Highland Elementary Parent-Teacher Association (PTA)
3220 113th Avenue Northeast, Lake Stevens, Washington 98258

2026-2027 Highland Elementary School PTA Bylaws

The Highland Elementary School PTA is a non-profit organization 501 © (3), formed of volunteers that support the students, staff and parents of Highland Elementary School.

Our Motto

Together, We help the hive thrive

Our Mission

Together, we inspire a Highland community where every hornet feels supported, every family feels connected, and every staff member has the resources needed to help students thrive.

The Executive Board

The Executive Board is formed by volunteers that have been nominated and voted on by the general membership of Highland Elementary PTA. The board members are elected to uphold the mission statement, general voice and motto of the PTA. Holding a board position carries three fiduciary duties that must be upheld.

The three legal responsibilities are:

- Duty of Care: to pay attention to the organization's activities and operations and to comply with applicable federal, state, and local laws;
- Duty of loyalty: to put the interest of the organization before personal; and professional interests;
- Duty of obediance: to remain the guardians of the mission and ensure funds are spent on the mission.

The following positions are considered as part of the Executive Board. A position on the executive board can not be held by the same individual for more than two years in a row. A vote of Executive Board members is to be held by ballot vote and counted by nominating committee chair. It is acceptable to have co-position holders for each Executive board member position with the exception of the treasurer. Should there be sharing of the position, duties are to be split evenly between the parties. Executive Board members are to support one another in their roles.

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President
Official spokesperson of the PTA, presides over all general and Executive Board meetings, plans meeting agendas with collaboration from other members of the Executive Board, appoints chairpersons of active committees, supports and empowers committee chairpersons and committee members, communicates with school administration, committee chairperson(s), and general members to ensure the goals of the PTA and the school are being met in partnership, ensures at least one Executive Board member has attended PTA and the Law training course each year and encourages other training be completed such as the yearly PTA Convention. President shall ensure all required paperwork completed by Washington State PTA deadlines set forth in the State Bylaws such as renewal of charitable organization license and liability insurance policy and maintain records of such. The president is not allowed to be involved in the nominating or voting of the next year's Executive Board, nor she/he be involved with the appointment or voting of the nominating committee themselves.

Vice President
Supports Highland Administrative staff with PBIS program. Supports the president and secretary in fulfilling the duties described in their respective roles, division of said tasks can be determined by the current position holders. The vice president shall preside over meetings should the president not be available. Checks in with committees and supports any needs they have.

Treasurer
Upholds the voted upon budget of the PTA by way of reconciliation of bank statements of all accounts on a monthly basis, provides budget analysis and reports at all general meetings, prepares tax documents as required by Washington State PTA Bylaws, reviews reimbursement requests of members to ensure appropriate spending and within budget, writes checks for said reimbursements and all accountants for an event, makes bank deposits, keeps clear, orderly and concise records in an accessible shared location between Executive Board members, prepares year-end reports for annual audit and financial review. Maintains Square account passwords and devices to allow for use at PTA events.

Secretary

Prepares minutes of all general and Executive Board meetings, maintains and stores official PTA documents in an accessible shared location between Executive Board members, provides budget and meeting minutes to any member that requests at any time, maintain accurate membership records ensuring members are in good standing and communication with members is made to keep them informed of meetings, events and activities of the PTA, updates the PTA website, social media platforms, and Highland Buzz newsletter, prepares and creates flyers for the announcement of PTA news. Flyers to be approved by the school admin and Executive Board president prior to distribution to school families.

The Committees

The PTA can not be successful without the support of designated support committees. Each committee shall have a chairperson to oversee and lead committee members to achieve the goal and task of the committee. It is acceptable to have co-chairpersons. Chairperson(s) shall delegate and lead committee members to complete the committee agenda and task(s) efficiently and within budget. It is recommended that a chairperson(s) limit leadership positions to a two-year period, if this is not in the best interest of the committee and/or PTA, it is recommended to add co-chair (if position is held alone) to the position with new committee members for continual inclusion and involvement by all interested members. It is also recommended that an individual only holds the chairperson position of one committee at a time. If this is not possible, co-chairpersons must be added to an additional committee. Executive board members can maintain an active role in committees, and act as coordinator should there be a vacancy in committee chairperson role. All committee chair positions will be approved and appointed by the Executive Board. All committees are suggested to have at least one chair and three additional members. Committee chairs are required to report to the Executive Board representative of plans and progress throughout the year. It is important to have clear and open communication between the Executive Board, School admin and other committee chairperson(s) to ensure one cohesive PTA organization. Events and communication with the general school population must be approved by the executive board before finalizing plans. Should a chairperson(s) act outside of the PTA motto and vision or become unable to fulfill the duties of this role, the Executive Board can replace the chairperson(s). Committee chairperson(s) must sign a Conflict of Interest form.

