

LAKESIDE BOOSTERS PTA (LBPTA)
STANDING RULES
(2011-2012)

The main purpose of the LBPTA is to promote the welfare of students at Lakeside High School and work toward the highest advantage in physical, mental & social activities.

Article I – Policy

1. The name of this PTA local unit is Lakeside Boosters Parent Teacher Association (LBPTA). The WA State PTA local unit number is 15.3.22. The National PTA ID number is 00272361.
2. LBPTA was incorporated on October 5, 2004. The Treasurer is responsible for filing the Annual Corporation Report by October 31.
3. The registered agent for this corporation is the Washington State PTA.
4. The LBPTA is registered under the Charitable Solicitations Act, registration number 21595. The treasurer is responsible for filing the annual registration (must be filed by November 15th to avoid penalties).
5. The LBPTA was granted tax-exempt status under section 501(c)(3).
6. The current treasurer is responsible for filing IRS Form 990 or Form 990 EZ prior to November 15th if required.
7. The LBPTA shall be non-profit, non-commercial, non-sectarian, and non-partisan.

Article II – Membership

1. Any member of the community may join the LBPTA.
2. Membership service fees for the LBPTA shall be \$7.50 per person. This entitles the member a voice and vote at all general meetings.
3. Associate membership is available at no cost and shall have no voice or vote in the activities of the LBPTA.
4. All Lakeside High School students shall be honorary members of the LBPTA. They shall not hold office or have voting privileges.

Article III – Officers & Elections

1. The elected officers of the LBPTA shall be President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.
2. The elected officers shall make up the LBPTA Executive Committee.
3. The officers shall be elected at a general membership meeting for a term of one year or until their successors are elected. No person shall serve in the same office for more than two consecutive terms.
4. The Executive Committee shall appoint members to the Board of Directors, Review Standing Rules, and make recommendations to the Board or the General Membership for action.
5. The elected officers and all committee chairpersons shall make up the LBPTA Board of Directors.
6. All board members must be a member of the LBPTA.
7. The Board of Directors shall manage the business of the Corporation.
8. Election of officers shall be held each spring, with the term being one year beginning July 1 and ending June 30 of the following year.
9. An office or chairmanship shall be considered vacant if the officer or chairperson is absent for three consecutive meetings unless excused by the President.

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Article IV – Meetings

1. The Board of Directors shall meet the second Monday of each month or at the discretion of the President.
2. The Executive Committee shall meet at the discretion of the President.
3. Adoption of the budget, adoption of standing rules, election of the nominating committee, and election of officers shall take place at general membership meetings. Meetings shall be held at the direction of the Board of Directors.
4. The LBPTA shall approve its annual operating budget in the spring of each year.
5. Meeting location will be held at Lakeside High School, 5905 Highway 291, Nine Mile Falls, WA 99026, unless otherwise notified.

Article V – Committees

1. The LBPTA committees shall be formed, added or dropped by decision of the Executive Committee as it suits the needs of the upcoming year.
2. The President shall make appointments to positions and committees with the approval of the Executive Committee for a term of one (1) year.
3. The Committee Chairperson shall give a general report at all board meetings.
4. The Committee Chairperson has the authority for operational and financial activity within that committee.
5. The Committee shall submit a budget to the Board of Directors for the year within 6 weeks of the beginning of the school year.
6. The Committee Chairperson shall submit a funding request to the Board of Directors for approval for items not in the budget.
7. The Board of Directors shall base the approval or disapproval of committee requests based on whether the requests meet the intent of that committee or sub-committees and the compliance of WSPTA, IRS, and/or and other legal or governing authority.
8. The Nominating committee shall consist of three members to be elected at a general membership meeting at least one month prior to the election of officers in accordance with WA State PTA By-Laws.

