

LYNNWOOD HIGH SCHOOL PTSA 7.2.155
STANDING RULES
2010-2011



Article I

Name and Organization

1. The Lynnwood High School PTSA is a non-profit organization consisting of and supported by parents, staff, students and community members. LHS PTSA encourages and promotes involvement of all parents, families and the general community in the success of children; emphasizing and recognizing each individual's needs and gifts. LHS PTSA encourages participation through volunteerism, communication, advocacy, and leadership.
2. This PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 9488. The Treasurer is responsible for filing the annual registration.
3. The LHS PTSA was incorporated on November 7, 2001. The Treasurer is responsible for filing the annual corporation report. The registered agent for this corporation is the Washington State PTA. The corporation number is 2-966633-6.
4. The PTSA's Federal Employer Identification Number (EIN) is available upon request.
5. The PTSA was granted tax-exempt status under Section 501(c)3 on April 11, 2002.
6. This unit shall keep three (3) copies of these legal documents with the Unit President, the Unit Treasurer and on site at Lynnwood High School.
7. The Treasurer is responsible for filing IRS Form 990EZ (or Form 990 if applicable) as required.

Article II

Purpose

1. The purpose of the LHS PTSA is to provide a forum for parents and staff to discuss, influence and participate in decisions impacting Lynnwood High School and Edmonds School District #15.
2. To promote positive interaction between Lynnwood High School and the surrounding community.
3. To encourage all students to benefit fully from their LHS education through participation in school related activities.
4. To raise funds for various student activities at and for Lynnwood High School, directly benefiting the students and/or staff of LHS; as determined by the organization's members, through fundraising, grants and scholarships.

Article IV

Membership Service Fees

1. LHS PTSA membership is comprised of parents (legal guardians), staff, students and community members. Each individual that has paid his/her annual membership dues is considered a member and entitled to a vote.
2. Annual membership dues are established each year. The membership fees for this Unit for the 2010-2011 school year will be:
 - \$20.00 per member
 - \$10.00 per student/staff member
3. Non-dues paying students of Lynnwood High School shall be considered honorary members of this PTSA without vote, or the privilege of holding office. (This allows students to fully participate in PTSA sponsored events.)

Article V

Nominating Committee

1. The nominating committee shall be elected at a general membership meeting, and shall consist of at least three (3) LHS PTSA members, and will follow Washington State PTA nominating committee guidelines.

Article VI

Officers and Their Election

1. The elected officers of this PTSA shall be President, Vice President, Secretary, and Treasurer. Any elected position, other than Treasurer, may be held jointly by two (2) people. Each co-position shall be entitled to voice and vote at a board of directors' meeting. **All officers must be members of the LHS PTSA.**
2. Elections are held annually at the April General Meeting and the term of office is from July 1st to June 30th.

Article VII

Duties of Officers

1. The signatures of all elected officers shall be on the authorized signature card of this Unit's bank account.
2. All contracts must be signed by the President, one other officer and the appropriate committee chair.
3. Committee chairpersons shall seek approval for all non-budgeted expenses from the Board of Directors. The Board of Directors has the right to reallocate funds between existing line items within the approved budget.
4. All budget overruns shall be brought before the general membership for approval, prior to the expenditure.

5. The fiscal year is July 1st through June 30th. A financial report indicating income, expenses, and balance will be required monthly. The Treasurer is responsible for closing the books no later than the 10th of July and submitting them for a financial review.
6. The PTSA shall conduct a financial review of its books and records following the close of the fiscal year. The financial review should be completed no later than August 31st.
7. The secretary shall be responsible for maintaining the original copies of all legal documents and providing updated copies to the other officers.

Articles IX & X

Executive Committee and Board of Directors

1. The elected officers will constitute the Executive Committee. The Executive Committee is responsible for appointing and/or approving the Standing Committee chair positions.
2. The Board of Directors, commonly referred to as the “Board”, shall consist of elected officers (i.e., the Executive Committee), standing committee chairpersons, student representatives of each class (as designated by the ASB), and interested parent, a staff representative and the school principal.
3. The PTSA Board will meet monthly, on the second Monday of each month, or at another mutually agreed upon date.
4. Standing and AdHoc Committees
 - A. The Standing Committees are:
 - Membership
 - Hospitality
 - Citizen Planning Committee (CPC) Representative
 - Interested Parent
 - Legislative Liaison
 - Reflections
 - Class of 2011 – see item “D”
 - Class of 2012 – see item “D”
 - Class of 2013 – see item “D”
 - Class of 2014 – see item “D”
 - B. The AdHoc Committees may include, but need not be limited to:
 - Staff Grants
 - Nominating Committee
 - Golden Acorn/Awards Committee
 - Financial Review
 - Staff Appreciation
 - Capital Campaign

- C. Each committee shall consist of a chairperson and members. Co-Chairs may head a committee; however, any committee shall have only one vote.
 - D. Standing committees for groups who have chosen to affiliate with the LHS PTSA will be bound by the rules contained in Article XX of these Standing Rules.
5. One or more Golden Acorn awards may be presented annually to an outstanding volunteer(s). A committee appointed by the President shall select the recipient(s). The Board of Directors shall determine the number of recipients.

Article XI

Meetings

1. General membership meetings will be scheduled throughout the school year. Advance notice shall be given for all general membership meetings. Meeting dates for the 2010-2011 school year are currently scheduled as follows:
 - September 12, 2010 (Monday)
 - January 31, 2011 (Monday)
 - May 9, 2011 (Monday)
2. A minimum of ten (10) members shall constitute a quorum for the transaction of business at any LHS PTSA general meeting.
3. Voting by proxy or other means is expressly disallowed.
4. LHS PTSA members in good standing are eligible to vote. A simple majority of members in attendance is needed for passing a motion.
5. Adoption of the annual budget, approval of the standing rules, election of the nominating committee and election of officers shall be done at general membership meetings.
6. The LHS PTA shall approve its annual operating budget in the spring of each year. Approval must be obtained no later than July 1st.

