Standing Rules 2026-2027

Approved on October 14, 2026

Skyview Middle School PTSA will abide by the Washington State PTA Uniform Bylaws.

1. The name of this local PTSA is Skyview Middle School PTSA 6.10.69. This local PTSA is a member of the Northshore PTSA Council and the Washington Congress of Parents and Teachers. It was charted on June 26th, 1992. The National PTA number is 00030534.
2. This PTSA serves the children in the Northshore School Community, which includes residences and business in the Skyview Middle School enrollment area.
3. This PTSA was incorporated on the 26th of June in 1992 and assigned the UBI number of 601-398-103. The treasurer is responsible for filing the annual report.
4. This PTSA's registered agent is Washington State PTA. The EIN number is located in the legal documents notebook which are in the custody of the president and secretary.
5. Skyview Middle School PTSA is registered under the Charitable Solicitations Act, registration number is 4391. The treasurer is responsible for filing the annual registration before May 31st to avoid penalties.
6. This PTSA was granted tax-exempt status under section 501(c)-3 on December 23, 1997. A copy of the letter of determination is in the legal documents notebook maintained by 2 elected board members.
7. The treasurer, with assistance from the immediate past treasurer, is responsible for filing IRS Form 990, Form 990 EZ, or Form 990-N prior to November 15. Copies of the current and past years' returns are in the legal documents notebooks maintained by 2 elected board members.
8. Skyview PTSA has designated the Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the United States Internal Revenue Service. Copies of the signed documents making such designation are available in the legal documents notebooks maintained by the president and secretary.
9. Per the Washington State PTA Uniform Bylaws, we will annually review the WSPTA Standards of Affiliation Agreement and we agree to abide by all requirements.
10. Membership in Skyview PTSA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members, and any other persons that support and encourage the purposes of PTSA.
11. Membership Termination: An individual's membership in Skyview PTSA may be terminated by a twothirds (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 Skyview PTSA including the bylaws of WSPTA and National PTA. Details on the process for termination of membership are included in current WSPTA policy. Skyview PTSA shall notify the WSPTA board of directors within 5 business days if a membership has been terminated
12. The membership dues for this PTSA are $15 for a single membership and $27 for a double membership. All paid members have a voice and vote at Skyview PTSA membership meetings.
13. Students of Skyview PTSA are considered honorary members of Skyview MS PTSA without voice, vote, or the privilege of holding office.
14. 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 membership meetings. There shall be at least three annual meetings of the members to be held at a time and place fixed by the board of directors for the purpose of conducting business. Each member will

receive written notice of the place, day and time of the meetings not less than ten nor more than fifty days prior to the date of the meeting. Meeting notice will be given on the PTSA website and via email. At least 10 members must be present in order to have a quorum to conduct business.

a. If the president determines that a formidable challenge will prevent a scheduled membership meeting to happen in person, ballot voting, including the election of officers or nominating committee, may take place via electronic transmission. If ballot voting takes place by electronic transmission, the Skyview Middle School PTSA electronic voting policy and procedure will be followed.

