

**Legal Status**

1. Charter	The name of this local unit is: Apollo Elementary Parent Teacher Association (PTA) 2.6.3, a unit of the Washington Congress of Parents and Teachers (Washington State PTA or WSPTA). It was chartered by the Washington State PTA on October 28, 1977, and is subject to the Uniform Bylaws of the WSPTA. Its National PTA local unit number is 23183.
2. Service area	This Unit serves the children in the Apollo Elementary School community, including the residences and businesses in the Apollo Elementary School enrollment area and its nearby surroundings.
3. Non-profit status	This Unit was incorporated as a non-profit corporation by the State of Washington on March 30, 1978. It is the responsibility of the Treasurer to file an Annual Corporation Report prior to the anniversary date each year. The incorporation number is available upon request.
4. Federal and state status	This Unit's Unified Business Identification (UBI) number is 601865621. This Unit's Federal Employer Identification Number (EIN) is also available upon request.
5. Charitable organization	This Unit was registered as a charitable organization by the State of Washington. It is the responsibility of the Treasurer to file the renewal of this registration each year prior to May 31. The registration number is available upon request.
6. IRS status	This Unit was recognized by the IRS as a tax-exempt organization, on July 13, 1994, under Section 501(c) 3 of the Internal Revenue Code.
7. Legal documents	This Unit shall keep at least two (2) copies of each of its legal documents in two (2) separate locations. One (1) copy shall be kept in the school PTA office, at the home of the President, or digitally, and one (1) copy shall be kept at the home of the Treasurer. The Treasurer shall be responsible for maintaining the PTA's Legal Documents Notebook.
8. Mailing Address & Registered Agent	The mailing address for this Unit is 15025 SE 117 <sup>th</sup> St, Renton, WA 98059. The WSPTA is the registered agent for this Unit. The WSPTA address is 1304 South Fawcett Avenue, Suite 300, Tacoma, Washington, 98402.

**Membership**

9. Open Membership	Membership in the Apollo Elementary PTA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, community members and any other persons that support and encourage the purposes of our PTA.
10. Member fees	The membership service fees of this Unit shall be an amount not to exceed \$25.00 per family, \$15.00 per teacher/staff member, and \$10.00 per community member. Donated and scholarship memberships are also available upon request.
11. Student members	The students of Apollo Elementary shall be considered honorary members of this PTA without vote, or privilege of holding office.

**Officers**

12. Elected officers, EC, transfer of power	The elected officers of this Unit shall be President, Vice President, Treasurer, and Secretary. The elected officers make up the Executive Committee. Any elected position may be held jointly by two (2) people. Each co-position holder shall be entitled to one voice at a Board of Directors' meeting. In the event the President cannot perform the President's duties, the co-President or Vice President will assume the President's responsibilities.
13. President's authority	The President shall be an ex officio member of all committees except for the Nominating Committee. They will appoint, with Board approval, chairs and members of any Board approved committee or task force. The presiding President shall send to the WSPTA office the names and addresses of the newly elected officers for the upcoming year immediately upon their election, but no later than May 1.
14. Officer elections	Pursuant to the WSPTA Bylaws, officers shall be elected prior to the end of the fiscal year for a term of one year and shall assume office July 1. No person shall serve in the same office for more than two (2) consecutive terms. An officer having served eight (8) or more months shall be considered to have served a full term.
15. Officer training	During the PTA year, at least one member of the Executive Committee will attend PTA & the Law, and all elected Executive Committee members will attend at least one training as outlined in the WSPTA Bylaws.

**Organization**

16. Board Of Directors	The Board of Directors shall consist of the elected officers and all appointed Directors of the following committees: Events, Programs, Fundraising, Volunteers, Communications, Issaquah Schools Foundation (ISF), Membership, Family & Community Engagement (FACE), Outreach, Art and Teacher Liaison. All Committee Chairs shall be current PTA Members of this Unit.
17. BOD meetings	The Board of Directors shall meet at least once a month, unless deemed unnecessary by the Board. Quorum for the meetings is a majority of the Board. All Board meetings are open to members unless previously advertised.
18. Voting	Each position on the Board of Directors shall have one vote. The President shall have a vote at any meeting at which the President is not the presiding officer. Votes may be counted in person, by telephone or electronically.
19. Nominating	The Nominating Committee shall be elected according to Article 5 of the WSPTA Uniform Bylaws.

