INTERNATIONAL SCHOOL PTSA
BELLEVUE, WASHINGTON
STANDING RULES
2025-2026

ARTICLE I NAME

1.1 The International School PTSA ("ISPTSA") 2.3.121 is a branch of the Washington State Parent Teacher Association ("WSPTA") and the National PTA. It was chartered on October 1, 1991. Its national PTA number is 29955.

1.2 The ISPTSA works for the health, welfare, safety, and education of the students who attend International School in Bellevue, Washington.

1.3 The ISPTSA was incorporated on May 26, 1992. It is assigned UBI #601 391 498. The Treasurer is responsible for filing the annual corporation report by the incorporation date to avoid penalties. The registered agent for this corporation is the Washington State PTA. The Employer Identification Number is available in our legal documents binder or secure online legal folder maintained by the Secretary.

ARTICLE II COMPLIANCE

2.1 The ISPTSA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 413. The Treasurer is responsible for filing the annual registration by May 31 to avoid penalties.

2.2 IRS nonprofit tax-exempt status 501(c)(3) was established on January 29, 1996. A copy of the letter of determination is filed in the legal documents binder or secure online legal folder maintained by the Secretary.

2.3 The Treasurer, with assistance from the immediate past Treasurer, is responsible for filing the appropriate IRS Form 990, Form 990-EZ or Form 990-N prior to November 15. Copies of the current and prior years' returns are located in the online legal documents folder maintained by the Secretary.

2.4 Per the Washington State PTA Uniform Bylaws, we will annually review the WSPTA Standards of Affiliation agreement in its entirety and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA. In the event that these rules are found to be in conflict, WSPTA Uniform Bylaws shall take precedence and ISPTSA Standing Rules will be amended at the next opportunity.

ARTICLE III MEMBERSHIP

3.1 ISPTSA membership shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, students, grandparents, guardians, community members, and any other persons that support and encourage the purpose of PTA.

3.2 The membership service fees for each fiscal year of the ISPTSA shall be:

$50.00 for a Quad membership
$40.00 for a Trio membership
$30.00 for Dual membership
$20.00 for Individual membership
$20.00 for Student at a BSD school
$10.00 for IS teachers and staff.

3.3 A service fee of $9.00 per member will be sent to the Washington state PTA. A service fee of $2.00 per member will be sent to the Bellevue PTSA Council.

3.4 International School students may obtain membership and be considered voting members. Otherwise, a student shall be an honorary member with no votes. Students shall be members with the ability to discuss issues and express ideas at General Membership and Board of Directors meetings.

3.5 International School parents, students, teachers, and staff are encouraged to be PTSA members of the current academic year and to apply for ISPTSA grants for that academic year.

3.6 Termination of membership: An individual's membership in ISPTSA may be terminated by a two-thirds (2/3) vote of its Board of Directors for conduct that may damage the value and goodwill associated with PTA, or that violates the purposes, policies, or standing rules of this ISPTSA including the bylaws of WSPTA and National PTA. Details on the process for termination of membership are included in the current WSPTA policy. ISPTSA shall notify the WSPTA Board of Directors within five (5) business days if a membership is terminated.

3.7 Reinstatement of membership: An individual whose membership has been terminated by WSPTA may petition the WSPTA Board of Directors for reinstatement, after a five-year period. The WSPTA Board of Directors will provide an opportunity for the individual to attend the next regularly scheduled Board of Directors meeting, which may be held through electronic means. The individual shall be notified of the meeting at least ten (10) calendar days prior to the meeting. The individual shall be given up to 15 minutes to present their case in executive session. A two-thirds (2/3) vote of the WSPTA Board of Directors is necessary to reinstate the individual's ability to join as a full or supporting member.

ARTICLE IV OFFICERS AND THEIR ELECTION

4.1 In addition to the President, Secretary and Treasurer, five Vice Presidents shall be elected. Two Co-Presidents may be elected at the option of the members. When more than one Vice-President is elected, each such office shall be designated by its goal. Any elected position may be held jointly by two (2) people. Each co-position holder shall be entitled to have an independent voice and vote at the Board of Directors meeting. In the event of co-Treasurers one Treasurer can NOT be a signer on the bank account.

