

STANDING RULES

I. NAME and IDENTIFICATION

A. The name of this corporation shall be the Clyde Hill Elementary School PTA 2.3.27, local unit number 0203027. This PTA unit is organized under the authority of the Washington State PTA, a branch of the national PTA, and is subject to the uniform bylaws of the Washington State PTA Uniform Bylaws, herein referred to as PTA Bylaws.

B. This PTA was incorporated in 1986. The Finance Officers are responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA. The Finance Officers are responsible for filing IRS Form 990 or Form 990 EZ prior to November 15th if required. This PTA's corporation number, UBI number, Federal Employer Identification number and Charitable Solicitations Act registration number are kept in the permanent financial records.

C. This PTA was registered under the Charitable Solicitations Act in April 1975 under Section 501(c)(3). The Finance Officers are responsible for filing the annual registration in a timely manner.

D. The aforementioned Finance Officers include the Vice President and the Treasurer(s).

E. This unit shall keep at least two copies of each of its legal documents in two separate locations. The President and the Secretary shall maintain the documents.

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II. OFFICERS, ELECTION and FINANCE MATTERS

- A. The elected officers of this unit shall be President, Vice President, Secretary, and Treasurer. These officers shall be elected at a General Membership meeting in accordance with PTA uniform bylaws before June 30, and will assume their duties on July 1. These elected officers shall constitute the Executive Committee. These officers may hold any one position for no more than two consecutive years.
- B. Any elected position may be held jointly by two (2) people. Each co-position is entitled to voice and vote at all Executive Committee and Board of Directors meetings.
- C. A Nominating Committee shall be slated by the Board of Directors and elected at a General Membership meeting at least 30 days preceding the election of officers. This committee shall be formed and operate in accordance with PTA uniform bylaws.
- D. All financial matters and binding agreements shall require two signatures; one must be the Treasurer and one must be an elected officer who has signing authority through our financial institution. If the Treasurer position is a co-position, both Treasurers cannot sign the same document.
- E. The elected officer who reviews the financial documents may not have signing authority for financial matters and binding agreements.
- F. Financial decisions that deviate from the current, approved budget over \$1,000 require a majority vote at a General Membership or at a Board of Directors meeting and will be reflected in the Treasurer's report at the next General Membership meeting.
- G. The Finance Officers shall keep Clyde Hill Elementary PTA money in FDIC insured banking institutions in accordance with current FDIC insurance limits to the best of their ability. This may require depositing funds in more than one FDIC insured banking institution.

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H. An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the President. If any office becomes vacant, the President may appoint a replacement until someone can be elected at a General Membership meeting.

I. In the event that the President is unable to preside over a meeting, the Secretary shall call the meeting to order and announce that a VP shall preside over the meeting.

J. The PTA shall conduct a financial review of its books and financial records after the close of the fiscal year. The President shall appoint a Financial Review Committee to be approved by the Board in May. Members of the Financial Review Committee must be members of the Clyde Hill PTA. The end of year financial review will be completed no later than 30 days after the end of the fiscal year and shall be presented during the first General Membership Meeting

III. BOARD OF DIRECTORS

A. The Board of Directors of this corporation shall consist of:

|                                      |   |
|--------------------------------------|---|
| <i>Executive Committee</i>           | <i>After School Activities Chair(s)</i> |
| <i>Annual Fund Chair(s)</i>          | <i>Communications Chair(s)</i>          |
| <i>Cultural Advisor(s)</i>           | <i>Curriculum Enhancement Chair(s)</i>  |
| <i>Independent Representative(s)</i> | <i>Legislative Chair(s)</i>             |
| <i>Membership Chair(s)</i>           | <i>Newsletter Editor(s)</i>             |
| <i>ParentEd Chair(s)</i>             | <i>Room Parent Chair(s)</i>             |
| <i>CHE Staff Liaison</i>             | <i>Walk-a-thon Chair(s)</i>             |
| <i>Website Administrator(s)</i>      |   |

