

**Lakeview PTSA**  
**Standing Rules – Unit 2.8.35**

Revised TBD, DRAFT

I. NAME

A. The name of this PTSA local unit shall be Lakeview Parent Teacher Student Association dba Lakeview PTSA. The local unit number is 2.8.35.

II. LEGAL STATUS

A. This PTSA was incorporated on September 9, 1980. It was assigned corporation number UBI#601-482-830. The registered agent for this corporation is the Washington State PTA.

B. This PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 2617 The Treasurer is responsible for filing the annual registration prior to May 31.

C. The Lakeview PTSA is a corporation with a tax-exempt status, Section 501(C) 3, granted on June 3, 1997. Donations to this PTSA may be accepted and the donor may deduct their contribution as a charitable donation on their business or personal tax return.

III. MEMBERSHIP AND SERVICE FEES

A. This PTSA serves the students of Lakeview Elementary School and their families.

B. Membership is open to all persons that support the purpose of the PTSA, without discrimination.

C. The membership fee for this unit shall be a total of \$16 per individual, \$25 per family (2 adults), and \$10 for Lakeview staff. This fee includes the WSPTA fee, the NPTA fee, and the council assessment fee. The membership fees are to be reviewed annually by the Board of Directors in the spring of each year.

D. One must be a current member of the Lakeview PTSA to vote at General Member Meetings or General Business Meetings.

E. All elected officers, Board of Directors and Program Chairs must be members of the PTSA.

F. All students of Lakeview Elementary shall be considered honorary member of this unit without voice, vote or privilege of holding office.

#### IV. MEETINGS

- A. General Membership meetings shall be held at least three times per year. Meetings shall be held to adopt the annual budget, approve the standing rules, elect a nominating committee and elect officers. In addition, meetings may be held to update and educate PTSA members about various programs the PTSA is working on, supporting or sponsoring. One or more building representatives must be present.
- B. This PTSA's Board of Directors (BOD) shall meet a minimum of three times per year. Dates and times of Board meetings shall be established by the Executive Committee at the beginning of each school year. Additional meetings may be scheduled at the call of the Executive Board.
- C. Special meetings of the General Membership may be called by the President or a majority of the Board of Directors. Special meetings require 10 days' notice. The notice may be posted physically or electronically or via both mediums.
- D. The quorum for General Member meetings shall be ten (10) members. A quorum must be present to conduct business. Motions are passed by a majority vote so long as quorum is established.
- E. The quorum for Board of Director meetings shall be a majority of its members (51%). A quorum must be present to conduct business.
- F. The current Secretary shall keep accurate records of all meetings of the membership and the board.

#### V. EXECUTIVE COMMITTEE (EC)

- A. The Nominating Committee of three members shall be elected in accordance with the Washington State PTSA Bylaws no later than winter break. A member may not serve more than two consecutive terms on the nominating committee. The current PTSA president and school principal may not serve on the Committee. The Nominating Committee is responsible for conducting officer elections.
- B. The officers of this unit shall be President, Vice President, Secretary and Treasurer. These officers constitute the Executive Committee (EC). Any elected position may be held jointly by two (2) people. Each elected co-position holder is entitled to voice and vote at an Executive Committee Meeting.
- C. The unit officers shall be elected at a General Membership meeting in accordance with WSPTA bylaws before June 30 and will assume their duties on July 1. It is recommended that elections are held by April 30 to allow adequate transition time and officer training at the annual WSPTA convention.
- D. Elected officers shall serve a term of one (1) year and may serve no more than two (2) consecutive years in the same position.

- E. Special committees shall be appointed as needed by the President and approved by the Executive Committee.
- F. All members of the Executive Committee shall attend a minimum of one WSPTA-approved trainings during the PTSA year. Further, at least one elected officer shall attend PTA and the Law as specified in the WSPTA Standards of Affiliation.
- G. An elected office shall be declared vacant if an officer is absent three meetings unless previously excused by the presiding officer.
- H. If an elected office vacancy occurs, the Executive Committee may appoint a PTSA member to fill the vacancy until the next membership meeting, at which time elections will be held to fill the vacancy.
- I. An elected officer may be removed from office by a two-thirds vote of the membership present at a regularly scheduled meeting or at a meeting called for such purpose, should there be cause for removal, such as violation of the ethics, policies, or principles of PTA.
- J. Lakeview PTSA will annually review, complete, sign and submit the Standards of Affiliation, as specified in the Washington State PTA Uniform Bylaws.