4.2 If co-Treasurers are elected, Treasurer One (1) shall be responsible for reimbursements and financial records, including filing tax returns and the annual corporation report. The other Treasurer, Treasurer Two (2) shall be responsible for deposits (membership fees, event collections, products sales, PayPal, etc.) and matching gifts. Treasurer Two (2) shall NOT be a signer on the bank accounts.

4.3 To serve as an officer, a person must be a member in good standing of a PTA for at least fifteen (15) days preceding the election and be at least eighteen (18) years of age. Their term of office shall be one year. All officers and appointed members of the executive committee and Board of Directors shall be required to sign an ISPTSA Board Contract of Commitment for each term.

4.4 A member may not hold the same office for more than two consecutive years. An officer having served eight or more months in the same fiscal year shall be considered to have served a full year.

4.5 The ISPTSA will comply with the annual training requirements necessary to remain in good standing, as specified in the most current WSPTA Standards of Affiliation Agreement.

4.6 An office shall be declared vacant if an officer is unexcused for three consecutive meetings. If a vacancy occurs in an office, the Executive Committee may appoint an acting officer to serve until the next General Membership Meeting, at which time nominations shall be made from the floor with the consent of the nominees.

4.7 The Nominating Committee shall consist of three (3) members and be elected by the General Membership at the January or February meeting according to WSPTA Uniform Bylaws. The Nominating Committee must submit a signed report at least fifteen (15) days before the election.

4.8 Officers shall be elected at a General Membership Meeting no later than May 30. A majority vote is necessary to elect. The election may be by voice vote if only one candidate is nominated for an office. In-person membership meetings are preferred. In the event that in-person meetings are not feasible, the Board of Directors may choose to hold membership meetings virtually. Elections may be held via secured online polling, email, or a survey tool and must follow voting policy and procedures aligned with Electronic Voting Best Practices in WSPTA policy. The Membership Chair will notify WSPTA of new officers' names, addresses and emails by June 30. Officers shall assume office July 1.

4.9 If a vacancy occurs, the executive committee may appoint a member to fill the vacancy until the next General Membership meeting. At the next General Membership meeting nominations shall be made from the floor with the consent of the nominee. The election shall be by ballot vote. A majority vote is necessary to elect. The election may be by voice vote if only one candidate is nominated for an office. The newly elected officer shall immediately assume the duties of the office.

ARTICLE V ORGANIZATION

5.1 The Executive Committee of the ISPTSA shall consist of the elected officers.

5.2 The Board of Directors shall include all elected officers and standing committee chairpersons as designated by the Executive Committee.

5.3 The Board of Directors shall be PTSA members in good standing.

5.4 At the end of the school year, Board members should transfer accounts, passwords, important documents, and information to the next nominated member, or designate a person to transition these items for the continuity of the PTSA. Passwords to PTSA accounts should be changed annually at the start of the new PTSA school year.

5.5 Committee chairpersons must be appointed by the President and approved by the Executive Committee. Chairpersons shall keep a notebook of their activities and information for future reference. This notebook must be submitted to the ISPTSA President by June 1.

5.6 If an officer wishes to resign from office, notice in writing shall be submitted to the secretary of the ISTPSA. If the Secretary is not available, it shall be submitted to the President or another member of the Executive Committee. It is acceptable for the resignation to be given verbally as a meeting of the Executive Committee; in this case, the resignation shall be recorded in the minutes. The resignation becomes official when it is accepted by the Executive Committee. Since the acceptance of a resignation is a motion, it shall be recorded in the minutes. Once the resignation is accepted by the Executive Committee, it cannot be withdrawn or rescinded.

5.7 An officer may be removed from office, with or without cause, by a two-thirds vote of the membership present at a regularly scheduled General Membership meeting or at a special General Membership meeting called for such purpose. Best practices for officer removal can be found in current WSPTA policy.

