

Legal and Tax Status

1. The name of this unit is Pine Lake PTSA, 2.6.42.
2. This unit is a non-profit corporation recognized by the State of Washington on 11/20/86. The incorporation number is 2-380045-1. The UBI number is 601-605-310. 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 3714. It is the responsibility of the treasurer to file the annual charitable solicitations renewal prior to November 15.
4. This unit's Tax Identification Number is available upon request.
5. The IRS recognized this unit as a non-profit organization on 4/28/98, under Section 501(c)(3). The outgoing Treasurer is responsible for filing the annual tax return.
6. The purpose of this unit is to work for the health, welfare, safety, and education of all children of the Pine Lake Middle School community.
7. The PTSA may conduct a mid-year financial review of its books and records by February of each year in addition to the required review at the close of the fiscal year. Signers on the bank account may not serve on the review committee.
8. The Treasurer will maintain this unit's Legal Binder.

Membership and Fees

9. The membership service fee of this unit shall be \$14.00 per member or \$22.00 per family. Staff may be offered membership at a reduced fee approved by the Board of Directors as long as such fee meets the amount of state and national dues per membership.

Board of Directors and Meetings

10. The students of Pine Lake Middle School shall be considered honorary members of this unit, without privilege of holding office or voting rights.
11. The elected officers of this unit shall be the President, Vice President, Secretary, and Treasurer, and any co-officers of those positions. Each person, even in co-positions is entitled to voice and vote at a meeting. These positions shall comprise the Executive Committee. Officers shall be elected by April 30th for a term of one year and shall assume office on July 1. All elected offices shall attend at least one training session within the year, and at least one officer will attend PTA & the Law each year, in accordance with Washington state PTA bylaws.

12. The Board of Directors of this unit shall consist of the Executive Committee and those appointed Directors as designated by the incoming Executive Committee.
13. Regularly scheduled meetings shall include Pine Lake PTSA Board of Directors and General Membership Meetings. There shall be no fewer than two (2) General Meetings each school year. The Executive Committee and/or the Board of Directors may hold meetings separate from the General Meetings.
14. An office/chairmanship shall be declared vacant if that person misses three consecutive Board of Directors/General meetings, unless excused by the President.

Signing Responsibility/Authority

15. The signatures of at least three elected officers 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.
16. Two Executive Committee members, one of whom must be the President, must sign all contracts in advance. Officers signing contracts must sign with their name and their PTSA title.

Budget

17. The budget shall be presented for approval by a quorum vote at the last General Meeting of the school year (for the following year's budget) and again at the first General Meeting of the school year. Extra budgeting fund allocations or re-allocations over \$500 shall be addressed at the regular General Membership Meeting. Fund allocations or re-allocations less than \$500 may be addressed by the Board of Directors without General Membership approval.
18. All requests for reimbursement, with receipts attached, shall be submitted to the Treasurer within 60 days of purchase and no later than 10 days prior to the last day of school.

Financial Review Committee

19. The PTSA may conduct a mid-year financial review of its books and records by February of each year in addition to the required review at the close of the fiscal year. Signers on the bank account may not serve on the review committee.

Voting Delegates

20. Voting delegates to the Issaquah PTSA Council shall be the President and three other PTSA members as authorized by the Board of Directors.

21. 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.
22. Voting delegate(s) to the Legislative Assembly shall include the Legislative Representative and/or 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.

Awards Committee

23. 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.

Best Practices

24. The Standing Rules shall be adopted annually by a quorum vote at the first General Meeting of the year. The Standing Rules may be amended at any regular General Meeting by a quorum vote.
25. The attendance of ten (10) or more voting members at a General Meeting shall constitute a quorum. The quorum for Board of Directors meetings shall be a majority plus (1) of the board members.

Site Council Representation

26. The PTSA representative to the Pine Lake Middle School Site Council will be an appointed PTSA Board Member.