

2006-2007

Redmond Elementary PTSA Standing Rules

Name

1. The name of this unit shall be Redmond Elementary PTSA, and our local unit number is 2.8.46.

Membership and Service Fees

2. This PTSA serves the children of Redmond Elementary. Our unit works for the health, welfare, safety and education of the children attending our school, as well as the betterment of all children's lives.
3. The membership fees of this unit shall be \$10 per adult or \$18 for two adults (family membership).

Legal Status

4. The PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is REEL89320. The treasurer is responsible for filing the annual registration by November 15.
5. This unit is a non-profit corporation recognized by the State of Washington on February 23, 1984, number 2-231451-9. The treasurer is responsible for filing the annual corporation report prior to the last day of February. The registered agent for this corporation is the Washington State PTA.
6. This PTSA is exempt from income tax under Section 501 ©3, IRS Letter of Agreement dated October 6, 2000.

Officers and their Election

7. Officers shall be elected by June 1st for a term of one year and shall assume office July 1.
8. The elected officers of this unit are: President, Executive Vice-President, School Services Vice-President, Fund-raising Vice-President, Community Services Vice-President, Communications Vice-President, Curriculum Enrichment Vice-President, Secretary and Treasurer. All of these positions, except Secretary and Treasurer, may be held by two people (example: Co-Presidents or Co-Vice Presidents). These elected officers shall constitute the Executive Committee.
9. The Board of Directors shall consist of the elected officers, the building/teacher representative, the principal and the following appointed chairpersons: Newsletter, Legislation, and Membership. Each member of the board on the Board of Directors shall be entitled to one vote at a Board meeting.
10. All members of the Board of Directors must be members of the PTSA.
11. The students of Redmond Elementary shall be considered honorary members of this unit without voice, vote, or privilege of holding office.

Duties of Officers

12. The current treasurer is responsible for filing IRS Form 990 if that filing is required.
13. The treasurer will be responsible for the purchase of the Past Presidents' pins.
14. The PTSA shall keep a copy of each of its legal documents with each elected officer. The treasurer shall be responsible for maintaining the original copies and providing updated copies to the secretary for distribution to the other officers.
15. The PTSA shall conduct an audit of its books and records at the close of the fiscal year.
16. The signatures of the officers authorized to sign the checks shall be on the authorized signature card for this PTSA's bank account.
17. Voting delegates to the Council shall be the President(s) and Secretary. Alternates shall be a Vice-President and the Treasurer.
18. The vote of this PTSA for the position of Washington State PTA Region 2 Director shall be made by the Board of Directors.
19. The voting delegates to the Washington State PTA convention shall be the outgoing President(s), and those appointed by the President(s).

20. The voting delegate to the Legislative Assembly shall be the Legislative Chairperson. In the event the Legislative Chair cannot attend, the President(s) shall appoint a replacement.
21. An office/chairmanship shall be declared vacant if that person misses three consecutive Board meetings unless excused by the President.

Committees

22. The Standing Committees shall consist of the following: Awards, Emergency Preparedness, Enrichment Themes, Hawk Walk and Run, Membership, Newsletter, Reflections, Special Needs, and other committees as determined by the Board of Directors.
23. Committee chairs will be appointed by the President(s) with the approval of the Executive Committee
24. Special Committees shall be appointed by the President(s) as needed with the approval of the Executive Committee.
25. All committee chairs must be current PTSA members.
26. The Nominating Committee shall be elected according to the Washington State PTA Uniform Bylaws.

Meetings

27. General Membership meetings shall be held to adopt the annual budget, approve the standing rules, elect a Nominating Committee, and elect officers. At least three General Membership meetings of this unit shall be held during the school year at times to be determined by the Board of Directors. Ten members shall constitute a quorum. Members will be notified of meeting dates by newsletter and flyer, meeting dates will also be posted on the readerboard and school calendar.
28. Board of Directors meetings of the PTSA shall be held monthly at a date and time to be determined by the Board.
29. This PTSA shall approve its annual operating budget at the last of each year.
30. The Standing Rules shall be adopted at the June meeting or at the first General Membership meeting of the following school year by a majority vote.
31. 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.

Electronic Voting

32. The Redmond Elementary PTSA Executive Committee and Board of Directors may conduct votes on PTSA business by email. This procedure is written in reference to the Executive Committee, but the same procedures may be utilized by the Board of Directors. 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.
33. Board of Directors without email, or who choose not to vote, will be considered to have abstained from that vote.

Recognition

34. Golden Acorn Awards shall be presented annually. A committee appointed by the president shall select the recipients. The selection of recipients shall be by committee and written nomination. The number of recipients shall be determined by the committee but shall not exceed two. In addition, the committee shall choose recipients of the Silver Hawk Award, which will be given to outstanding volunteers. 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.

Miscellaneous

35. Any person writing NSF checks will be charged the bank fees.