15. The elected officers, or the executive committee of this PTSA shall be president, vice president (communications), secretary, and treasurer. Officers of this PTA shall be elected for a two-year term. An officer may not serve more than two consecutive fiscal years in the same office. An officer having served eight or more months in the same fiscal year shall be considered to have served a full year.
16. The Nominating Committee shall be established in accordance with the most recent Uniform Bylaws of the Washington State PTA.
17. Executive Committee positions may be co-chaired except for treasurer. Each co-position holder shall be entitled to voice and vote at the board of directors' meetings.
18. All officers, board of directors, and committee chairs must be members of this PTSA.
19. Our PTSA will make sure that each executive committee member attends a minimum of one WSPTA-approved training during the PTA year. Further, at least one member of the executive committee will attend PTA and the Law during the year.
20. The board of directors of Skyview PTSA shall consist of the elected officers and the chairs of the following standing committees: Staff Appreciation, Food Pantry, Membership, and Advocacy. This PTSA's board of directors will meet monthly on a date and time to be determined by the board.
21. The Skyview board of directors shall meet at minimum once per month, meeting times and dates will be determined by the executive committee. All board meetings are open to the membership unless previously advertised, although only board members can vote. A quorum is a majority of the board.
22. Skyview PTSA may collaborate with non-PTA organizations. The PTA will handle only PTA funds and will have in place a signed contract with the other organization to clearly establish whether it is a PTA activity or the other organization's activity. This PTA will not be a fiscal agent, fiscal sponsor, or sign a sponsorship or charter agreement with any outside organization or agency.
23. Skyview PTSA shall approve its annual operating budget before July 1st of each year. The board of directors may reallocate funds budgeted for one purpose to another purpose by a majority vote. The budget will be reapproved at the first meeting in the fall of each school year.
24. Reimbursements must include a receipt and shall be submitted to the treasurer within 30 days of purchase and all by June 25th. If they are submitted after this date they will be considered a donation to the PTSA. This PTSA allows for use of electronic payments via PayPal, Square, and Stripe.
25. If Skyview PTSA receives an NSF check, a service fee equal to the Skyview bank penalty may be charged to the person writing the check. If there are repeated NSF checks from a person or family, this PTSA reserves the right to refuse any future checks.
26. A financial review committee with a minimum of three 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.

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27. The board of directors shall determine which officers shall have signing authority on the PTSA bank account and be on record at the bank. Two signers must sign all checks. No signer may sign a reimbursement check made out to them or a family member. Online passwords for accounts will be changed annually.
28. All contracts must be signed by two executive committee members.
29. The PTSA's monthly bank account statements shall be provided unopened 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 treasurer will provide a monthly transaction report to the reviewer for comparison. The reviewer shall promptly report to the executive committee any concerns or discrepancies identified in the review. If no concerns or apparent discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer. If the mailed bank statement does not arrive within 30 days of a bank statement being posted, the treasurer will send the non-signer reviewer the statements via email.
30. This PTSA is a member of the Northshore Council. Voting delegates shall be the president and three authorized delegates appointed by the board of directors.
31. The vote of this PTSA for the position of Washington State PTA Area Vice President shall be determined by the board of directors.
32. The voting delegates to the Washington State PTA Legislative Assembly shall be determined in the following order: advocacy chair, president, vice president(s), secretary, treasurer. The board will determine the number of delegates to be funded by the Skyview PTSA.
33. Voting delegates for the annual Washington State PTA Convention shall be ongoing or incoming executive committee members. If they cannot attend, the Board of Directors shall appoint the voting delegates.
34. Skyview PTSA may collaborate with other non-PTA organizations (including but not limited to ASB and booster clubs). The PTSA will only handle PTSA funds and will sign a contract with the other organization to clearly establish whether it is a PTSA activity or the other organization's activity.
35. The Awards Committee will be established each year. The committee shall consist of the previous year's winners, a board member and at minimum one general member. In case of a previous winner being unavailable a substitution may be made at the discretion of the executive committee. Committee members are not eligible for an award. Awards are presented in the spring. This committee may award Golden Acorn, Outstanding Educator, Outstanding Advocate and Lifetime memberships.
36. The Gift to School Grants Committee will evaluate requests for funds for the benefit of Skyview students and programs that fit in with the mission and goals of the Skyview PTSA. The committee shall consist of three board members, the principal or the principal designee and PTSA Staff Liaison. The committee will be formed in the fall of each school year and will evaluate grant requests.
37. This PTSA will maintain a P.O. Box for all correspondence. Two keys are issued and the president and another board member appointed by the board will be the responsible parties.
38. A list of all active online accounts and programs is kept with the president. A transition policy and list of active accounts must be provided to the financial review committee, minus passwords and account numbers. A list of current passwords will be transitioned to the incoming president after June 30, at which time all passwords will be changed and provided to any other board members whose role requires access.