5.8 The ISPTSA will send voting delegates to the WSPTA convention. All delegates for the WSPTA convention shall be selected by the Board of Directors. Registration and hotel shall be paid by the ISPTSA. Persons attending convention paid for by the PTSA will submit to the Board of Directors a summary of classes and general sessions attended.

5.9 Voting delegates to the PTSA Council Meetings shall consist of the President and additional authorized delegates, or their alternates, approved by the Executive Committee.

5.10 The ISPTSA will send as many voting delegates and as many visiting delegates to the WSPTA Legislative Assembly that the budgeted amount will sustain. Registration, hotel and WSPTA meal fees shall be paid for by the ISPTSA. The legislative (Advocacy) chair will be one of the voting delegates representing the ISPTSA at the legislative assembly, the rest of the voting delegates will be determined by the Board of Directors. Individuals attending the assembly, paid for by ISPTSA, will submit a board report/summary about the WSPTA legislative assembly. The vote of the ISPTSA for the position of Washington State PTA Area Vice President shall be determined by the Board of Directors.

5.11 The ISPTSA shall maintain two copies of its legal documents, one may be in secure online storage. An original or hardcopy of any legal document shall be kept in a legal documents notebook in a secure location accessible by the President and/or Secretary. All elected officers shall have access to the contents of online legal document storage.

5.12 Information contained in directories, newsletters, or membership lists published by the ISPTSA may not be used for purposes of solicitation, either commercial, political, ideological, or any other purpose not consistent with the WSPTA Uniform Bylaws.

5.13 The President shall appoint up to four (4) PTSA members as Members-at-Large to serve on the Board. The Members-at-Large shall have full voting rights. The Executive Committee will vote on the Member-at-Large Candidates.

5.14 ISPTSA may collaborate with non-PTA organizations. The ISPTSA will handle only PTSA funds and will have in place a signed contract with the other organization to clearly establish whether it is a PTSA activity or the other organization's activity. This PTSA will not be a fiscal agent, fiscal sponsor, or sign a sponsorship or charter agreement with any outside organization or agency.

5.15 The Board of Directors will establish, maintain, approve, and review annually, no later than October 31st, policies for standards of conduct, money handling, social media, online banking, use of debit and/or secured credit cards, after school activities, password transition, membership subsidies, and mail or electronic voting, and additional matters as determined to be necessary.

ARTICLE VI BUDGET

6.1 The ISPTSA shall approve a preliminary annual operating budget by June 30th at a General Membership meeting so that spending can continue past the end of the fiscal year. The ISPTSA shall approve the annual operating budget at a General Membership meeting prior to October 31st.

6.2 The Board of Directors may reallocate funds budgeted for one purpose to another purpose by a majority vote, subject to the following limits. The Executive Committee may approve by majority vote any such proposals up to $2,500 during a budget year. The Board of Directors may approve by majority vote any such proposals up to $5,000 during a budget year. Proposals over $5,000 must be approved by the General PTSA membership.

6.3 All proposals to raise funds on behalf of the ISPTSA must be presented in writing to the Executive Committee.

6.4 It is recommended that a budget reserve be maintained at the end of each budget year in an amount not less than $50,000 or 50% of the total expenses for the prior year's budget.

ARTICLE VII ONLINE BANKING, DEBIT CARDS, AND SECURED CREDIT CARDS

7.1 ISPTSA permits the use of online banking, debit cards and/or secured credit cards to disburse funds. The ISPTSA Board of Directors will create and approve written procedures and internal controls for utilizing online banking, debit cards and/or secured credit cards to minimize the risk of misappropriation of funds. Procedures for the use of online banking, debit cards and/or secured credit cards can be found in current WSPTA policy. The ISPTSA will establish a $5000 credit limit on any secured credit cards.

7.2 Bank account signers: The Board of Directors shall determine which officers shall have signing authority on the ISPTSA bank account. If utilized, debit and secured credit cards will only be issued to an authorized signer on the ISPTSA bank account. In the event of co-Treasurers, one will be a signer on the account and the other will have access to online banking for review. If there is one Treasurer, another Board member that is not a signer may be assigned to do the online banking review.

