

STANDING RULES

1. The name of this organization shall be the Academic Booster Club of Puyallup, Washington, Inc. hereinafter referred to as ABC. ABC is a nonprofit organization identified as IRS 91-1168274. The address is 428 11th St SW, Puyallup WA 98371.
2. The mission of ABC is “To encourage excellence in the Puyallup School District by supporting and increasing awareness of highly capable and academically talented students.”
3. The ABC Executive Board shall consist of the following officers elected annually, by voice vote, during a general membership meeting by the end of May: President, Vice-President, Secretary, Treasurer and any co-chairs of these positions, as may be necessary.
4. The Board of Directors shall consist of the Executive Board, a teacher representative, the QUEST Coordinator, and appointed committee chairpersons. Appointed chairs of standing committees are, Public Relations, Secondary Schools, School Board, Newsletter, Legislative, Membership, Website Administrator, Fundraising, Family Events, and Volunteer Coordinator. The term of office for board members will be from July 1 through June 30.
5. Ad Hoc committee chair persons may be appointed by the executive board.
6. The executive board will meet monthly from August through June. Location and time of the meetings will be determined by July and posted on the ABC website. Meetings may be changed at the discretion of the Executive board.
7. Board meetings are open to any ABC member. Any member may be recognized by the President.
8. Voting is restricted to Board of Directors as outlined in Paragraph 4. A quorum is required to validate a motion. A quorum is defined as at least 6 board members.
9. A special meeting of the board may be called by the President provided that every effort is made to notify each board member.
10. Unless excused by the President, an executive office shall be declared vacant if an officer is absent for three consecutive board meetings. The President may then appoint someone to fill this position until the next scheduled election.
11. The duties of the Executive Board shall be as follows:
 - A. President
 1. Compile an agenda for all board meetings.

2. Conduct board meetings, general meetings, and committee meetings in an orderly fashion.
3. Complete official correspondence for the ABC organization.
4. Head the nomination committee.
5. Oversee the functions of the other board and committee members to ensure all tasks are completed.

B. Vice-President

1. Assume the duties of the President in the absence of the President.
2. Support and participate in the activities of ABC.

C. Secretary

1. Record, report and maintain the minutes of each board and general meeting.
2. Assist in record keeping and with correspondence.
3. Support and participate in the activities of ABC.
4. Provide each board member with a copy of the minutes, post an approved copy of the minutes at the Quest Quad and supply an electronic copy to the Website Manager.

D. Treasurer

1. Maintain financial records and give monthly and year end reports indicating income, expenditures and balances.
2. Collect monies from all fund raising and income producing activities and ensure prompt disbursement of funds for items approved by the board.
3. Notify the Secretary of State Corporate Division Legislative Building Olympia, WA 98504 of the change of names and addresses of officers on the Article of Incorporation and submit the appropriate filing fee.
4. Complete the appropriate IRS Form 990 or 990EZ.
5. Support and participate in the activities of ABC.
6. Provide each board member with a copy of the monthly report, supply an electronic copy to the website manager, and post an approved copy of the monthly report at the Quest Quad.

12. The duties of the Board of Directors shall be as follows:

A. Teacher Representative

1. To represent the interests of all staff members before the Board.
2. To submit to the board all staff requests for action, activities and purchases.
3. To serve as liaison between the Quest staff and ABC so that a harmonious and mutually supportive relationship can be maintained.

B. Quest Coordinator

1. To serve as a liaison between the district and ABC.

2. Advise the ABC board concerning the purchase of learning materials.

C. Family Events

1. Coordinate all board approved family activities to include scheduling facilities, payment, manpower and publicity.
2. Coordinate with Volunteer coordinator to schedule any necessary volunteers.
3. Coordinate with Treasurer to obtain any monies needed, i.e. facility rental, materials or petty cash for change as well as to deposit any funds taken in at the event.

D. Public Relations

1. Coordinate with local media to publicize the QUEST/PAGE program and ABC events.
2. Ensure the maximum distribution of information regarding ABC and QUEST/PAGE events through flyers, emails and the ABC website.

E. Secondary Schools

1. Facilitate the process to award ABC scholarships at the district high schools.
2. When possible, attend award ceremonies and present scholarships.

F. School Board

1. Attend bimonthly school board meetings.
2. Report any information pertinent to QUEST, PAGE and ABC at monthly ABC meetings.

G. Newsletter

1. Create and publish a ~~monthly~~ quarterly newsletter that contains information that is useful to all QUEST/PAGE families.
2. Solicit information from the Board of Directors and other ABC members as necessary.
3. Editorial control is limited to the Newsletter chair, ABC President and ABC Vice-President.

H. Legislative

1. Serve as the liaison between ABC and other organizations that support highly capable legislation.
2. Coordinate ABC support of Gifted Education Day.
3. Advise on pending state and national legislation.

I. Membership

1. Coordinate a membership drive to obtain maximum participation.
2. Maintain a current roster of active members including contact

Information.

3. Collect all monies and submit to the ABC treasurer.
4. Provide each member with a thank you letter signed by the president which includes the amount of their tax deductible contribution and ABC's non-profit tax id number.
5. Ensure membership materials are available at appropriate ABC events and that an ABC Membership representative is present when possible.

J. Fundraising

1. Coordinate all board approved fundraisers to include scheduling, acting as a liason between ABC and the various companies, collecting monies, publicity and any other necessary activities.
2. Coordinate with Volunteer coordinator to schedule any necessary volunteers.
3. Coordinate with Treasurer to obtain any monies needed as well as to deposit any funds during the fundraiser.

K. Website Manager

1. Create, update and manage the ABC website to ensure that it contains the most current information for QUEST/PAGE families.
2. Maintain the integrity of the website allowing only information that is appropriate and beneficial for all QUEST/PAGE families.

L. Volunteer Coordinator

1. Coordinate a volunteer drive to obtain maximum participation.
2. Maintain a current roster of active volunteers including contact information.
3. Coordinate with committee chairs and other board members to determine where and when volunteers are needed.
4. Contact and schedule volunteers to work at the various ABC functions.
5. Ensure that people who sign up to volunteer are contacted and invited to volunteer throughout the school year.

13. Quest students are recognized as honorary members of ABC and shall have the option of submitting recommendations through either the Teacher Representative, in writing, or by attending any board meeting.
14. All board members may be assigned additional duties as the need arises. Each board member shall keep a record of the activities, recommendations and expenditures pertaining to his/her office. The records shall be forwarded to the successor and the President at the close of the fiscal year.
15. A nomination committee consisting of the President and two board members will begin seeking candidates for board positions in January. Nominations from the

floor will be accepted during general membership meetings, with the expressed consent of the individual.

16. The suggested donation for membership is \$10 - \$50. 100% of the tax-deductible donations fund the highly capable programs supported by ABC. Memberships are effective from October 1 through September 30.
17. ABC financial statements shall be based upon a fiscal year which begins on July 1 and ends on June 30. The budget for the coming year shall be presented to the general membership at the meeting held during May.
18. Auditing of the ABC books is to be completed after each fiscal year, if an officer leaves office, or at the discretion of the President. The books must be audited by a committee appointed by the President, not to include anyone signing checks during the fiscal year being audited.