

# **Redmond Elementary PTSA 2.8.46**

## **Standing Rules**

(Approved: June 13<sup>th</sup>, 2019)

### **ARTICLE I: Organization Name and Purpose**

- a. The name of this PTSA shall be Redmond Elementary PTSA, and the PTSA number is 2.8.46. This PTSA serves the children of Redmond Elementary.
- b. The mission of this PTSA is: "To work with the families, teachers, staff, and students of Redmond Elementary to create a world-class school with a culture of achievement."

### **ARTICLE II: Legal Status**

- a. This PTSA was incorporated on February 23, 1984 and assigned corporation number 3928. It was assigned UBI 601-855-84 and EIN 91-1088258. The registered agent for this corporation is the Washington State PTA. The Treasurer is responsible for filing the Annual Corporation Report prior to the last day of February.
- b. This PTSA is registered with the Secretary of State under the Charitable Solicitations Act, registration number 2-341451-9. The Treasurer is responsible for filing the annual registration by May 31<sup>st</sup> to avoid penalties. This PTSA will comply with the Charitable Solicitations Act.
- c. This PTSA was granted tax exempt status under Section 501(c) 3 on October 6, 2000. The Letter of Determination is kept by the Secretary in the Legal Documents Binder.
- d. The appropriate IRS Form 990, or an extension, will be filed by November 15<sup>th</sup> annually by the Treasurer.
- e. This PTSA will annually review, complete, sign and submit all required WSPTA Standards of Affiliation by the required deadline of October 31<sup>st</sup> annually.

### **ARTICLE III: Membership and Service Fees**

- a. The membership fees of this PTSA shall be \$20 per adult or \$30 for two adults (family membership). For Redmond Elementary staff members, the membership fees of this unit shall be \$10 per adult staff member. The membership fees to PTSA Council, State, and National levels shall be paid from this amount in accordance with applicable bylaws for each level.
- b. The students of Redmond Elementary School shall be considered honorary members of this local PTSA without voice, vote, or privilege of holding office.
- c. Membership shall be open to anyone who supports the purposes and basic policies of the National PTA, WSPTA and the Redmond Elementary PTSA and who has paid dues required by the local PTSA.

- d. Each member of the Redmond Elementary PTSA is also a member of WSPTA.
- e. Upon payment of dues, membership extends through October 31<sup>st</sup> of the ensuing year.

**ARTICLE IV: Executive Committee Officers and Their Election**

- a. The Executive Committee consists of all elected Officers of this PTSA. There will be a minimum of four elected Officers. These positions may be held by two (2) people. Elected Officers are:

President	Community Services Vice-President
Secretary	Enrichment Vice-President
Treasurer	Fundraising Vice-President
Executive Vice-President	School Services Vice-President
Communications Vice-President	

- b. Officers shall be elected by ballot at a Membership Meeting held by the end of the fiscal year (June 30<sup>th</sup>) for a term of one year and shall assume office July 1<sup>st</sup> and serve until June 30<sup>th</sup> the following year. A majority vote is necessary to elect. If only one candidate is nominated for an office, the candidate shall be declared elected.
- c. No member may serve more than two consecutive terms in the same office. An officer having served eight (8) or more months shall be considered to have served a full term.
- d. Officers shall assume their duties on July 1<sup>st</sup> in the year elected.
- e. To be elected to office, a person shall be at least eighteen (18) years of age. The person shall have been a member of any PTA for at least fifteen (15) days preceding the election. Persons joining at the organizational meeting of this PTSA shall be entitled to the privileges of membership, including voting and election to office.
- f. All members of the Executive Committee must be members of the Redmond Elementary PTSA.
- g. An Executive Committee position shall be declared vacant if that person misses three consecutive Board Meetings, unless excused by the President.
- h. If a vacancy occurs, the Executive Committee may appoint a member to fill the vacancy until the next Membership Meeting. At the next Membership Meeting, nominations shall be made from the floor with the consent of the nominee. The election shall be by ballot vote. A majority vote is necessary to elect. The election may be by voice vote if only one candidate is nominated for an office. The newly elected officer shall immediately assume the duties of the office.
- i. A majority of those currently serving on the Executive Committee shall constitute a quorum.