**Committee**

20. General Membership meetings	General Membership meetings shall be held at least three times per year at Apollo Elementary, unless otherwise posted. These meetings shall be held for approving Standing Rules, Code of Conduct, electing the Nominating Committee and Officers, and budget approval. Notice of a General Membership meeting will be given not less than ten (10) days prior to the date of the meeting via electronic newsletters, website, or electronic or printed PTA Calendars. If less than 10 days notice is given for a General Membership meeting, then a two thirds vote is required to approve any proposed business. Special membership meetings may be called by the president, a majority of the Board of directors, or by five percent of the local PTA membership currently enrolled in the WSPTA membership database. Notification of place, date, time and purpose of the meeting shall be provided to members, electronically, at least five days before the special meeting.
21. Standing Rules	The Standing Rules shall be adopted annually by the majority vote at a General Membership meeting and may be amended at any regular General Membership by majority vote.

22. Quorum	The quorum for general membership meetings shall be a minimum of ten (10), as stated in the WSPTA Uniform Bylaws. The quorum for the Executive Committee or Board of Director Meetings shall be by majority.
23. Unexcused absence	An office chair position shall be declared vacant if that person misses three (3) consecutive meetings not excused by the President.

**Financial/Contractual Rules**

24. Conduct & Grievance Policies	This Unit has adopted a Volunteer Code of Conduct and Grievance and Conflict Resolution Process. A copy of this policy shall be maintained in this Unit's Legal Documents notebook.
25. Budget preparation	The budget will be prepared by a committee of at least three (3) PTA members of this Unit. The Treasurer will chair the budget committee.
26. Budget approval & expenditures	This Unit shall approve its annual operating budget each spring at the last General Membership meeting of the school year.
27. Budget changes	The Executive Committee or Board of Directors can reallocate funds between line items in the budget as long as it doesn't change the bottom line of the approved budget.
28. Bank Accounts	This Unit shall establish one or more accounts in financial institutions as determined by the Board of Directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal. Online withdrawals may occur in accordance with the online financial safety policy located within the PTA's Legal Documents notebook.
29. Restricted Funds	The PTA shall not accept restricted donations, except for donations to purchase memberships. All unrestricted donated funds will be deposited into the General Operating Fund.
30. Authorized signers; bank statement review	The signatures of three (3) Executive Committee members, to include the 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.
31. Financial review	This Unit shall conduct a financial review of its books of each year at the close of the fiscal year. The financial review team shall consist of no fewer than three (3) members per the WSPTA Bylaws.
32. IRS filings	The Treasurer is responsible for filing IRS Form 990 or Form 990EZ, if required. Such filing must be made prior to the November 15th filing deadline, or June 15 <sup>th</sup> if extended. The Treasurer or President is responsible for filing IRS Form 8822-B when the PTA's mailing address changes or the identity of the "responsible party" as listed in the IRS Form 990 changes.
33. Requests for reimbursement	All requests for reimbursement must have receipts attached, and shall be submitted to the Treasurer as soon as possible after purchase, preferably within 30 days. At year-end, receipts will be accepted until two weeks before the last day of school for reimbursement prior to June 30; any exceptions must be approved in writing (email acceptable).
34. Signing contracts	All contracts must be signed in advance by two (2) Executive Committee members. Officers signing contracts must sign with their name and their PTA title.
35. Safe	The code/combination to the PTA safe, located in the main office, shall be given to the Treasurer(s) and President(s) and may be given to other Executive Officers at the discretion of the Treasurer and President. The code/combination will be changed periodically and at least annually or as otherwise

	needed.
36. Standards of Affiliation	Per the Washington State PTA Uniform Bylaws, we will annually review, complete, sign, and submit the WSPTA Standards of Affiliation agreement by the required deadline.
<b>Awards, Appointments, Voting Privileges</b>	
37. Awards	One or more Golden Acorn Award(s) may be presented annually to an outstanding volunteer(s). One or more Outstanding Advocate Award(s) may be presented annually to recognize advocacy work on behalf of children and youth. One or more Outstanding Educator Award(s) may be presented annually to an outstanding teacher or educator. A committee appointed by the President shall select the recipients.
38. WSPTA convention voting delegates	Voting delegates to the Washington State PTA Convention shall be designated by the Board of Directors.
39. Legislative assembly voting delegates	Voting delegates to the Legislative Assembly shall be determined in the following order: Advocacy Chairperson, President, Vice President, Secretary and Treasurer.
40. Issaquah PTSA Council voting delegates	This Unit shall have four (4) voting delegates to the Issaquah PTSA Council, comprising any four (4) members of the Board of Directors, as determined by the Board of Directors.
41. WSPTA Region Director	The vote of this Unit for the position of WSPTA Region Director shall be determined by the Board of Directors.
42. Site Council Rep	An Executive Committee member, approved by the Board of Directors, will act as the PTA Representative to the Apollo Elementary Site Council.