

Lake Youngs Elementary PTSA 9.7.25  
Standing Rules  
2024-2025

Adopted on: 09/25/24

**1. Name and Identity**

The name of this unit is LAKE YOUNGS ELEMENTARY PTSA 9.7.25. The Washington State PTA chartered this unit in March of 1965. Washington State PTA Local Unit ID #9.7.25, National PTA Local Unit ID #023101. This unit is also referred to as: Lake Youngs PTSA and LYPTSA.

**2. Purpose and Community**

Lake Youngs PTSA serves the Lake Youngs community, including the children, residences, staff and businesses in the Lake Youngs Elementary School enrollment area.

**3. Incorporation**

This unit is a non-profit corporation recognized by the State of Washington on April 21, 1980 and assigned UBI #601873671. It is the responsibility of the Treasurer to annually renew Articles of Incorporation prior to the anniversary date. The Incorporation ID# is D298836. The Employer Identification Number (EIN) is kept in the legal documents notebook in the custody of Executive Officers.

**4. Charities Program**

This unit is registered with the Washington State Secretary of State Charities program, registration number KEA-R88-315. The Treasurer is responsible for filing the annual renewal by May 31 to avoid penalties.

**5. Tax-Exempt Status**

This unit was granted tax exempt status on October, 7, 2005. A copy of the letter of determination is filed in the legal document notebook maintained by Executive Officers.

**6. IRS Filing**

The treasurer is responsible for filing the appropriate federal informational return prior to November 15 and providing a copy to the Board of Directors no later than December 1. Copies of the current and past years' returns are kept in the legal document notebook and legal archives maintained by Executive Officers.

**7. Registered Agent**

This unit has designated Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the Internal Revenue Service. Copies of the signed documents making such designations are available in the legal document notebooks maintained by Executive Officers.

**8. Standards of Affiliation**

Per the Washington State PTA Uniform Bylaws, this unit will annually complete the Washington State PTA Standards of Affiliation agreement in its entirety, and we agree to abide by all requirements and to uphold the ethics, policies and principals of WSPTA.

**9. Membership**

- a. Membership in Lake Youngs PTSA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members, and any other persons that support and encourage the purposes of Lake Youngs PTSA.
- b. Students of Lake Youngs Elementary School shall be considered honorary members of Lake Youngs PTSA without vote or the privilege of holding office.
- c. Any individual's membership in Lake Youngs PTSA may be terminated by a two-thirds (2/3) vote of it's Board of Directors for conduct that may damage the value and goodwill associated with Lake Youngs PTSA, or that violates the purpose, policies, or Standing Rules of Lake Youngs PTSA. Further guidelines on member conduct can be found in Lake Youngs PTSA Code of Conduct policy.
- d. Lake Youngs PTSA shall notify the WSPTA Board of Directors within 5 business days if a membership has been terminated.

## **10. Membership Dues and Council Fees**

- a. The dues for Lake Youngs PTSA shall not exceed \$15.00 per individual adult membership and \$26.00 for dual membership of two (2) adults at the same residence. This should be clearly identified on membership forms, digital or physical. All paid members may make motions, participate in debate and vote at Lake Youngs PTSA Membership Meetings.
- b. Lake Youngs PTSA may offer full or partial membership subsidies to persons requesting them, in accordance with the Membership Subsidy Policy, which shall be reviewed and approved annually at a Membership Meeting.

## **11. Membership Meetings and Quorum**

- a. Adoption of the budget, adoption of Standing Rules, election of the Nomination Committee, report of the Financial Review Committee, and election of officers shall take place at Membership Meetings. Membership Meetings may be held in person or by remote communications where all participants may hear one another and participate fully.
- b. A calendar of Membership Meetings adequate to accomplish the business of the association shall be determined by the Board of Directors. Each member will receive notice of the place, date, and time of meetings no less than ten (10) and no more than sixty (60) days prior to the date of the meeting. A quorum of at least ten (10) members must be present to conduct business.
- c. Voting for officers or Nominating Committee positions may take place in person, online or by mail as outlined in policy. If voting takes place by mail or online, the name of each candidate is to be contained in the notice of the meeting and any vote cast must be received within the timeframe identified in the meeting notice.
- d. The right to make motions, participate in debate and vote at Membership Meetings is reserved for current, paid members. Attendance without voice or vote is open to the public. Guidelines on member conduct can be found in Lake Youngs PTSA Code of Conduct policy.