**ARTICLE V: Duties of Officers**

- a. General

1. This PTSA shall conduct a financial review of its books and records once per year at the close of the fiscal year per Washington State PTA guidelines. Records must be submitted by the Treasurers to the Financial Review Committee no later than thirty (30) days after the end of the fiscal year (June 30<sup>th</sup>).
  2. The signatures of the Treasurer and President shall be on the authorized signature card for this PTSA's bank accounts. The Treasurer and President will appoint a Vice-President as the third authorized signer, and that appointment must be approved by a two-thirds (2/3) majority vote of the Executive Committee. If the office of President is shared (co-Presidents), they should decide which will be the signer, and that appointment must be approved by a two-thirds (2/3) majority vote of the Executive Committee. The Secretary, a non-signer on the account, will review this PTSA's bank statement monthly and initial each statement.
  3. Delegates to Council Meetings may be any elected officer of this PTSA.
  4. Up to four voting delegates are allowed at Washington State PTA convention for every 200 PTSA members. One additional delegate is allowed for each additional one hundred (100) members. The voting delegates to the Washington State PTA Convention shall be the outgoing President(s), and those appointed by the President(s).
  5. Up to four voting delegates are allowed at Legislative Assembly for every two hundred (200) PTSA members. One (1) additional delegate is allowed for each additional one hundred (100) members. The voting delegates to the Legislative Assembly shall be the President and Legislative Chairperson, and those appointed by the President.
  6. Committee Chairpersons must bring any budget line adjustment requests to the Board of Directors for approval. The Board of Directors may approve new expenditures or reallocate existing funds between budget lines up to \$1,500 with a two-thirds (2/3) majority vote. Fund allocations over \$1,500 require approval by the General Membership.
  7. All elected officers must attend an approved PTA training session. One (1) elected officer must attend PTA and the Law each year.
- b. President – The duties of the Redmond Elementary PTSA President are as follows:
1. Preside at all meetings.
  2. Serve as spokesperson for the Redmond Elementary PTSA.
  3. With approval of the Executive Committee, make one-year appointments to positions and committees as specified in the Standing Rules.
  4. Be an ex officio member of all committees except the Nominating Committee.
  5. Disseminate and communicate all information received pertinent to PTSA purposes and programs.

6. Assure local PTSA representation at Council Meetings.
- c. Executive Vice President - The duties of the Redmond Elementary PTSA Executive Vice President are as follows:
1. Preside at meetings in the absence of the President.
  2. Act as assistant to the President.
- d. Secretary - The duties of the Redmond Elementary PTSA President are as follows:
1. Prepare accurate minutes of all meetings.
  2. Be responsible for correspondence as requested by the President.
  3. Maintain a roster of the members of all standing and special committees.
  4. Maintain a roster of Redmond Elementary PTSA members.
  5. The duty of maintaining the legal documents and Board Meeting documents will be handled by the Secretary. Hard copies of legal documents should be maintained in the Legal Documents Binder. All legal and Board Meeting documents should be maintained electronically online and made available to the Board of Directors.
- e. Treasurer - The duties of the Redmond Elementary PTSA Treasurer are as follows:
1. Serve as chair of the budget committee and present the budget to the membership.
  2. Maintain accurate financial records.
  3. Receive, issue receipts for, and deposit promptly in the authorized Redmond Elementary PTSA account all funds, and disburse funds according to the approved yearly budget.
  4. Present a written financial report every month and at other times as requested by the President.
  5. Provide all financial records if requested by the President or any member of the Board of Directors.
  6. Close the books at the end of the fiscal year and submit the books and records for financial review to the financial review committee no later than thirty days thereafter.
  7. Submit any dues collected to WSPTA by deadlines prescribed by WSPTA policy.
  8. The Treasurer is responsible for filing IRS Form 990, if that filing is required.