It is important to note that committee chairperson(s) are to maintain and manage their budget line, check in regularly with the treasurer for health of the budget. Should a

committee find they may be needing additional funds to complete the task of the committee it is required that the chairperson(s) meet with the Executive Board to review options, gross oversight of budget will not be tolerated.

The PTA is formed by the following committees:

5th Grade Graduation Committee
Committee Chair Responsibilities: Schedule and oversee meetings, recruit committee members, communicate to the Executive Board as to progress of the committee goals and tasks, communicate with 5th grade staff representative, responsible for budget control. Lead committee members in harmony accepting all ideas and suggestions to meet the goal of the committee.

Task and Duties of Committee:

- Obtain approved date of 5th grade celebration event and graduation day(s)
- Plans 5th grade celebration
- Organize the set up and take down of the 5th grade graduation ceremony
- Collect baby photos from parents and create 5th grade graduation ceremony slideshow
- Collect kindergarten photos from parents for the yearbook committee by yearbook committee provided deadline

Fundraising and Events
Committee Chair Responsibilities: Schedule and oversee meetings, recruit committee members, communicate to the Executive Board as to progress of the committee goals and tasks, coordinate with the admin staff on volunteer opportunities and needs, responsible for budget control. Lead committee members in harmony accepting all ideas and suggestions to meet the goal of the committees.

Task and Duties of Committee:

- Responsible for coordinating with the staff of Apex Leadership Co on the fun run event. It is the responsibility of the committee to decorate for and support the fun run activities including recruiting volunteers to count laps and advertisement.
- Should a need arise to add an additional major fundraiser, explore options to serve the budget needs of the PTA while not placing a burden on Highland

Families. Any additional fundraisers must be approved by the Executive Board and School Admin.
- Works with Treasurer to ensure budgeted fundraising goals are on track/met
- Plans, organizes and hosts all associated PTA sponsored events such as Back to School BBQ, Movie Night, Fall Festival, Pumpkin Carving Contest (Virtual), Bingo Night, Friendship Grams, Cookie Decorating Contest (Virtual), Dances, Goodies with Grown-Ups, Book Fair Craft Night, Highlands Got Talent (Virtual), Highland Games, One School One Book, etc. There is not a required set schedule for events, however being mindful that PTA family events are engaging and create inclusive school experience. Events do need to be approved by the Executive Board so that building use can be requested in a timely manner.
- Advertisements for events, flyers can be prepared by Executive board Secretary and/or committee member, approval of the flyer is required by Executive Board and school admin before distribution.

Example of Events Schedule: It is recommended that at least 5 family events sponsored by the PTA are provided during any given school year.
- September - Back to School BBQ
- October - Fall Festival / Pumpkin Carving Contest
- December - Book Fair Craft Night which corresponds with late night book fair shopping and cookie decorating contest
- January - Bingo Night
- February - Friendship Grams , one book one school family night
- March - Highlands Got Talent
- May - Goodies with Grown - Ups
- June - Highland Games (this will always be in June)

Staff Appreciation Committee

Committee Chair Responsibilities: Schedule and oversee meetings, recruit committee members, communicate to the Executive Board as to progress of the committee goals and tasks, responsible for budget control. Lead committee members in harmony accepting all ideas and suggestions to meet the goal of the committee.

Task and Duties of Committee:
- Plan teacher meals for Welcome Back Breakfast, parent/teacher conference week dinner and Teacher Appreciation Week

- Coordinates Staff Appreciation week goodies and events

Yearbook Committee

Committee Chair Responsibilities: Schedule and oversee meetings, recruit committee members, communicate to the Executive Board as to progress of the committee goals and tasks, responsible for budget control. Lead committee members in harmony accepting all ideas and suggestions to meet the goal of the committee.

