



Standing Rules 2025-2026

North Creek High School PTSA operates in accordance with Washington State PTA Uniform By-laws and Policies.

IDENTIFICATION

1. The name of this local PTA is North Creek High School PTSA. It was chartered on March 16th, 2017. Its local PTA Number is 6.10.80. Its National PTA Number is 10242148.
2. North Creek High School PTSA serves the students, staff, and families in the North Creek High School community.
3. North Creek High School PTSA was incorporated on April 4th, 2017 and assigned the UBI number 604-110-095. The Treasurer is responsible for filing the Annual Corporate Status Report. The registered agent for this corporation is the Washington State PTA. The Employer Identification Number (EIN) is located in the legal document's notebooks held by the President and Secretary.

LEGAL COMPLIANCE

4. North Creek High School PTSA is registered under the Charitable Solicitations Act, registration number 1141318. The Treasurer is responsible for filing the Annual Registration by May 31st to avoid penalties.
5. North Creek High School PTSA was granted tax-exempt status under section 501(c)(3) of Internal Revenue Code on April 4th, 2017. A copy of the letter or determination is filed in the legal documents notebooks maintained by the President and Secretary.
6. The Treasurer is responsible for filing the appropriate federal tax return prior to November 15th and providing a copy to the Board of Directors no later than December 1st. Copies of the current and past years returns are located in the legal documents notebook held by the President and Secretary.

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7. North Creek High School PTSA has designated the Washington State PTA as its registered agent with the Washington Secretary of State 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 notebook maintained by the President and Secretary.

8. Per the Washington State PTA Uniform Bylaws, the North Creek High School PTSA will annually review the Washington State PTA Standards of Affiliation Agreement in its entirety and agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.

MEMBERSHIP

9. Membership in North Creek High School PTSA shall be open to all people without discrimination that supports and encourages the purposes of PTA.

10. The dues for North Creek High School PTSA shall be:

- i. \$15.00 per individual membership
- ii. \$10.00 per additional household membership
- iii. \$10.00 per staff membership
- iv. \$10.00 per student membership

All paid members have a voice and vote in North Creek High School PTSA membership meetings. Student members are entitled to voice and vote.

However, students under the age of 18 are not allowed to hold elected positions within the PTSA.

11. The following shall take place at a general membership meeting:

- adoption of the budget
- adoption of the standing rules
- adoption of the findings of the financial review committee
- election of the nominating committee
- election of officers.

There shall be at least three membership meetings per year, at a time and location fixed by the Board for the purposes of conducting business. Members shall receive notice of the meeting no less than five days and no more than fifty days prior to the date of the meeting. At least 10 members must be present to conduct business. Special meetings may be called as provided in the Washington State PTA Uniform Bylaws.

OFFICERS

12. The elected officers of North Creek High School PTSA shall be President, Vice President, Secretary and Treasurer. These officers shall constitute the North Creek

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High School PTSA Executive Committee. The Executive Committee shall be elected for a term of one year and serve no more than two consecutive years in the same Position.

13. Any elected position may be held jointly by two people. Each co-position holder shall be entitled to voice and vote at the Board of Directors Meeting. In the event of co-treasurers, only one of the treasurers can be a signer on the bank account.

14. An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer. This includes both board meetings and membership meetings.

15. North Creek High School PTSA will comply with the training requirements necessary Board to remain in good standing, as specified in the most current WSPTA Standards of Affiliation Agreement.

16. Voting for elected officers or nominating committee positions may take place at a meeting or via email or other electronic submission. If voting takes place by electronic submission, the name of each candidate is to be contained in the notice of the meeting and any vote cast must be received within the timeframe identified in the notice of the meeting.

17. The North Creek High School PTSA Board of Directors shall consist of the Executive Committee, Membership Chair, Advocacy Chair, Staff Appreciation Chair, and Food Pantry Chair. A committee chair on the Board can designate a proxy to vote in their place. All members of the Board of Directors must also be members of North Creek High School PTSA.

18. There shall be a minimum of one Board of Directors meeting every other month during the school year. Meeting times and dates shall be set by the Board. Quorum for the meeting is the majority of the Board of Directors. All board meetings are open to the membership unless previously advertised.