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- B. Board of Director members must be PTA members and each position shall be appointed by the President and approved by the Executive Committee.
- C. Board of Director Members will keep records and materials pertaining to their positions, including a written report of duties and recommendations to turn over to their successor on June 30th.
- D. The Board of Directors shall meet on a bi-monthly basis or as otherwise agreed by majority vote of quorum of Directors and members will be required to attend. These meetings will be closed to the General Membership and with the understanding that the General Membership will be fully informed of all actions by the Board of Directors.
- E. Under state law, a quorum of the Board of Directors can be no less than 1/3 of all Directors. Motions are passed by the affirmative vote of a majority of persons present and voting as long as a quorum is present.
- F. Auction and Walk-a-Thon Committees shall be afforded one BOD vote each, regardless of number of co-chairs.
- G. Board of Director members may participate in BOD meetings via conference call, with all voting rights, as if attending in person.
- H. A member of the BOD must abstain from discussion and subsequent vote, if a conflict of interest arises.
- I. Members of the Executive Board of the PTA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Bylaws.
- J. Notice of special board meetings shall require TEN (10) days' notice with consent for less than this minimum shall be mandated by the State of Washington. Delivery of notice of special board meetings shall be delivered to all Directors of this Corporation by way of any tangible form of communication and shall include date/time/place of meeting.
- K. Board of Directors Members will work with their successor, as needed, to change all online passwords pertaining to their positions when a position is vacated.

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IV. GENERAL MEMBERSHIP

- A. The annual membership dues for this unit shall be \$10 for an individual teacher or school staff membership, \$20 for a single membership (1 voting right), and \$35 for a family (only 2 voting rights per family).
- B. Meetings of this corporation shall be held quarterly or at the discretion of the Board of Directors. All meetings are open to the General Membership.
- C. The members of the PTA must meet to conduct certain types of business, such as adoption of the budget, adoption of standing rules, election of the nominating committee, and election of officers.
- D. Annual membership dues shall be set each year by the PTA Executive Committee. These dues include fees for the Washington State PTA, the National PTA, and the PTA council.
- E. A quorum will consist of at least 10 people present at a meeting. Motions are passed by the affirmative vote of a majority of persons present and voting as long as a quorum is present.
- F. Special membership meetings shall require TEN (10) days' minimum notice. Notice of special meeting shall be delivered by way of electronic mail.

V. PTA COUNCIL AND SERVICE AREA VOTING

- A. The vote of this PTA for the position of Washington State PTA Region Director shall be determined by the Board of Directors.
- B. Voting delegates to the Bellevue PTA/PTSA Council shall be the President(s) and three (3) (total of 4 maximum) other delegates appointed by the President(s). Area Vice Presidents will be elected by all voting delegates.
- C. Voting delegate(s) to the State PTA Legislative Assembly shall be a Board of Directors position that is selected by the members of the Board of Directors.
- D. Voting delegate(s) to the State PTA Convention shall be selected by the Board of Directors.

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VI. UNIFORM BYLAWS

A. These Standing Rules shall not be in conflict with the uniform bylaws of the Washington Congress of Parents and Teachers. As long as quorum is present, the Standing Rules may be amended at any regular General Membership meeting by a 2/3 vote, or if proper notice is given, by a majority vote.

B. These Standing Rules shall be adopted annually by a majority vote at the first General Membership meeting.

VII. PARLIAMENTARY AUTHORITY

A. Robert's Rules of Order, Newly Revised, shall govern this organization.

VIII. DISAFFILIATION STATEMENT

A. A disaffiliation statement declares that if the Clyde Hill Elementary PTA 2.3.27 should dissolve; the funds would go to a like organization with the same 501c3 rating as determined by a 2/3 majority vote of General Members.

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EDITION CHANGES

Edition Change from previous version approved by General Members September 1, 2015; later approved by Unanimous Vote of Board of Directors on January 11, 2016, then Approved by Quorum of General Members on January 21, 2016.

Edition Change from previous version approved by Unanimous Vote of Board of Directors on August 31, 2017, then Approved by Quorum of General Members on September 7, 2017.