Task and Duties of Committee:

- Schedule committee members to be present at school events and everyday life at Highland for photography for the yearbook.
- Coordinate with the treasurer to set the price of the yearbook, shout-outs and embossed name options as well as the PTA member coupon code.
- Advertise yearbook sales. Flyers must be approved by the Executive Board and school admin before distribution.
- Pick Yearbook Theme
- Executes Yearbook Cover Contest, votes on winner of submission. Voting to take place anonymously of voters and cover creators. The entire yearbook committee votes on the winner, should the committee not consist of more than 5 people, the Executive Board can also vote.
- Coordinate with Dorian for production and contract for yearbook.
- Upon yearbook delivery, separate and label yearbooks for distribution.
- Determine with the school admin if any yearbooks are needed on a scholarship basis.

Spirit Wear Committee

Committee Chair Responsibilities:
Schedule and oversee meetings, recruit committee members, communicate with the Executive Board regarding the progress of committee goals and tasks, and be responsible for budget oversight. Lead committee members collaboratively, welcoming ideas and suggestions to help achieve the goals of the committee.

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Tasks and Duties of Committee:

- Coordinate the design, selection, and sale of Highland Elementary spirit wear for students, staff, and families.
- Work with vendors to select spirit wear items, obtain pricing, and coordinate ordering and production.
- Collaborate with the Executive Board and Treasurer to establish pricing, fundraising goals, and budget expectations.
- Research and suggest new spirit wear designs, styles, and products that appeal to the Highland community.
- Ensure all spirit wear designs and products are approved by the Executive Board and school administration before production.
- Coordinate spirit wear sales throughout the school year, including online sales, preorders, and sales at school events when applicable.
- Advertise spirit wear sales through flyers, newsletters, social media, and other approved communication channels. All flyers must be approved by the Executive Board and school administration before distribution.
- Track orders, inventory, and sales as needed.
- Coordinate the pickup, sorting, and distribution of spirit wear orders to students, staff, and families.
- Work with vendors to resolve any issues related to orders, sizing, quality, or missing items.
- Explore opportunities to offer new or seasonal spirit wear items throughout the school year.
- Provide updates to the Executive Board regarding sales, expenses, inventory, and committee activities.

Art Reflections

Committee Chair Responsibilities: Schedule and oversee meetings, recruit committee members, communicate to the Executive Board as to progress of the committee goals and tasks, responsible for budget control. Lead committee members in harmony accepting all ideas and suggestions to meet the goal of the committee.

- Plan Reflections Workshop for students

Send winning entries to

District level for further judging

Plan for and provides prizes to participating students, within budget

Handle communication with Washington State PTA Reflections

program Follow Washington State PTA Reflections program outlines

Ensure deadlines are

met

Communicate any supply needs to designated board

member

Plan year end

celebration

Art Docent Committee

Committee Chair Responsibilities: Schedule and oversee meetings, recruit committee members, communicate to the Executive Board as to progress of the committee goals and tasks, communicate with classroom teachers for Art Docent monthly schedule, hold orientation and training for Art Docents, maintain art docent supply cabinets and supplies, responsible for budget control. Lead committee members in harmony accepting all ideas and suggestions to meet the goal of the committee.

Task and Duties of Committee:

- Provide regular monthly visits to assigned classrooms to instruct and provide art projects incorporating basic and diverse art projects. This is an art program, not a craft program.
- Maintain and manage Art Docent Display Case in the main office entryway area.
- Connect with local businesses (ex. Dwellers drinkery) to display collections of Art Docent projects

Highland Halts Hunger Committee

Committee Chair Responsibilities: Schedule and oversee meetings, coordinate with school admin/staff on program needs, obtain a list of the number of students in each classroom that is in need and any dietary restrictions, recruit volunteer members as needed, responsible for budget control.

Task and Duties of Committee:

- Purchase needed snacks for weekly distribution bags
- Prepare snack bags for classrooms for number of students in need
- Delivery of prepared bags to the school for distribution by the teachers

Running Club Committee

Committee Chair Responsibilities: Schedule and oversee meetings, recruit committee members and/or volunteer lap counters, communicate to the Executive Board as to progress of the committee goals and tasks, responsible for budget control, coordinate with staff members in charge to set Run Club dates and times. Order and maintain chains, charms and punch cards. Lead committee members in harmony accepting all ideas and suggestions to meet the goal of the committee.

Task and Duties of Committee:

- Be present on the day of the Run, count laps and provide charms as earned
- Advertise Run Club, Executive Board and School Admin flyer approval is required.