## **12. Elected Officers and Executive Committee**

- a. The elected officers of the unit shall be: President, Vice-President, Secretary, Treasurer and Cashier. The legal requirement being at least a President, Secretary and Treasurer. Elected officers may hold the same office for two (2) consecutive years per WSPTA Uniform Bylaws.
- b. Any elected position may be held jointly by two (2) people. Each co-position holder shall be entitled to make motions, participate in debate, and vote at a meeting of the Executive Committee or Board of Directors. In the event of co-Treasurers, one of the Treasurers may not be a signer on the bank account.
- c. Election of officers shall take place at the final Membership Meeting of the previous school year. Officers may be elected at any Membership Meeting. Any current paid members of this unit may self-nominate for any of the above positions and a Nominating Committee will be formed before the final Membership Meeting of the year by any members not seeking or accepting nomination for the following year.
- d. This unit will ensure that each Executive Committee member attends a minimum of one WSPTA-approved training during the fiscal year. At least one (1) member of the Executive Committee will attend PTA and the Law during the fiscal year.

## **13. Committees**

- a. The Executive Committee shall establish committees. Committee Chairpersons shall be appointed by the Executive Committee for a term of one (1) year. All Committee Chairpersons must be current members of Lake Youngs PTSA. A Committee Chair may be removed from their position by a vote of the Board of Directors.
- b. All committee budget expenditures must be estimated in an approved Plan of Action form, which all Committee Chairpersons are required to complete and must be approved by the Board of Directors prior to any expenditure or promotion of event. Any non-approved or over budget expenditures may be considered a donation.

## **14. Board of Directors and Standing Committees**

- a. The Board of Directors of this unit shall consist of, but are not limited to, the elected officers and the chairs of the following Standing Committees: Art Docent, Fundraising, Grizzly Reader Club, Health and Welfare, Hospitality, Legislation, Membership, Website, Social Media, Staff Appreciation, Book Fair, Family Fun, Financial Review, Yearbook, Spirit Wear, Multicultural and Equity, Kids Helping Kids, and Courtyard.

- b. Board of Director meetings shall be held monthly, Standing Committee Chairpersons shall attend all feasible Board Meetings with a current, up-to-date committee report. If a chairperson cannot attend a scheduled Board Meeting, a report including committee updates must be given to the President prior to the Board Meeting.
- c. The Executive Committee shall set a calendar of regular Board Meeting dates and times. Regular Board Meetings may be held in person or by remote communications where all participants may hear one another and participate fully. Quorum for Board Meetings is a majority of the sitting board.
- d. Special meetings of the Board of Directors may be called by the President or upon written request of the majority of members of the Board of Directors. Notification of place, date, time and purpose of meeting shall be delivered to each member of the Board of Directors via email at least five (5) days prior to the Special Meeting.
- e. The right to make motions, participate in debate, and vote at Board Meetings shall be limited to members of the Board of Directors, unless a motion to suspend this rule is approved by a two-thirds (2/3) vote.

#### **15. Special Committees**

- a. Special Committees are programs and events that occur only once during the school year, they include but are not limited to: Auctions, Back-To-School Night, Trunk-Or-Treat, Holiday Bazaar, Student Showcase, Awards, Nominations, Reflections, Science Night, 5th Grade Party, Family Prom and Read Across America Day.
- b. Special Committee Chairpersons shall attend Board Meetings the month prior, the month during and the month after their respective event with a current, up-to-date committee report. If a chairperson cannot attend a scheduled Board Meeting, a report including committee updates must be given to the President prior to the Board Meeting.

#### **16. Awards**

Golden Acorn, Outstanding Advocate, Outstanding Student Advocate and Outstanding Educator Award(s) may be awarded annually. The President shall appoint the Awards Committee with the approval of the Executive Committee. The Awards Committee will determine the number of award recipients and whether other awards will be considered on an annual basis, based on the yearly awards budget. In the event of no votes or a tie, the Executive Committee may select the winners.

#### **17. Budget and Monthly Financial Reports**

- a. This unit shall approve an annual operating budget proposal at the final Membership Meeting of the school year, prior to the end of the current fiscal year. The unit shall hold meetings between the outgoing Executive Committee the incoming Executive Committee and school administration prior to the first Membership Meeting of the year to make edits and prepare a final Budget Proposal to present for official adoption.
- b. The Board of Directors has the authority to reallocate funds budgeted for one purpose to another purpose or by two-thirds (2/3) vote up to but not exceeding \$999.00. Budget reallocations exceeding \$999.00 must be approved at a Membership Meeting.
- c. The Executive Committee can approve all reimbursement allocations up to \$150.00 in any one (1) transaction, and the President may approve Student Enrichment Grants in the amount of \$100.00 or less.
- d. The Treasurer will submit a monthly financial report to the Board of Directors, including July and August. The Treasurer may use electronic format statements for monthly banking reconciliation purposes.
- e. Further guidelines on Monthly Financial Reports can be found in Lake Youngs PTSA Money Handling Policy Section 8.

