

Redmond Middle School PTSA 2.8.80 Standing Rules 2017-2018

Approved September 12, 2017

1. NAME

- a. The name of this PTSA local unit shall be Redmond Middle School PTSA, local unit number 2.8.80. The Washington State PTA will be the agent for this local unit.
- b. This PTSA serves the children in the Redmond Middle School community.

2. MEMBERSHIP AND SERVICE FEES

- a. The membership fees for the Redmond Middle School PTSA shall be fifteen dollars (\$15.00) for single, and twenty-five dollars (\$25.00) for couples, for each of which district PTSA Council dues are \$1.00; Washington State dues are \$5.75; and National dues are \$2.25. The membership fee for RMS staff shall be \$10.00.
- b. The voting body of RMS PTSA shall be those who have paid membership dues for the current school year.
- c. The students of Redmond Middle School shall be considered honorary members of the unit without vote, voice or the privilege of holding office.

3. MEETINGS

- a. Dates and times of the meetings of this unit shall be established by the Executive Committee at the beginning of each school year. General meetings shall be held at least three (3) times a year to approve the Standing Rules, elect a Nominating Committee, elect officers and adopt the annual budget by a majority vote (if quorum is established). Additional meetings shall be held at the discretion of the Board of Directors.
- b. A quorum for Board of Directors meeting is 50%+1.
- c. A quorum for a general membership meeting shall be at least ten (10) members.
- d. In the event of dissolution of the association all process will be followed according to Washington State PTA Bylaws.

4. OFFICERS, BOARD OF DIRECTORS, ELECTIONS and LEGISLATION

- a. The elected officers of the Redmond Middle School PTSA shall be the President or Co-Presidents, 1st Vice President and/or 2nd Vice President (or Co-Vice Presidents) Secretary, and Treasurer. These officers shall be elected according to Washington State PTA Bylaws. The officers shall assume office July 1st. These elected officers shall constitute the Executive Committee.
- b. The board of directors of Redmond Middle School PTSA shall consist of the elected officers and the standing committee chairs.
- c. Non-voting members of the board of directors may consist of the Principal, the Assistant Principal and one (1) teacher representative.
- d. Voting delegates to the Lake Washington PTSA Council shall be the President and three (3) authorized representatives, only two (2) of whom may be represented by alternates.
- e. Voting and visiting delegates to the annual Washington State PTA Convention shall be determined by the Executive Committee.
- f. Voting delegates to the Washington State PTA Legislative Assembly shall include the Advocacy Representative and other PTSA members selected by the Executive Committee.
- g. An office/chairmanship shall be declared vacant if the person misses three (3) consecutive meetings, unless excused by the President(s).
- h. All officers and committee chairs must be current PTSA members, and shall have dues paid no later than September 30th of the current year.
- i. RMS PTSA may allow voting by e-mail, on-line voting tool and/or by mail for electing the Nominating Committee and Officers.

5. COMMITTEES

- a. The Standing Committees of this unit shall be: Emergency Prep, Legislative Advocacy, Membership, and Drama.
- b. One (1) or more Golden Acorn Awards and Outstanding Educator Awards shall be presented annually to an outstanding volunteer and/or teacher. A committee appointed by the President(s) shall select the recipient(s).
- c. The Budget Committee, appointed by the President(s), shall draft a proposed budget for the upcoming school year.
- d. The Nominating Committee shall be elected according to the Washington State PTA Bylaws.

6. BUDGET

- a. The Board of Directors shall have the discretion to reallocate funds within the PTSA general budget up to \$500.
- b. Budget line item "Academic/Special Projects Fund" must balance income and expenses by the end of each fiscal year.
- c. The PTSA shall carry over a minimum of 10% of the annual operating budget from year to year in order to use its annual income in the same school year that it is earned. An effort will be made to have any balance over 15% of the annual operating budget be allocated to projects/materials through the mini-grant process with the goal that the funds are spent in the year that they are earned.
- d. The annual taxes will be completed by the outgoing treasurer because of their familiarity with the financial data.

7. LEGAL STATUS

- a. This unit is a non-profit corporation recognized by the State of Washington on April 19, 1979. It was assigned corporation number 2-288397-9. It is the responsibility of the PTSA Treasurer to annually renew the articles of incorporation prior to the unit's anniversary date.
- b. This PTSA is registered with the Washington Secretary of State under the Charitable Solicitations Act. The registration number is REJ-R89-303. The PTSA Treasurer is responsible for filing the annual registration.
- c. The unit's Federal Employer Identification Number (EIN) can be found in the legal documents notebook.
- d. This unit was recognized by the Internal Revenue Service as a tax-exempt organization in May 2002 under Section 501(c)3. The PTSA Treasurer shall be responsible for filing federal tax form 990EZ when necessary.
- e. This unit shall conduct a semi-annual financial review of its books and records for the periods ending Jan. 31st and June 30th.
- f. This unit shall keep at least two (2) copies of its legal documents in two (2) separate locations. The President and Treasurer shall maintain the documents. The master copies will be kept in the President's version of the legal documents notebook.
- g. The signatures of at least two (2) Executive Officers, including Treasurer, shall be on the authorized signature card for the PTSA bank accounts.
- h. The election of Officers and filling of vacancies shall be conducted in accordance with Article VI, Sec 2 of the Washington State PTSA Bylaws.
- i. Per the Washington State PTA Uniform Bylaws, the unit will annually review, complete, sign, and submit the WSPTA Standards of Affiliation Agreement Checklist by the required deadline.