WATCH DOGS Committee

Committee Chair Responsibilities: Schedule and oversee meetings, recruit committee members, communicate to Executive Board as to progress of the committee goals and tasks, plan and organize orientation meetings, coordinate with PBIS team for schedule of approved volunteer times and provide corresponding sign-up genius to fill the spots, responsible for budget control. Lead committee members in harmony accepting all ideas and suggestions to meet the goal of the committee.

Task and Duties of Committee:

- Provide strong leadership and presence during volunteer time
- Engage with the students and staff at Highland
- Maintain the values of the Watch Dog national program

Nominations Committee

Committee Chair Responsibilities: It is the responsibility of the nominating committee to uphold the nominating and voting of the future year executive board. No less than 3 committee members will be voted in by ballot vote of the general

membership at the March General meeting as required per Washington State PTA Bylaws.

Task and Duties of Committee:

- Seek nominations for each Executive Board position
- Speak to nominees about the potential role they have
- Present nominees who have accepted their nomination to general membership at April General Meeting
- Provide Ballot or Electronic Form for Voting at the April meeting
- Tally Votes, announce winners and record results with the current Executive Board Secretary for documentation storage.

It is possible that as the PTA grows and adapts to the ever changing school environment, that there will be a need for additional committees, liaison, and/or coordinator positions. It is acceptable to form a new committee at the approval of the Executive Board to accommodate these changes and workloads.

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Highland Elementary School PTA Standing Rules 2026-2027

A. Name and Legal Information
   - The name of this PTA unit shall be Highland Elementary PTA, 7.6.18
   - This PTA serves the students, staff and families enrolled at Highland Elementary.
   - This PTA was incorporated on June 23, 1999 and assigned corporation number 601 963 401. The treasurer is responsible for filing the annual corporation report through the office of Secretary of State prior to July 1st of every year.
   - The registered agent for this corporation is the Washington State PTA
   - This PTA has an EIN and a UBI number. That information is available upon request.
   - This PTA is registered under the charitable Solicitations Act. The President and Treasurer is responsible for filing the annual registration by May 31st with the Office of the Secretary of State. Charitable Solicitations number 1107703.
   - This PTA was granted tax-exempt Status from the IRS under section 501c(3). The current treasurer, with assistance from the outgoing treasurer and the president, is responsible for filing IRS Form 990 or 990 EZ prior to November 15th if required.
   - The PTA shall purchase liability insurance each year. Additional coverage may be purchased at the discretion of the board of directors. Renewal to be completed by the president and Treasurer.
   - The PTA shall maintain at least two copies of its legal documents in separate locations. The Treasurer and the Secretary shall maintain the documents.

B. Membership and Dues:
   - The membership fee for this PTA shall be $15.00 per person or $25.00 for a family membership (two members) and $10.00 for staff membership. This fee may be changed by a majority vote of the Executive Board each new fiscal year.
   - The students of Highland Elementary School shall be considered honorary members of this PTA, students' voices are welcome and will be heard, however this student is not allowed to make a vote or hold an office.

- Membership in Highland Elementary PTA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members and any other person that supports and encourages the purposes of the PTA.

C. Officers and their Election
- The elected Officers of the PTA shall be President, Vice President, Secretary, and Treasurer. Two people with the exception of the Treasurer position, may hold a position jointly. Each Co-Position holder shall be entitled to a voice and vote at Executive Board Meetings.
- The Office or Chair shall be declared Vacant if that person misses three consecutive meetings unless excused by the president.
- Elections will be conducted at the direction of the Nominating Committee at the General Membership meeting in April, to allow newly elected officers to attend the Convention.
- Voting may take place in person at a general meeting or by electronic transmission. The nominating committee is charged with tallying votes and providing results.
- Officers are elected for the term of one year and shall assume office on July 1st.

D. Executive Committee and Board of Directors
- The Executive Board shall consist of the elected officers.
- At least one member of the elected Executive Board is required to attend PTA and the Law as set forth in the Washington State PTA Bylaws. The Executive Board is encouraged to attend the annual state PTA convention for training.
- The vote for this PTA for the position of Washington State PTA Regional Director, delegates to the State Legislative Assembly and State Convention shall be determined by Executive Board action.
- Committee Chairpersons shall be appointed by the Executive Board as needed. All Committee Chairpersons shall be current PTA members.

E. Budget and Finance
- This PTA will follow best practice guidelines as outlined in the WA state PTA

Money Matters handbook.