Article VI – Delegates

1. The voting delegate(s) to the annual WSPTA convention shall be determined in the following order: Incoming President, Ongoing President, Incoming Vice President, Incoming Secretary, Incoming Treasurer, Ongoing Vice President, Ongoing Secretary, Ongoing Treasurer, Legislative chair. The Board of Directors shall determine the number of delegates to be funded by the LBPTA.
2. The voting delegate(s) to the WSPTA Legislative Assembly shall be determined in the following order: Legislative chairperson, President, First Vice President, Second Vice President, Secretary, Treasurer. The Board of Directors shall determine the number of delegates to be funded by the LBPTA.
3. Expenses for the voting and visiting delegates attending State and Legislative Convention shall be registration, scheduled luncheons and banquets, hotel, taxi/shuttle fees, and fuel expenses going to and from Convention. At the discretion of the Board, registration and reasonable expenses may be approved with regard to the budget for additional delegates.

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Article VII – General

1. A quorum for voting purposes shall consist of a minimum of ten members.
2. Executive Committee and Board of Directors quorum shall consist of a simple majority.
3. Standing rules shall be reviewed and proposed amendments made by the Executive Committee before or at the beginning of the school year. Proposed changes are then presented at the first general meeting for approval.
4. Standing rules may be amended at any general meeting by a 2/3 votes or if previous notice is given, by a majority vote.
5. The LBPTA shall establish an account in a financial institution as determined by the Board of Directors. It shall be the policy of the LBPTA that any such account shall require the signatures of at least two elected officers.
6. The Board of Directors shall determine who the signers on the LBPTA account shall be.
7. A monthly treasurer's report is to be given at each board and general Meeting.
8. The LBPTA shall conduct a financial review of its books and records at the close of the fiscal year.
9. The financial review can be completed by a financial review committee of no fewer than three (3) members without check writing authority appointed by the President or a qualified accountant.
10. The LBPTA shall maintain a safe deposit box at the bank where its checking account is maintained. The original copy of any legal documents shall be kept in the safe deposit box. All elected officers shall have access to the contents of the safe deposit box.
11. All expenditure requests must be pre-approved by the Committee Chair or the Executive Committee to receive funding or reimbursement. Approval shall be by Disbursement Request Form or electronic mail submitted to the Treasurer.
12. All reimbursement requests for authorized expenses must include a receipt along with a Reimbursement Request Form and be submitted to the Treasurer within 60 days of purchase or they will be considered a donation to the LBPTA.
13. Any requests for reimbursement that exceeds the budgeted amount or time limits may be reimbursed by vote of the Board of Directors.

Article VIII – Awards

1. One or more Golden Acorn Awards may be presented annually to an outstanding volunteer(s). A committee comprised of the Second Vice President and past recipients shall select the recipient. The Board of Directors shall determine the number of recipients.
2. One or more Outstanding Advocate Awards and one or more Outstanding Educator Awards may be presented annually to recognize advocacy work on behalf of children and youth. A committee appointed by the President shall select the recipient. The Board of Directors shall determine the number of recipients.
3. An Honorary Life Membership Award may be presented annually to an individual who has made a significant contribution to the growth and development of PTA. A committee appointed by the President shall select the recipient.
4. Tickets will be purchased for each award banquet with first choice in attending going to award recipients and their spouse, along with Executive Board members. Anyone may attend these banquets if they purchase their own tickets.
5. Community Partner Awards. At the discretion of the Board of Directors, Community Partner Awards may be awarded annually. The awards may consist of a Silver Level Partner, Gold Level Partner and Platinum Level Partner, these awards may be given at any time throughout the year and the levels at which they may be awarded is at the discretion of the Board of Directors. In addition to these awards; the Board of Directors may also award one or more Community Partner of the Year awards. Community Partners of the year should be partners that not only contribute financially, but also goods and service and their time. The Silver, Gold and Platinum Level Partners will be awarded a certificate for display at their business and the Community Partner of the Year award will be awarded a plaque for display at their business and a certificate to be displayed at the school.