

**Cougar Ridge Elementary PTSA Standing Rules  
2022 - 2023  
Amended and Approved on September 20, 2022**

**ARTICLE I      NAME**

- Section 1.      The name of this unit shall be Cougar Ridge Elementary PTSA 2.6.8.
- Section 2.      This unit is a non-profit corporation recognized by the State of Washington on May 21,1992. It is the responsibility of the unit to annually renew the Articles of Incorporation by filing a “Non-Profit Corporation Annual Report” prior to May 31. The incorporation number is available upon request.
- Section 3.      The unit’s Employer Identification Number (EIN) is available upon request.
- Section 4.      The IRS recognized this unit as a tax-exempt charitable organization on November 10, 1993, under Section 501 (c) (3). This unit shall file a Form 990 Return of Organization Exempt from Income Tax, as well as a State Charitable Solicitations Renewal Form by November 15 of each year.
- Section 5.      This unit shall keep at least two (2) copies of each of its legal documents in two (2) separate locations. One (1) copy of the legal document notebook shall be in possession of the Treasurer. The second copy of the legal document notebook shall be kept as password protected .pdf documents in the President’s Google Drive. It will be the responsibility of the President to update both copies of the legal document notebooks.
- Section 6.      The Treasurer is responsible for changing passwords and login information annually for online banking. This security information shall be saved on the Treasurer’s Google Drive in a password protected document.

**ARTICLE II      MEETINGS**

- Section 1.      General Membership meeting of this unit shall be as the Board decides. There shall be at least two (2) meetings during the year. The quorum for general membership shall be ten (10) voting members.
- Section 2.      A Budget Committee consisting of a Treasurer, President and at least one (1) other board member shall prepare the budget. The budget shall be presented for approval at either the last General Membership Meeting of the school year (for the following year’s budget) or at the first General Membership Meeting of the school year. The Board of Directors is responsible for approving the budget before it is presented to the General Membership for approval by vote.
- Section 3.      The Standing Rules shall be adopted annually by a majority vote at the first General Membership Meeting or as soon as possible thereafter.
- Section 4.      The Standing Rules may be amended at any regular General Membership Meeting by a two-thirds (2/3) vote, or if previous notice is given, by a majority vote.
- Section 5.      The Cougar Ridge PTSA Board may hold General Membership and Board meetings using remote communications where all participants may hear and see one another and participate substantially and concurrently per WSPTA Standing Rules.
- Section 6.      The Board shall allow electronic voting during hybrid meetings as permitted by WSPTA Bylaws.

**ARTICLE III      SERVICE FEES**

- Section 1.      Cougar Ridge PTSA shall maintain its membership of the Issaquah PTSA Council, State PTA and National PTA. Membership service fees are due each year and are determined on an annual basis through the State Office.
- Section 2.      The Membership fee of this unit shall be \$10.00 per staff, \$15.00 per adult or \$25.00 per two adults.

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**ARTICLE IV OFFICERS**

- Section 1. The Board of Directors of this unit shall consist of the Executive Committee plus the Chairpersons of all the Standing Committees. The Board of Director meetings of this unit shall be monthly at a time determined by a majority of the Board. Special meetings of the Board of Directors may be called according to Washington State PTA Uniform Bylaws. Notification by e-mail shall satisfy the written notice requirement for special meetings.
- Section 2. The elected officers of this unit shall be President (or Co-Presidents), eight (8) Vice Presidents (or Co-Vice Presidents), Secretary (or Co-Secretaries) and Treasurer (or Co-Treasurers). The Nominating Committee shall determine candidates for these positions. These elected officers shall be called the Executive Committee. Their term of office shall be one (1) year, and no longer than two (2) consecutive years in the same position. All officers and members of the Executive Committee must be members of the Cougar Ridge PTSA local unit. In the case of co-presidents, the presiding President has only a tie-breaking vote.
- Section 3. The nominating committee shall be elected at a general membership meeting of the local unit at least thirty (30) days preceding the election of officers according to Washington State PTA Uniform Bylaws Article 5, Section 5 (a).
- Section 4. An office shall be declared vacant if the person misses three (3) meetings unless excused by the President.
- Section 5. The voting Delegate to the Issaquah PTSA Council shall be the President/Co-President(s) and other delegates on record with the Council Secretary, not to exceed four votes from our unit, according to Washington State PTA Uniform Bylaws, Article 6, Section 3 (d).
- Section 6. The Board of Directors, according to Washington State PTA Uniform Bylaws Article 10, Section 2 (b), shall select voting delegates to the Annual State PTA Convention.
- Section 7. The Legislative chairperson shall be a voting delegate to the Legislative Assembly, and the Board of Directors shall elect any additional delegates as defined in Washington State PTA Uniform Bylaws, Article 13, Section 2 (b)(1).
- Section 8. In accordance with Washington State PTA Uniform Bylaws, Article 5, Section 6.J., a member of the Executive Committee may be removed from office by a two-thirds vote of the membership present at a regularly scheduled meeting or at a meeting called for such purpose, should there be cause for removal, such as violation of the ethics, policies, or principles of the Washington State PTA.

**ARTICLE V ORGANIZATION**

- Section 1. **THE EXECUTIVE COMMITTEE SHALL BE:**
- President/Co-Presidents
  - Executive Vice President/Co-Executive Vice President
  - Secretary/Co-Secretary
  - Treasurer/Co-Treasurer
  - Vice Presidents/Co-Vice Presidents of the following:
    - Communications
    - Community Engagement
    - Events
    - Fundraising & Membership
    - Outreach
    - Programs
    - Service & Recognition
- Section 2. The Standing and Ad Hoc Committees shall be determined by the Executive Committee. The Standing and Ad Hoc Committee Chairpersons shall be voted upon and elected by the Executive Committee. The Standing Committee and Ad Hoc Committee Chairpersons must be members of the Cougar Ridge PTSA local unit.

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- Section 3. The Board of Director Committee Positions will receive one (1) vote only. In the event of more than one (1) Chairperson, the vote will be equally divided.
- Section 4. The Students of Cougar Ridge Elementary School shall be considered honorary members of this unit without voice, vote, or privilege of holding office.
- Section 5. All contracts must be co-signed by the President and one (1) elected officer according to Washington State PTA Uniform Bylaws Article 5, Section 7 (a)(2).
- Section 6. Information contained in directories, newsletters, or membership lists published by Cougar Ridge PTSA may not be used for purposes of solicitation either commercial, political, ideological or any other purpose not consistent with the WSPTA Bylaws.
- Section 7. Golden Acorn Awards shall be presented annually to outstanding volunteer(s). A Golden Acorn selection committee shall be formed, with the chair of the Awards committee serving as chair of the selection committee. The President shall appoint four-six (4-6) additional committee members. The Principal and President shall not serve on the Golden Acorn selection committee but can be solicited by the committee for information. A volunteer may receive only one Golden Acorn Award from this unit.
- Section 8. The Executive Committee may reallocate funds in the budget up to and including \$1,000. Extra budgetary fund allocations or budgetary reallocations over \$1,000 must be approved at a scheduled meeting of the General Membership.
- Section 9. The President's Fund shall require Executive Committee approval for any single expenditure exceeding \$200.
- Section 10. During the PTSA year, one member of the Executive Committee must attend PTA & the Law, and all Executive Committee members must attend at least one training. Washington State PTA Uniform Bylaws, Article 6, Section 2 (a)(5).
- Section 11. For any matter where these Standing Rules are silent, the Washington State PTA Uniform Bylaws, as then currently written and approved, shall apply, as applicable.