## **Article VI – Board of Directors**

- a. The Board of Directors consists of the Executive Committee, Standing Committee Chairs (defined in Article VII), the building/teacher representative(s), and the Principal. Each member of the board on the Board of Directors shall be entitled to one vote at a Board Meeting with the exception of the Principal and building/teacher representative(s) who sit on the Board of Directors as nonvoting, honorary members, serving in an advisory capacity.
- b. All members of the Board of Directors must be members of the Redmond Elementary PTSA.
- c. Board of Directors Meetings of the PTSA shall be held monthly at a date and time to be determined by the Board. Board Meetings are open to the General Membership, however, attending Members (outside of the Board of Directors) have voice at the discretion of the presiding chair.
- d. A majority of those currently serving on the Board of Directors shall constitute a quorum.
- e. 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 the meeting shall be delivered to each member of the Board of Directors at least five days prior to the special meeting in a manner specified in the local PTSA standing rules. If less than five days' notice is given, documentation of each member's consent to conduct business shall be obtained in writing or by email.
- f. The vote of this PTSA for the position of Washington State PTA Region 2 Director shall be made by the Board of Directors.
- g. The Board of Directors shall:
  1. Approve appointments made by the President to the Board of Directors for a term of one year.
  2. Manage the finances in a fiscally prudent manner.
  3. Approve the Financial Review which shall be conducted at the end of each fiscal year.
  4. Transact necessary business between meetings of the Membership and other business referred to it by the Membership.
  5. Present recommendations to the Membership for action.
  6. Perform other duties as specified in the standing rules.

## **ARTICLE VII: Standing Committees, Program Committees, and Special Committees**

- a. Standing Committees
  1. The Standing Committee Chairs shall consist of the following: None. Other Standing Committee Chairs will be determined and voted on by the Board of Directors.

b. Program Committees

1. Program Committee Chairs will be appointed, as needed, by the Nominating Committee, Volunteer Coordinator, or President with the majority approval of the Executive Committee.
2. Program Committee Chairs will provide updates to their VPs, including, but not limited to, Board Reports prior to Board Meetings, and will attend Board Meetings for reporting and input prior to large events or projects.
3. All Program Committee Chairs must be current PTSA members.
4. Program Committee Chairs may be replaced with majority approval of the Executive Committee.
5. Program Committee Chair positions are a one year position. The Board of Directors has the right to extend the position beyond one year; but no more than three if the Committee Chair is meeting the needs of the General Membership and working cohesively with the Executive Committee.

a. Special Committees

1. Shall be appointed by the President(s) as needed with the majority approval of the Executive Committee such as:
  - a. Nominating Committee (As outlined in Article VIII)
  - b. Awards Committee (As outlined in Article IX)
  - c. Financial Review Committee

**Article VIII: Nominating Committee**

- a. The Nominating Committee shall be elected at a general membership meeting of the local PTSA at least thirty (30) days preceding the election of Officers and shall consist of at least three (3) members. The Nominating Committee members shall be elected by voice vote if there are no more than three (3) nominees and by ballot if there are more than three (3) nominees. A plurality vote shall elect. The designated number of candidates receiving the highest number of votes shall be declared the Nominating Committee. The Nominating Committee shall select its chair at the first meeting.
- b. The members of the Nominating Committee shall have been members in good standing for at least fifteen (15) days preceding their election.
- c. No person shall be eligible to serve more than two (2) consecutive years on the Nominating Committee. Neither the president nor the school principal is eligible to be elected to serve on the Nominating Committee. Only members of this PTSA shall be eligible to vote for or serve on the Nominating Committee.

- d. The Nominating Committee serves until the election of the Officers takes place.
- e. The Board may appoint a replacement Nominating Committee member.

