



# PTA Standing Rules

## 2024-2025

Clark Elementary PTA  
335 1<sup>st</sup> Avenue SE  
Issaquah, WA 98027  
[www.clarkpta.org](http://www.clarkpta.org)

1. The name of this local unit shall be CLARK ELEMENTARY PTA 2.6.7. This PTA serves all students of Clark Elementary.
2. This unit was incorporated as a non-profit corporation by the State of Washington on February 3<sup>rd</sup>, 1988. It is the responsibility of this unit to file an Annual Corporation Report prior to March 1<sup>st</sup>. The incorporation number, the Unified Business Identification (UBI) number and the Federal Employer Identification numbers are available upon request.
3. This unit was registered as a charitable organization by the State of Washington on June 30<sup>th</sup>, 1989. The Treasurer is responsible for filing the annual registration (must be filed by May 31<sup>st</sup> to avoid penalties). The registration number is available upon request.
4. This unit was recognized by the IRS as a tax-exempt organization on October 3<sup>rd</sup>, 1989, under Section 501(c)3. The current treasurer, with assistance from the outgoing treasurer, is responsible for filing appropriate IRS tax forms prior to November 15<sup>th</sup> (if required).
5. This unit shall keep at least two copies of each of its legal documents in two separate locations. One copy shall be kept at the home of the Treasurer and one copy shall be kept at the home of the Secretary. The Secretary shall be responsible for maintaining the PTA's Legal Documents.
6. The elected officers shall consist of the Executive Committee. The Executive Committee consists of the offices of the President, Vice President, Treasurer, and Secretary. To be elected to office a person shall be a member of a PTA unit, but not necessarily the unit being elected to, at least fifteen days preceding the election. The officers shall be elected at a general membership meeting prior to the end of the fiscal (July to June) year for a term of one year and until their successors are elected. No person shall serve in the same position for more than two (2) consecutive years. Officers shall assume their duties on July 1<sup>st</sup>. Any elected position may be held jointly by two (2) people. In the cases of co-presidents, the presiding president only has a tie-breaking vote.
7. If a vacancy of an elected position occurs, the executive committee may fill the vacancy until the next general membership meeting at which time nominations shall be made from the floor with the consent of the nominee. A quorum being present, a majority is necessary to elect.
8. During the school year at least one member of the Executive Committee shall attend PTA & the Law, and all elected Executive Committee members shall attend at least one training which could include WSPTA Spring or Fall Region Conference, PTA & the Law, WSPTA Convention, WSPTA Leadership Conference, WSPTA Legislative Assembly, WSPTA Emerging Leaders Conference or onsite training provided by a region service delivery team member. WSPTA Convention Training shall be counted toward the training requirement for the PTA year following the Convention.



# PTA Standing Rules

2024-2025

Clark Elementary PTA  
335 1<sup>st</sup> Avenue SE  
Issaquah, WA 98027  
[www.clarkpta.org](http://www.clarkpta.org)

9. The Board of Directors shall be appointed by the President and approved by the Executive Committee. The Board of Directors consists of the Executive Committee and Directors of Communications, Events, Outreach, Programs, Membership, Ways & Means (Fundraising), and Legislative/ISF/VIS Representative, Art, and Volunteers. The Board of Directors shall meet monthly during the school year, or more frequently as deemed necessary by the President. A quorum for a Board Meeting is 50% + 1 attendance from the Board of Directors. All Committee Chairs are ad hoc members of the Board and may attend Board meetings without the privilege of vote.
10. General Membership meetings are to be held at least three times during the year to conduct the following business: adopt the budget and approve the standing rules (fall), elect the nomination committee (January), elect officers (spring), approve the preliminary budget (spring), and conduct other business. A quorum shall be no fewer than 10 members.
11. The unit fiduciary policies, organizational chart and job descriptions will be reviewed annually by the Board of Directors, and a copy of the current presiding documents will be filed with the unit's legal documents.
12. An office shall be declared vacant if an Officer or Director is absent three (3) consecutive meetings, unless excused by the President.
13. The Nominating Committee shall consist of at least three (3) members and up to two (2) alternates, of whom no more than two (2) may be from the Board of Directors. The nominating committee shall be elected by voice vote if there are no more than 3 nominees and by ballot if there are more than three nominees. The nominating committee alternates shall be elected by voice vote if there are no more than two nominees and by ballot vote if there are more than two nominees. The committee shall select its chair at its first meeting. No person shall be eligible to serve two (2) consecutive years on this committee. The nominating committee shall submit to the membership a written and signed report at least fifteen days prior to the election with the name of one or more candidates for each office to be filled. Additional nominations may be made from the floor with the consent of the nominee.
14. An executive committee member will act as the PTA Representative to the Clark Elementary Site Council.
15. Voting delegates to the Issaquah PTSA Council, annual Washington State PTA Convention, and Legislative Assembly shall be appointed by the President.
16. The Golden Acorn Award (s) shall be presented annually to an outstanding volunteer(s).