#### VI. BOARD OF DIRECTORS (BOD)

- A. The Board of Directors shall consist of the elected officers and the following individuals: Academic Support Chair, Advocacy Chair, Before/After School Enrichment Chair, Communications Chair, Fundraising Chair, Membership Chair, School Services Chair and Special Events Chair.
- B. The Board of Directors shall be appointed by the President and approved by the Executive Committee.
- C. The school building representatives to the Board of Directors shall include: the Principal and at least one Staff Representative.
- D. All members of the Board of Directors must sign and comply with Lakeview PTSA's conflict of interest policy.

#### VII. BUDGET

- A. This PTSA shall approve the proposed annual operating budget for the next school year in the spring of each year, no later than June 30.
- B. The PTSA membership shall approve the final operating budget at the first General Membership Meeting of the school year.

C. Additional requests for funds or reallocation to the budget shall be approved in the following manner:

a.	\$0 - \$100	By any two Executive Committee members
b.	\$101 - \$500	By a majority vote of the Executive Committee
c.	\$501 - \$1000	By a majority vote of the Board of Directors
d.	\$1001 +	By a majority vote of the General Membership in attendance at a General Membership meeting

D. Changes to the current, approved budget of more than \$1,000 require a notice to the General Membership 7 calendar days in advance of the vote.

VIII. FINANCES

- A. Only elected officers may sign checks and contracts for this PTSA. There must be two signatures on all checks, contracts, and letters of intent. The two (2) signatures shall not be related by marriage. In the case of Co-Treasurers, only one of the Treasurers will have check signing authority. Never shall a treasurer have a signature authority for the checks payable to their own party.
- B. The Treasurer is responsible for timely filing of IRS form 990EZ or form 990 by November 15.
- C. The Treasurer is responsible for filing the annual corporation report prior to September 30.
- D. The Treasurer shall keep a copy of financial documents. The Treasurer shall be responsible for maintaining the originals and providing updated copies to other board members upon request.
- E. The PTSA shall conduct an audit of its books and records in July for the close of the current fiscal year which ends June 30.
- F. Fiscal statements (banking statements) must be given to a non-signatory person appointed by the Board of Directors at the beginning of the fiscal year. This person shall promptly report any concerns or discrepancies identified in a review to the Executive Committee. Each statement shall be signed and dated by this person and kept as financial records.
- G. Requests for reimbursement or payment from the PTSA must be in writing and include receipts and/or invoices for the goods or services purchased.

IX. AWARDS

- A. The following awards may be presented annually, typically in June.
  - a. One or more Golden Acorn Award(s) to an outstanding PTSA volunteer(s.)

- b. One or more Outstanding Educator Award(s) to an outstanding Lakeview staff member(s).
- B. An award committee appointed by the Executive Committee shall select the recipients. The Committee, with the approval of the Board of Directors, will determine the number of recipients.

X. DELEGATES

- A. Voting delegate(s) to the Lake Washington PTA council shall be the President and three authorized delegates determined by the Board of Directors.
- B. The voting delegate to the Washington State PTA Legislative Assembly shall be the Advocacy Chair or other appointee as determined by the Board of Directors.
- C. Voting delegates to the annual Washington PTA Convention shall be determined by the Board of Directors. A minimum of four voting delegates may be appointed.
- D. The vote of this PTSA for the position of Washington State PTA Region Director shall be determined by the Board of Directors.

XI. STANDING RULES

- A. These standing rules shall be adopted each school year at the first General Membership Meeting.
- B. These standing rules may be amended at any regular General Membership meeting. If the membership has been given a 10-day notice prior to the date of the meeting of the intended change, then the change can be approved by a majority vote of the members present. If no notice was given prior to the meeting, a two-thirds vote of the members present is required.
- C. These Standing Rules shall be in compliance with the Washington State PTA Bylaws. If there is a conflict between the two, the WSPTA Bylaws shall be the authority.