



Chloe Clark PTA 10.8.8 ★ DuPont, Washington

Parents, teachers, and the community working together to promote educational excellence for our children.

www.chloelarkpta.com

Chloe Clark PTA 10.8.8 2011-2012 Standing Rules

Adopted June 10, 2011

1. The name of this PTA local unit is Chloe Clark PTA 10.8.8. It was chartered by the Washington State PTA on March 12, 1998, as the Fort Nisqually PTSA. The name was officially changed to Chloe Clark PTA on June 25, 2002.
2. This PTA serves the children enrolled in Chloe Clark Elementary School in DuPont, Washington.
3. This PTA is properly registered with the Secretary of State under the Charitable Solicitations Act. The PTA's registration number is 7148. The Treasurer is responsible for filing the annual registration (must be filed by May 31st to avoid penalties).
4. This PTA was incorporated in the State of Washington on April 3, 1998. The corporate account number is 2-579982-6. It was assigned UBI number 601 867 667. The Treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA.
5. The mission of this PTA is, "Parents, teachers, and the community working together to promote educational excellence for our children."
6. This PTA was granted tax-exempt status under section 501(c)(3) on February 9, 2000.
7. The current Treasurer, with assistance from the outgoing Treasurer, is responsible for filing IRS Form 990, 990EZ, or Form 990N prior to November 15th each year.
8. Effective with the 2011–2012 membership year, membership service fees shall be as follows:
Adult: \$10.00 — Family: \$18.00 — Business: \$25
9. The elected officers of this PTA shall be President (or co-Presidents), Vice President (or co-Vice Presidents), Secretary (or co-Secretaries), and Treasurer (or co-Treasurers).
10. Each co-position is entitled to one (1) vote at a Board of Directors' meeting, with the co-position holders rotating voting privileges (every other meeting).
11. The Board of Directors shall consist of the elected officers and the chairs of the following committees: Fall Fundraiser, Grants, Leaf Your Mark, Legislative, Membership, Newsletter, Publicity/Public Relations, Reflections/Chloe Creations, Spring Fundraiser, Volunteer, Website, and Yearbook.
12. This PTA's Board of Directors will meet monthly, at a day and time to be determined by the Board.
13. Adoption of the annual Budget, approval of the Standing Rules, election of the Nominating Committee, and the election of officers shall be done at General Membership Meetings. All meetings shall be held at the direction of the Board of Directors.



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14. The PTA shall approve its annual operating budget prior to July 1st of each year. The Board has permission to reallocate funds up to \$500 per line item.
15. The Secretary shall keep the original copy of any legal documents in the Legal Documents Box. The PTA shall keep a copy of each of its legal documents with the President, Vice President and Treasurer. The Secretary is responsible for maintaining and updating the Legal Documents Box. Only elected officers shall have access to the contents of the Legal Documents Box.
16. The PTA shall conduct an audit of its books and records in January of each year in addition to the required audit at the close of the fiscal year (June 30, YYYY). The audit shall be performed by an Audit Committee drawn from the general membership until such time as the Board of Directors determines that an outside party should conduct the audit. The Secretary (as a non-check signer) shall be the Audit Committee Chair.
17. The signatures of the President(s), Vice-President(s), and Treasurer(s) shall be on the authorized signature card for this PTA's bank account.
18. One or more Golden Acorn awards may be presented annually to an outstanding volunteer; one or more Outstanding Advocate awards may be presented annually to recognize advocacy work on behalf of children and youth; and one or more Outstanding Educator awards may be presented annually to an outstanding teacher or educator. The President shall appoint a committee to select the recipients. The Board of Directors shall determine the number of recipients. Each award may be awarded to the same recipient more than once, but may not be awarded to the same person in consecutive years.
19. The vote of this PTA for the position of Washington State PTA Region Director shall be determined by the Board of Directors.
20. The voting delegates to the annual State PTA convention shall be determined in the following order: Incoming President, Incoming Vice President, Incoming Secretary, Incoming Treasurer, Outgoing President, Outgoing Vice President, Outgoing Secretary, and Outgoing Treasurer. The Board of Directors shall determine who shall represent the PTA as visiting delegates.
21. The voting delegate(s) to the WSPTA Legislative Assembly shall be determined in the following order: Legislative Chair, President, Vice President, Secretary, and Treasurer, unless otherwise designated by the Board of Directors. The Board of Directors shall determine the number of delegates to be funded by the PTA.