7.3 Independent review of bank statements: The ISPTSA's monthly bank account statements and, if utilized, secured credit card and/or online banking account statements shall be provided to a person appointed by the Board of Directors. This person will be appointed by the Board at the beginning of the fiscal year and shall not be a signer on the account. The reviewer shall promptly report to the executive committee any concerns or discrepancies identified in the review. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the Treasurer.

ARTICLE VIII FINANCIAL REVIEW

8.1 A financial review committee, minimum of three (3) members appointed by the President, will review the financial books twice a year. Members of this committee shall not include the Treasurer or any person authorized to sign on the PTSA bank accounts for the period that is being reviewed or any individuals living in their households. The Financial review committee will prepare a report to submit to the Board of Directors and to the next subsequent General Membership meeting.

8.2 All financial matters and binding agreements shall require two signatures, at least one must be the President's unless the office holder or a member of his/her immediate family is involved. Building Use Agreements for the BSD shall be signed by two designated officers to facilitate scheduling by International School or the district. The Board of Directors shall determine a minimum of two additional officers that can have signing authority. Board members who are designated signers shall make every effort to get bank signature cards completed in a timely manner.

8.3 The ISPTSA's monthly bank account and secured credit card statements shall be provided unopened to a person appointed by the Board of Directors. Such person will be appointed by the Board at the beginning of the fiscal year, and shall not be a signer on the account. The reviewer shall promptly report any concerns or discrepancies identified in the review to the Executive Committee. If there are no concerns or apparent discrepancies, the reviewer shall initial and date the account statements and provide them to the Treasurer.

8.4 All reimbursement requests for authorized expenses must include a receipt and be submitted to the Treasurer within sixty (60) days of purchase. All requests for reimbursement must be received by the next to last day of school or they will be considered a donation to the PTSA.

8.5 The ISPTSA shall accept gifts/donations in the form of publicly traded securities, and the securities accepted in donation shall be sold within sixty (60) days of receipt at fair market value. The cash proceeds from the sale shall be deposited into the ISPTSA's primary checking account, in order that the funds from the gift may be used for the purpose of the ISPTSA.

ARTICLE IX MEETINGS

9.1 General Membership meetings will be held at least three times during the school year at time and place determined by the Executive Committee. One shall be before October 31st, one shall be in January or February, and one shall be in April or May. Adoption of the budget, adoption of standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at General Membership meetings. Membership meetings may be held in person, virtually or via a hybrid of both. Virtual or hybrid meetings must use remote communication tools where all participants in person or virtually have equal opportunity for simultaneous participation, voice and vote.

9.2 Written or electronic notice of the place, date, and time of the General Membership meeting shall be sent to all members at least ten (10) but not more than fifty (50) days prior to the meeting. The Executive Committee has the power to call special meetings with a minimum of five (5) days by electronic communication and posting on the ISPTSA website to the General Membership stating the business to be conducted.

9.3 A quorum of the Board of Directors and Executive Committee shall be a simple majority. A quorum of the General Membership shall be at least ten (10) ISPTSA members.

9.4 Online voting requires members to sign-in using their membership name so votes can be tallied. Voting procedures at the meeting will be determined by the President.

9.5 Executive Committee and/or Board meetings will be held on a regular basis, except during July and August. Meeting dates and times shall be set by the Executive Committee. Meeting times and agendas will be posted prior to all meetings.

ARTICLE X RECOGNITION

10.1 ISPTSA can, but is not required to, honor its outstanding volunteers by presenting them one of the Washington State PTA individual awards such as the Golden Acorn, Outstanding Service, Outstanding Advocate, Outstanding Student Advocate, Outstanding Educator, or Honorary Lifetime Membership awards. A committee appointed no later than the January Board meeting by the President consisting of at least two (2) members shall select the recipient(s). The Board of Directors shall determine category of awards and the number of recipients.

ARTICLE XI AMENDMENTS

11.1 These Standing Rules shall be reviewed annually at a General Membership meeting before October 31st with an emphasis on items affected by changes made to WSPTA bylaws.

11.2 These Standing Rules may be amended at any General Membership meeting by a two-thirds (2/3) vote, or if previous notice is given, by a majority vote.