

Lakeview PTSA
Standing Rules – Unit 2.8.35

Revised May 26, 2011

Name

1. The name of this PTSA local unit shall be Lakeview PTSA. The local unit number is 2.8.35. This PTSA serves the students of Lakeview Elementary.

Legal Status

2. This PTSA was incorporated on September 9, 1980. It was assigned corporation number 2-302526-5. The registered agent for this corporation is the Washington State PTA.
3. This PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is LAP89-306. The Treasurer or Co-Treasurers are responsible for filing the annual registration prior to November 15.
4. The Lakeview PTSA is a corporation with a tax-exempt status, Section 501(C) 3, granted on January 1, 1994. 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.

Duties of the Officers

5. The current Treasurer or Co-Treasurers are responsible for filing IRS form 990EZ, if that filing is by November 15.
6. The current Treasurer or Co-Treasurers are responsible for filing the annual corporation report prior to September 30.
7. The current Treasurer or Co-Treasurers are responsible for filing the annual EIN registration prior to November 15.
8. This PTSA shall keep at least three copies of each of its legal documents; one with the President, Treasurer, and Secretary. The Treasurer or Co-Treasurers shall be responsible for maintaining the originals and providing updated copies.
9. This PTSA shall conduct an audit of its books and records at the close of the current fiscal year (June 30).
10. 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.

- 11. The current Secretary shall keep accurate records of all meetings, notify the President or Co-Presidents of any unfinished business, be responsible for correspondence as designated by the President or Co-Presidents, keep a complete roster of membership of all Chair's and subcommittees, and perform such other duties as requested by the President or Co-Presidents..

Membership and Service Fees

- 12. The membership fee for this unit shall be a total of \$16 per individual, \$25 per family, 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. One must be a current member of the Lakeview PTSA in order to vote at a General Membership Information meeting or General Business Meeting.
- 13. All students of Lakeview Elementary shall be considered honorary members of this unit without voice, vote or privilege of holding office.
- 14. The Board of Directors will review the cost of sustaining membership annually. This business membership will be duly acknowledged, however offers no vote or privilege of holding office.

Committees

- 15. The Nominating Committee shall be elected in accordance with the Washington State PTSA Bylaws at the General Business meeting in the winter.
- 16. Special committees shall be appointed by the President or Co-Presidents as needed with the approval of the Executive Committee.
- 17. The officers of this unit shall be elected by April 30 for a term of one year. The elected officers shall be:

Co-Presidents or President and Vice President
 Co-Treasurers or Treasurer
 Secretary

- 18. The officers shall assume office on July 1 and shall constitute the Executive Committee.
- 19. Any elected position may be held jointly by two (2) people. Each elected co-position holder shall be entitled to voice and vote at an Executive Committee meeting.
- 20. The Board of Directors shall consist of the elected officers and the following individuals:

Special Events Chair	School Services Chair	Communications Chair
Fundraising Chair	Membership Chair	Education Enrichment Chair
	Advocacy Chair	Academic Support Chair

21. All members of the Board of Directors shall be current Lakeview PTSA members.

22. The building representatives shall include:

- Principal
- Staff Representatives

Meetings

23. This PTSA’s Board of Directors shall meet a minimum of three times per year. Additional meetings may be scheduled at the call of the Co-Presidents or President.

24. General Membership meetings shall be held 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 will update and educate PTSA members about various programs the PTSA is currently working on, supporting, or sponsoring. One or more building representatives must be present. Additional meetings shall be held at the direction of the Co-President or VPs.

25. This PTSA shall approve a preliminary operating budget in the spring of each year and a final annual operating budget at the General Membership meeting in the fall.

26. 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

27. One or more Golden Acorn Awards shall be presented annually to an outstanding volunteer(s).

Voting

28. Voting delegates to the Lakeview Washington PTA council shall be the President or Co-Presidents and three authorized delegates determined by the Board of Directors.

29. The vote of this PTSA for the position of Washington State PTA Region Director shall be determined by the Board of Directors.

30. The voting delegate to the Washington State PTA Legislative Assembly shall be the Advocacy Chair or other appointee.

31. Voting delegates to the annual Washington PTA Convention shall be determined in the following order: Incoming President, incoming Vice-President, or incoming Co-Presidents, Incoming Treasurer, Incoming Secretary, current President, current Vice-President, or current Co-Presidents, Current Programs Chairs, and Incoming Program Chairs. The Board of Directors shall determine who shall represent the unit as visiting delegates.
32. These standing rules may be amended at any regular General Membership meeting. If the membership has been given a 15 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.
33. The quorum for General Membership Informational meetings shall be ten.