# PTA Standing Rules

2024-2025

Clark Elementary PTA  
335 1<sup>st</sup> Avenue SE  
Issaquah, WA 98027  
[www.clarkpta.org](http://www.clarkpta.org)

17. The membership fee for this unit shall be no more than:

- \$10 per staff member and \$16 for individual member
- \$28 per family membership, including up to two members per family.

Any family or individual may donate for family membership scholarships which are used to pay for partial or full assistance of PTA memberships, or for staff memberships. Unused funds in the member scholarship and the donated staff membership budgets will roll into the general budget.

18. All Board of Directors, Committee Chairs, and committee members must be members of the Clark PTA.

19. Students of Clark Elementary are honorary members of the Clark PTA without the privilege of vote.

20. The budget shall be prepared by at least five (5) PTA members, including the current President and Treasurer, and the incoming President and Treasurer, if known. The current Treasurer will chair the budget committee. The budget will be presented to the Board of Directors for approval. Final approval of the budget will be by vote of the General Membership. This vote shall take place at the last general meeting of the school year and at the first general meeting of the school year.

21. Committee Chairs shall discuss event plan with appropriate Director for approval prior to the event/program. Committee Chairs shall not spend funds without board approval.

22. The Executive Committee shall approve fund allocations or reallocations for \$200 or less. Fund allocations greater than \$200 but less than \$500 shall be approved by the Board of Directors. Fund allocations greater than \$500 shall be approved at a general membership meeting. The Board of Directors has the power to reallocate funds as deemed necessary in an amount not to exceed \$2,000; with any such fund reallocation presented to the general membership as soon as possible for review.

23. All reimbursement requests shall include a receipt and shall be submitted to the Treasurer. All reimbursement requests must be received by the last day of school. Requests will not be paid after the end of the fiscal year.

24. The Treasurer shall close the books on June 30<sup>th</sup> and submit the books and records for financial review to a financial review committee or qualified accountant. The financial review committee shall consist of no fewer than three (3) members appointed by the President. No member shall serve on the financial review committee for more than two consecutive years.

25. All checks require two (2) signatures. Check signers shall be the President, Vice President, Treasurer, and Secretary.

26. A non-signer, appointed by the Executive Committee, shall review, and sign the monthly bank statements.



# PTA Standing Rules

2024-2025

Clark Elementary PTA  
335 1<sup>st</sup> Avenue SE  
Issaquah, WA 98027  
[www.clarkpta.org](http://www.clarkpta.org)

27. All Contracts shall be signed by two (2) members of the Executive Committee with one of these members being the PTA President.
28. The PTA shall not enter into any financial obligations extending beyond the fiscal year (July 1- June 30) except as approved by the Board of Directors and voted on by the general membership.
29. The Standing Rules shall be adopted annually by the majority vote at a General membership meeting. The Standing Rules may be amended at any regular general membership meeting by a simple majority.
30. Clark Elementary PTA will govern all financial matters.
31. The PTA permits the use of online banking, debit card, and/or secured credit card to disburse funds. This PTA's board of directors will create and approve written procedures and internal controls for utilizing online banking, debit card, and/or secured credit card to minimize the risk of misappropriation of funds. Procedures for the use of online banking, debit card, and/or secured credit cards can be found in the current WSPTA policy. The PTA will establish a \$2,500 credit limit on their secured credit card. The PTA will purchase fidelity bond insurance to protect against financial losses due to theft, fraud, embezzlement, or other dishonest behavior by PTA officers, board members or members.
32. Any online banking connected to the PTA accounts must change the password each fiscal year. The Treasurer is responsible for that and keeps the passwords.
33. Clark Elementary PTA may hold membership and board meetings using remote communications where all participants may hear and see one another and participate substantially concurrently. Voting during these virtual meetings using one of two methods (type or voice vote), to ensure that all attending get to vote.

These Standing Rules were approved by the PTA General Membership on September 24<sup>th</sup>, 2024.