

Redmond Middle School PTSA 2.8.80
Standing Rules 2021-2022
Approved at the January 18, 2022 Membership Meeting

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.

2. PURPOSES

- a. In accordance with WSPTA Uniform Bylaws, Article 3, Section 1, the purposes of the RMS PTSA are:
 - a. To promote the functions of the RMS PTSA
 - b. To provide service, information & support for our community.
 - c. This PTSA serves the children in the Redmond Middle School community.
 - d. Redmond Middle School PTSA's mission is to support, engage, and advocate for our students, staff, and community. We are dedicated to creating a welcoming and accessible academic community through our programs, activities, and financial support. (mission statement)

3. 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 and students shall be \$12.00.
- b. Membership is open to all parents, guardians, teachers, staff, grandparents, students, community members & other persons who support & encourage the purposes of RMS PTSA.
- c. The voting body of RMS PTSA shall be those who have paid membership dues for the current school year.
- d. The students of Redmond Middle School shall be considered honorary members of this PTSA without voice, vote or the privilege of holding office. Students holding RMS PTSA membership cards have the privilege of voice and vote but may not hold office.

4. 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, at least one of which must be a non-board member.
- d. In the event of dissolution of the association all process will be followed according to Washington State PTA Bylaws.
- e. Meeting in person is the preferred manner of conducting business; however, when circumstances prevent in-person meetings long enough to impede accomplishing essential business, alternative methods of meeting (conference call, online platforms, etc.) may be used.
- f. While in-person voting during membership meetings is preferred, should circumstances prevent in-person meetings from being held, voting for essential business may take place via email by the processes described in WA State PTA Leadership Guides and RMS PTSA Policy.

5. OFFICERS, BOARD OF DIRECTORS, ELECTIONS and LEGISLATION

- a. The elected officers of the Redmond Middle School PTSA shall be the President or Co-Presidents, Vice President Volunteers, Vice President Communications and Vice President FACE (or Co-Vice Presidents for each), Vice President Enrichment, Vice President Fundraising, 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 (or Co-Presidents) 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.
- j. Two (2) people may hold any elected position, except position of Treasurer. Shared positions shall be entitled to two (2) votes at a Board of Directors meeting.
- k. All Executive Board members shall attend one (1) training session per year & at least one (1) officer shall attend PTA & the Law each year, in accordance with WSPTA laws.

6. COMMITTEES

- a. The Standing Committees of this unit shall be: Membership and Staff Support.
- 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.
- e. The Committee Chairs of this PTSA may include, but are not limited to: Financial Review, Nominating Committee, Budget Committee, Awards, School of Excellence, Drama, Special Needs, Reflections & Advocacy.
- f. All Committee Chairs must be current members of RMS PTSA & an approved LWSD volunteer.

7. 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.

RMS PTSA Standing Rules

- c. The PTSA shall make best efforts to spend funds in the year that they are earned, once a cash reserve is established. If a positive balance occurs, an effort will be made to allocate excess income to projects/materials through the mini-grant process.
- d. The PTSA shall make best efforts to accumulate and maintain cash reserves in an amount that is no less than six months and no more than one year's operating budget.
- e. The annual taxes will be completed by the outgoing treasurer because of their familiarity with the financial data.

8. 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. Per WSPTA, two (2) elected officers must sign all contracts including but not limited to school district building use forms.
- i. The election of Officers and filling of vacancies shall be conducted in accordance with Article VI, Sec 2 of the Washington State PTSA Bylaws.
- j. 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.

9. STANDING RULES

- a) The Standing Rules shall be adopted annually by a majority vote at the first Membership meeting.
- b) The standing rules may be amended at any regular Membership meeting by a two thirds (2/3) vote or, if previous notice is given, by a majority vote.