#### **ARTICLE IX: Awards Committee**

- a. The President shall appoint a minimum of three and a maximum of five people to the Awards Committee. Typically, those appointed are previous winners of the Golden Acorn award. The committee will be approved by a majority vote of the Board of Directors. This committee will solicit written nominations for annual awards from teachers, staff, and parents of the Redmond Elementary community. The Awards Committee will select recipients based on the written nominations and the criteria of each of the awards.
- b. Golden Acorn Awards shall be presented annually in accordance with the award guidelines from the Washington State PTA. The number of recipients shall be determined by the awards committee but shall not exceed two.
- c. The Silver Hawk Award will be presented annually to recognize outstanding volunteers of the Redmond Elementary community. The number of recipients shall not exceed five. The award will consist of a book being donated to the school library in the recipient's name and a certificate for the award winner.
- d. The Outstanding Educator Award will be presented annually in accordance with the award guidelines from the Washington State PTA. The number of recipients shall be determined by the Awards Committee but shall not exceed one.
- e. The decision to award an Honorary Life Membership to the Redmond Elementary PTSA can be made by the Board of Directors at any regularly scheduled meeting and requires a two third (2/3) majority vote to approve.

#### **ARTICLE X: Membership Meetings**

- a. Membership Meetings shall be held to adopt the Annual Budget, approve the Financial Review Committee Report, approve the Standing Rules, elect a Nominating Committee, elect Officers and conduct other business.
- b. At least three (3) General Membership meetings of this PTSA shall be held during the school year at times to be determined by the Board of Directors. Members will be notified of meeting dates, time, and place by electronic newsletter and PTSA calendar. A schedule of the regular meetings including date, time and place shall be provided to members after the annual meeting and at least ten days before the next regular meeting. One of the regular meetings shall be designated as the Annual Meeting.
- c. There shall be an Annual Meeting of this PTSA to be held at a time and place determined by the Board of Directors for the purpose of electing officers and conducting any other business which may properly come before the Annual Meeting. This PTSA shall deliver to each member notification of

place, date and time of the Annual Meeting at least ten (10) but not more than fifty (50) days prior to the date of the annual meeting in a manner specified in the standing rules.

- d. Ten members shall constitute a quorum. Votes shall be by simple majority.
- e. This PTSA shall approve its annual operating budget at the last Membership Meeting of each year.
- f. The Standing Rules may be amended at any regular Board Meeting by a two-thirds (2/3) vote or, if previous notice is given, by a majority vote of those in attendance.
- g. The Standing Rules shall be adopted at any Membership Meeting by a majority vote.
- h. Membership meetings may be open to all interested persons, but the privileges of membership shall be limited to the members of this PTSA.
- i. Special membership meetings may be called by the president, a majority of the board of directors, or by five percent of the local PTSA membership currently enrolled in the WSPTA membership database. Notification of place, date, time and purpose of the meeting shall be provided to members at least five days before the special meeting in a manner specified in the local PTSA standing rules.

#### **ARTICLE XI: Electronic Voting**

- a. The Redmond Elementary PTSA Executive Committee and Board of Directors may conduct votes by email only for the election of Officers and election of the Nominating Committee. These votes will follow standard voting procedure and include: a motion, a seconder, a period for discussion and debate, a call for a vote with a defined end of voting deadline, and publication of the voting result following the voting deadline.
- b. Board of Directors without email, or who choose not to vote, will be considered to have abstained from that vote.

#### **ARTICLE XII: Financial**

- a. Any person writing NSF checks will be charged the bank fees incurred by the Redmond Elementary PTSA.
- b. Receipts will be given upon request or for donations over \$250.00.
- c. Money will be deposited within three (3) calendar days after being received by the Treasurer(s).
- d. Cash and checks collected at PTSA events shall be counted and recorded on the "Money Received Register" by the event organizer and at least one Executive Committee Member. The money will be delivered to the Treasurer within three (3) calendar days.
- e. Bank statements will be reconciled within two (2) calendar weeks after being received by the Treasurer(s).



- f. All requests for reimbursement shall include a receipt and be submitted to the Treasurers. All requests for reimbursement must be received by June 15<sup>th</sup>.
- g. Reserve fund of \$20,000 will be set aside in the PTSA savings account.