19. Voting at North Creek High School PTSA's Board of Directors meetings shall be limited to the board members.

FINANCE

20. North Creek High School PTSA shall approve its Annual Operating Budget prior to 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

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the first fall membership meeting.

21. North Creek High School PTSA shall maintain a locked cabinet in the main school office. All elected officers shall have access to the contents of this cabinet. The original copy of any legal documents shall be kept in the legal document's notebook held by the President and Secretary.

22. A Financial Review Committee with a minimum of two members, appointed by the Board, will review the financial books twice a year. Members of this committee shall not include the Treasurer or any authorized signer on the North Creek High School PTSA bank accounts for the period that is being reviewed, or any individuals living in their households.

23. North Creek High School PTSA shall maintain a minimum of 10% of total expenses (or a minimum of \$1,000.00) in reserves at the close of each school year.

24. North Creek High School PTSA shall establish one or more accounts in financial institutions as determined by the Board. Any such account shall require the signatures of at least two elected officers to make a withdrawal. The Board will determine which officers shall have signing authority on the North Creek High School PTSA bank account(s). No authorized signers will sign a check written out to them; two authorized signers will sign all checks.

25. All contracts must be signed by two elected officers.

26. North Creek High School PTSA's monthly bank account statements shall be provided unopened to a non-signer (cannot sign checks) appointed by the Board. This person shall be appointed at the beginning of the fiscal year. Any concerns or discrepancies identified in the review should be brought to the attention of the Board. If there are no concerns, the non-signer will complete a Non-Signer Review of Bank Statement form every month to coincide with each bank statement submitted, as well as initial and date the bank statement, and provide them all to the Treasurer.

27. All reimbursement requests for authorized expenses must include a receipt and should be submitted to the treasurer within 30 days of the purchase. All requests for reimbursement must be received by June 25th or they will be considered a donation to North Creek High School PTSA.

28. There will be strict monitoring of all receipts for reimbursement to accommodate the

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June 25th deadline. All expenditures after the deadline of June 25th must be pre-approved by the Board.

29. Should North Creek High School PTSA receive an NSF check, a service fee in the amount of \$10 will be charged in addition to any fees imposed by North Creek High School PTSA's bank. If the NSF check is not paid for by June 1st, the PTSA will not accept any checks from this individual in the future. If more than three NSF checks are received from the same individual during the fiscal year, North Creek High School PTSA will not accept further checks from the individual responsible.

30. In the actual event of a gambling activity (including, but not limited to a Raffle, Bingo, Carnival Event), students of North Creek High School shall be considered honorary members of North Creek High School PTSA without voice, vote, or the privilege of holding office, in order to participate in said activities.

31. The use of online banking to disburse funds is permitted. Procedures for online banking can be found in current WSPTA policy.

VOTING

32. 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.

33. North Creek High School PTSA may send as many voting delegates to the WSPTA convention as allowed by the WSPTA Uniform Bylaws. All delegates shall be selected by the Board of Directors.

34. North Creek High School PTSA may send as many voting delegates to the WSPTA Legislative Assembly as allowed by the WSPTA Uniform Bylaws. All delegates shall be selected by the Board of Directors.

OTHER

35. North Creek High School PTSA may collaborate with other non-PTA organizations (including but not limited to ASB and Booster Clubs). North Creek High School PTSA Board will only handle PTSA funds and will sign a contract with other organizations to clearly establish whether it is a PTSA activity or another organization's activity.

36. The Grants Committee or the board will evaluate requests for funds for the benefit of North Creek High School students and programs that fit in with the mission and goals of this PTSA. The committee shall consist of a minimum of two board members and one general PTSA member. The committee will be formed in the fall of each school year and will evaluate grant requests.

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37. The Awards Committee will be established each year at a membership meeting. The committee shall consist of at least three members. Committee members are not eligible for an award. This committee may award Golden Acorn, Outstanding Educator, Outstanding Advocate, Outstanding Student Advocate, and Lifetime Honorary Member.

38. Any changes to the standing committees shall be voted on by the Board from year to year.

39. 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 the passwords and account numbers.

40. 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. A second copy of all passwords shall be kept with the secretary.

41. The standing rules of this PTA shall be adopted annually by majority vote at the first membership meeting of the school year. They may be amended at a membership meeting by majority vote if previous notice was given, if no notice was given a 2/3 vote is required.