SHS PTSA records. Version history will be enabled for all SHS PTSA documents stored in Google Drive. Access control requirements are documented in the [Access Control document \(Google Drive Access\)](#).

35. Roles and Responsibilities

Treasurer: Maintains records, initiates payments, prepares budget reports and reconciles bank statements

President: Approves expenditures, counter signs checks and signs off on contracts

Non-signer approver: Reviews and signs off on financial reports.

Secretary: Maintains meeting minutes, counter signs checks and signs off on contracts

Board: Approves budgets and reviews reports.

Membership: Approves budget and budget modifications, bylaws, and financial reviews..

36. Internal Controls

No individual may initiate, approve, execute, and reconcile the same transaction. All payments require dual authorization. Final documents must be locked as view only.

37. Income Handling

Income is received electronically whenever possible. The [SHS PTSA - Counting of Funds Form](#) will be used to document the details of the cash and checks to be deposited. Ground rules:

- All donations/payments to the PTSA in the form of checks/cash must be deposited. They cannot be directly adjusted against expenses.
- A physical copy of the Counting of Funds form must be submitted with signatures from two unrelated PTSA members. Online submissions will not suffice
- Funds must be handed over to the treasurer within 10 days of receiving them

38. Expenses and Reimbursements

When paying an individual or when an in-person purchase is more practical such as buying snacks for an event, the Program VP or Chair may pay out of pocket using a personal card, cash, or check. They can request a reimbursement for the expense using the [SHS PTSA - Reimbursement Form](#). All expense requests must include itemized receipts, and be approved by the President before payment. Reimbursements will only be made by check, which can be picked up from the Treasurer. All requests for reimbursements shall be submitted to the Treasurer within 60 days of purchase and no later than June 15th.

39. Payments

The Treasurer can pay organizations directly using the PTSA debit card for expenses such as fundraising items and software license fees. This method will be used exclusively for payments to organizations and will not be used for payments to individuals. This method is best suited for remote or online transactions where a card can be used conveniently. All payments must be authorized by the President before being paid out. Program VPs and Chairs will be responsible for keeping track of and submitting payment requests for items related to their program. The [SHS PTSA - Payment Form](#) will be used to request payments

40. Reports

Monthly Treasurer's report and Reconciliation report will be prepared and submitted by the Treasurer. The reconciliation report and the Non-signer Review of Financial Statements will be reviewed and signed by the non-signer approver. The treasurer will sign off on the Treasurer's report. All three reports will be physically signed and stored in a secure location.

41. Record Retention

Records are retained according to Washington State PTA timelines using Google Drive as the system of record where applicable. Physical copies of documents will

be maintained as required by AIM and WA PTA. Retention requirements are documented in the Access Control document (Doc approvals and retention).

42. Approvals

Approval requirements for all artefacts are documented in the [Access Control document \(Authorization\)](#).

43. Officer Transition

Digital access and physical permanent records will be transferred during officer transitions.

Approved on Oct 15, 2025