- This PTA shall approve its annual operating budget in the Spring of each year.
- This PTA shall conduct an annual financial review of its books and records in June or July, at the close of each fiscal year, and a midyear review, with an option to audit at any time if decided by the Executive Board.
- The signatures of four elected officers shall be on the signature card for this PTA's authorized bank account. Checks will be signed by two signers.
- All reimbursement requests shall include a receipt and shall be submitted to the treasurer.
- The Executive Board will uphold the approved budget without waiver. Should a need arise and a general meeting is not within a reasonable timeframe for need, an approval by the Executive Board up to $500.00 can be utilized.
- Grant requests received by the treasurer shall be reviewed by the Executive Board and brought to a vote of a general membership at the next general meeting. If the next general meeting is not within a reasonable timeframe of request the Executive Board can approve grant requests up to $500.00.
- Should the PTA receive a NSF check, any and all bank fees will be charged, not to exceed $12.00. If the check(s) are not paid for within sixty days of notification, then the PTA will not accept any checks from this individual in the future.
- The approved budget line for Executive Board training can only be utilized for training sessions that require registration fees, hotel/lodging, and transportation fees to attend annual WSPTA Convention and/or other training as required by Washington State or National PTA.

F. Standing Rules
    - The standing rules shall be adopted annually at the first general meeting by majority vote of the members present.
    - Standing rules may be amended at any general meeting by reaching Quorum and majority vote.

G. Meetings
    - For general membership meetings, a quorum shall be defined as ten members of

the general membership as of that meeting. This is the minimum number of members who must be present at a meeting for business to be legally transacted.

- Adoption of the budget, adoption of the standing rules, election of the nominating committee, and election of the officers shall take place at general membership meetings.
- General membership meetings shall be held at the direction of the Executive Board with at least six meetings per year.
- The PTA's Executive Board will meet at least six times a year, on a date and time to be determined by the board. Quorum is defined as a majority of the board.
- No PTA property may be borrowed without the proper form completed and approved by a majority of the Executive Board members.
- A Conflict of Interest Policy needs to be signed by each member of the Executive Board each year at the first Board Meeting of the school year.

These bylaws are adopted and used as a guideline for the PTA. Board and General Membership approval may be utilized at any time to make different recommendations at their discretion so long as it is in compliance with WSPTA.

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2026-2027 Highland Elementary PTA Code of Conduct

The Highland Elementary School PTA believes that participation in the PTA is an important and integral part of the total school program. It is our belief that the core ingredients of character should be displayed when interacting with faculty and students via these core ethical values: trust, respect, responsibility, fairness, caring, teamwork, and hard work.

Finally, we believe that sincere and good faith efforts to honor the words and spirit of this code will improve the quality of our programs and the well-being of the dynamic relationships with our staff and students.

Volunteers include any and all people involved in the PTA, to include and are not limited to executive board members, committee leaders, and volunteers in general.

PTA Volunteers have an expectation to treat others with dignity and respect. As members of the PTA our behavior is reflective of the PTA and our school community.

PTA Volunteers shall not take advantage of their relationship with staff or students for personal advantage.

PTA Volunteers will actively promote the good health and well-being of staff and students.

PTA Volunteers are to be fair and will not show preferential treatment in their volunteer roles.

PTA Volunteers will be faithful to the educational and character-development goals of the school and assure that these objectives are not compromised by agreeing to live by the PTA mission statement.

PTA Volunteers shall not in the performance of their duties by words or conduct demonstrate prejudice or bias based on race, sex, religion, age, disability, national origin, or sexual orientation, and will not allow members of their committee or those under their

influence to do so.

Committees: It is imperative that volunteers realize that committee meetings are where details of a particular effort are discussed. This can take place in face-to-face meetings or group emails. Each member of the committee should be given the opportunity to express their point and advocate for their position. However, once everyone has spoken and a decision is made, the committee will move forward with the majority opinion.

If you feel a program you are involved with is not honoring this code, it is important for you to address your grievances with the PTA Executive Board and be willing to meet to reconcile the differences. If reconciliation is unattainable, then one solution may be that those involved are asked to step off the program. In no way will disruptive behavior be tolerated.

Under no circumstances is rude and uncooperative behavior acceptable in PTA dealings whether with fellow PTA members or school staff. Reports from school staff, students or other volunteers may result in losing the privilege of serving on a committee and attending meetings.