#### **18. Legal Documents and Record Retention**

- a. This unit shall maintain two (2) copies of its legal documents, one(1) copy may be in secure online storage. An original or hardcopy of any legal documents shall be kept in a legal documents notebook in a secure location accessible by the Executive Committee. All elected officers shall have access to the contents of online legal document storage, and both online and hardcopy locations shall be noted in the minutes at a Board Meeting at the beginning of the year.
- b. All financial matters, binding agreements and contracts shall require two (2) signatures from Executive Officers. Officers may not obligate Lake Youngs PTSA beyond the current fiscal year without approval at a Membership Meeting.

- c. Further guidelines on Financial Record Retention can be found in Lake Youngs PTSA Money Handling Policy Section 10.
- d. As of 9/25/2024 the WSPTA Records Retention requirements result in the keeping of original, hardcopy and/or digital records of the following:
  - I. Legal Documents Notebook
  - II. Legal Documents Digital Record
  - III. Treasurer Binder and
    - o Prior 7 Years of Treasurer Binders
    - o Financial Review Archive Volume 1 (1977-2017)
    - o Financial Review Archive Volume 2 (2017-Present)
    - o IRS Legal Archive Volume 1 (1980-2017)
    - o IRS Legal Archive Volume 2 (2017-Present)
    - o WA State Legal Archive (1980-Present)
  - IV. Secretary Binder and
    - o Minutes Archive Volume 1 (1970-2000)
    - o Minutes Archive Volume 2 (2000-2017)
    - o Minutes Archive Volume 3 (2017-2022)
    - o Minutes Archive Volume 4 (2022-Present)
    - o Membership Archive Volume 1 (1977-2017)
    - o Membership Archive Volume 2 (2017-Present)
- e. An up to date Records Catalog including storage locations shall be maintained in the Legal Documents Notebook.

#### **19. Financial Review**

- a. This unit is required to conduct two (2) financial reviews annually, a mid-year review in January and a year-end review in July. The Executive Committee may conduct unofficial financial reviews quarterly to ensure all records are up to date. The financial reviews shall be presented by the committee at the following membership meetings. Further guidelines on Financial Reviews can be found in Lake Youngs PTSA Money Handling Policy Section 10.
- b. Members of this committee shall not include the Treasurer or any person authorized to sign on the Lake Youngs PTSA bank accounts for the period of time that is being reviewed, or any individuals living in their households.

#### **20. Bank Account**

- a. This unit shall establish one (1) or more accounts in financial institutions as determined by the Board of Directors. The unit shall require the approval of at least two (2) elected officers to make a withdrawal. Further guidelines on Bank Accounts can be found in Lake Youngs PTSA Money Handling Policy Section 8.
- b. A minimum balance of \$1,000.00 will be maintained in the Lake Youngs PTSA checking account at all times, with a recommendation of at least \$5,000.00 at the beginning of the school year to meet anticipated financial requirements prior to the first fundraiser.
- c. A minimum balance of \$10,000.00 will be maintained in the Lake Youngs PTSA savings account as available. Any exceptions must be approved at a Membership Meeting and returned to minimum as soon as possible.
- d. If a savings account has not been created or additional are required, then the Executive Committee can open one (1) with Lake Youngs PTSA's current bank as long as approval has been granted by the Board of Directors and documented in the minutes.
- e. Any person writing an NSF check will be required to pay all bank fees associated with the returned check(s). If a person has more than one (1) NSF check, Lake Youngs PTSA has the right to only accept cash or money order payments in the future.
- f. If a check is lost or stolen and a replacement is requested, any bank charges associated shall be deducted from the amount owed or refunded.

## **21. Bank Account Signers**

- a. The Board of Directors shall determine which officers shall have signing authority on the bank account.
- b. In the event of co-Treasurers, one (1) will be a signer on the account and the other will have access to online banking for review. If there is one (1) Treasurer, another board member that is not a signer may be assigned to do the online banking review.
- c. If utilized, debit cards will only be issued to up to two (2) Executive Officers who are also authorized signers on the Lake Youngs PTSA bank account.
- d. Debit Card usage is reserved for excessive expenditures and/or required administrative fees. Excessive expenditures are defined by any single purchase totaling \$250.00 or more. Any purchase under \$250.00 can be considered eligible for debit card use if waiting for a reimbursement would cause financial hardship to the member responsible for purchasing.
- e. Each individual debit card purchase must be approved by the Treasurer using a Debit Card Use Request form, unless the request is for the Treasurer whereby it must be approved by another elected officer.
- f. Any member submitting a Debit Card Use Request form will be offered reasonable privacy throughout the process of their request.