Article XII

Washington State PTA Convention

1. The Board of Directors shall determine the vote for this PTSA for the position of Washington State PTA Region 7 Director.
2. The Executive Board may appoint voting delegate(s) to the annual Washington State PTA convention. The State determines the number of voting delegates per unit based on size of membership.
3. The Executive Board may appoint a voting delegate to the State PTA Legislative Assembly.
4. The number of delegates that may attend the Washington State PTA convention is provided for in the annual budget, and when possible should be selected from the incoming officers in the following order: incoming President (who would have the first right of refusal), incoming

Treasurer (who would have the second right of refusal), incoming Vice President (third) and incoming Secretary (fourth).

Article XVII

Standing Rules

1. These standing rules shall be used in conjunction with the Uniform Bylaws under which all Washington State PTA units operate.
2. These standing rules shall be adopted annually at a LHS PTSA general membership meeting.
3. These standing rules may be amended at any LHS PTSA general membership meeting by a simple majority vote.

Article XX

Groups Who Affiliate with LHS PTSA

1. Groups dedicated to select student interests are invited to join the LHS PTSA. They will act as standing committees, responsible to the LHS PTSA Board of Directors and ultimately the entire PTSA membership. Immediate benefits provided to groups who elect to affiliate with LHS PTSA include: tax-exempt status [501(c)3], governing structures, insurance coverage, membership benefits, IRS documentation, legal considerations, financial reviews, management and leadership services.
2. The Chair (or President), Treasurer and other persons in any position of leadership of the affiliated group shall be members in good standing of LHS PTSA. Refer to Article IV for Membership and Service Fees. All group members are invited to join the PTSA. Individual PTSA membership ensures complete PTSA insurance and additional benefits and protections for each member of the group.
3. Each group that chooses to affiliate with the LHS PTSA will become a standing committee and must designate a representative to participate in board meetings.
4. Activities undertaken by the group must be in keeping with the Washington State PTA Mission and adhere to the Uniform Bylaws of the Washington Congress of Parents and Teachers governing the Washington State PTA. Groups shall be responsible for developing an individual Mission Statement and Definition of Purpose, compatible with the goals of the PTSA.
5. The LHS PTSA will provide management of all IRS requirements to obtain and maintain IRS tax-exempt status and Charitable Organization status including, but not limited to: Employer (Taxpayer) ID Number (EIN), Record Keeping, IRS Information Return, Public Inspection of Records and Annual Financial Review.
6. There are no additional costs to affiliated groups for insurance. PTSA insurance covers all volunteers at an event. It also covers guests who may be injured at a PTSA event. The criteria for deciding if the PTSA insurance provides this coverage is that the PTSA signs all contracts, staffs the event, promotes the event and the event is in the budget of the PTSA. PTSA insurance does not cover transportation, which means any bus rides to an event are not covered by PTSA insurance and must be insured separately. Insurance coverage shall be reviewed with each affiliate group.

7. All contracts signed by the PTSA and any affiliate groups require the signature of the LHS PTSA President. The logistics of check signing and contract agreement is to conform to the Uniform Bylaws. Arrangements **must** be made with the President when entering into any contract.
8. A line item(s) in the general PTSA budget will be assigned to each affiliated group. The affiliated group will be responsible for fiscal management and decision making within their line item(s) budget.
9. It is the intention of the LHS PTSA for the affiliated group to be responsible for managing the balance of their budget within their line item; it is the role of the PTSA to ensure expenditures are in keeping with the PTSA Mission and Uniform Bylaws. The LHS PTSA Treasurer generates all PTSA checks, and the required second signature of an elected PTSA officer is also required.
10. If and when an affiliated group chooses to disband or to become an independent (i.e., no longer part of the LHS PTSA) not-for-profit organization, the LHS PTSA shall either:
 - A. Disperse the current funds of the affiliated organization to the new 501(c)3 or 501(c)4 not-for-profit corporation that was established by the group, or
 - B. Absorb the funds into the general PTSA budget. The LHS PTSA cannot disperse funds to private parties.

The PTSA can act as a resource to facilitate initiatives to become an independent non-profit association.

11. To meet Bylaw requirements and accommodate business management by the Executive Board, minutes of affiliated group meetings must be submitted to the PTSA President within 30 days of the meeting. Affiliated groups should balance/reconcile their records against the monthly PTSA budget report. Any discrepancies must be brought to the attention of the LHS PTSA Treasurer in writing as soon as possible. Materials may be left in the PTSA mailbox or sent via regular mail or e-mail.

Article XXI

Class Responsibilities

1. All classes are required to participate in the annual gift wrap booth. Days will be allotted and decided by consensus at a general meeting. Money will allotted at a 10% general fund, 90% class participation split, after overhead.
2. Senior Class parents may work with class advisors the Senior Breakfast.
3. The Junior Class parents are responsible for hosting (purchasing all food and serving) baccalaureate and graduation receptions for the Senior Class.
4. The Senior Class parents are responsible for notifying the Junior class parents, in a timely fashion, the location and time of the baccalaureate and graduation ceremonies.
5. Senior graduation events are not mandatory and the Senior Class Parent Committee may decide not hold any events before contracts are signed. In case events are canceled after contracts are signed, due to lack of participation, all fees **must** be refunded.