## **22. Independent Review of Bank Statements**

This unit's monthly bank account and debit card statements shall be provided to at least one person appointed by the Board of Directors. This person will be appointed by the board at the beginning of the fiscal year and shall not be a signer on the account or the Treasurer. When possible, the Cashier should be an independent reviewer. The reviewer shall promptly report to the Executive Committee any concerns of discrepancies identified in the review. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the Treasurer.

## **23. Payments and Reimbursements**

- a. All payment and reimbursement requests shall include an invoice or receipt, a completed Reimbursement Request Form and should be submitted to the Treasurer within sixty (60) days of expenditure and prior to June 30th of the fiscal year.
- b. Any requests for reimbursement not submitted prior to the date determined by the Treasurer and prior to the end of the fiscal year may be considered a donation to the general fund of Lake Youngs PTSA. Exceptions can only be made with approval of the Executive Committee.
- c. All vendor invoices must be presented with a complete Invoice Payment Request Form to the Treasurer. If no Committee Chairperson is available to complete the form, the request may be approved and signed by an Executive Officer.
- d. Committee purchases are approved only for events and programs during the current fiscal year.
- e. No authorized signer may sign a check to themselves. Two (2) authorized signers must sign all checks. Further guidelines on Payments and Reimbursements can be found in Lake Youngs PTSA Money Handling Policy Section 8.

## **24. Deposits**

- a. Any donations received by a Committee Chairperson must be deposited into the Lake Youngs PTSA bank account and be reimbursed through the proper process. Money collected for non-PTSA events shall not be deposited into the Lake Youngs PTSA bank account.
- b. Committee Chairpersons are responsible for deposits made for their committee. Prepared or unprepared deposits must only be stored in the LYPTSA Safe or LYPTSA deposit drop box. Deposits must be prepared no later than three (3) school days after events. Deposits must be banked within five (5) school days of events.
- c. The Cashier must be notified once deposit details have been left in the safe or deposit drop box. Deposits cannot be dropped off without filling out the Deposit Detail Log.
- d. In lieu of a Cashier, a delegated Executive Officer may carry out cashier duties.
- e. Further guidelines on Deposits can be found in Lake Youngs PTSA Money Handling Policy Section 3.

**25. Voting Delegates**

- a. This unit may send as many voting delegates to the WSPTA Convention and KAC monthly meetings as allowed by the WSPTA Uniform Bylaws. All delegates shall be selected by the Board of Directors, with preference given to Executive Officers.
- b. The voting delegates to the legislative assembly shall be the Legislative Chair unless otherwise designated by the Executive Committee.

**26. Policy Review**

This unit shall maintain policies for but not limited to: standards of conduct, money handling, document retention and destruction, social media, after school activities, password transitions and membership subsidies. These policies shall be reviewed and signed yearly by the Board of Directors. These policies shall reside in the Legal Documents Notebook.

**27. Online Accounts**

- a. A list of all active online accounts and programs and their passwords is kept with the President. A transition policy and list of active accounts (not including passwords) must be provided to the Financial Review Committee.
- b. All passwords should be kept in the hardcopy of the legal documents notebook. All online accounts for Lake Youngs PTSA should be discussed and approved by the Executive Committee and all logins and passwords added to the legal documents notebook.

**28. Scholastic Book Fair**

Scholastic Book Fair "dollars" earned from school wide book fairs will be kept track of by the Book Fair Committee Chairperson. Spending of Scholastic Dollars will be determined by a committee consisting of the Book Fair Chairperson, member of the Executive Committee and a Lake Youngs Library representative.

**29. Collaboration with Other Organizations**

This unit may collaborate with non-PTA organizations. The unit will handle only PTA funds and will have in place a signed contract with the other organizations to clearly establish whether it is a PTA activity or the other organization's activity.

**30. Standing Rules**

The standing rules of this unit shall be adopted annually by majority vote at the first Membership Meeting of the school year. The standing rules may be amended at a Membership Meeting by majority vote if the previous notice of the meeting was given. If no previous notice was given, then a two-thirds vote is required.