

2009-2010  
Redmond Elementary PTSA Standing Rules  
*(approved 23 September 2009)*

**ARTICLE I: Organization Name and Purpose**

1. The name of this unit shall be Redmond Elementary PTSA, and our local unit number is 2.8.46. This PTSA serves the children of Redmond Elementary.
2. 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: Membership and Service Fees**

3. The membership fees of this unit shall be \$12 per adult or \$20 for two adults (family membership). For Redmond Elementary staff members, the membership fees of this unit shall be \$10 per adult staff member, or \$20 for staff member and another adult (family membership). The membership fees to PTSA Council, State, and National levels shall be paid from this amount in accordance with applicable bylaws for each level.
4. The students of Redmond Elementary School shall be considered honorary members of this unit without voice, vote, or privilege of holding office.

**ARTICLE III: Legal Status**

5. This PTA was incorporated on February 23, 1984 and assigned corporation number 3928. It was assigned UBI 601-855-841. 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. The 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.
7. This PTSA was granted tax exempt status under Section 501(c) 3 on October 6, 2000.

**ARTICLE IV: Officers and their Election**

8. Officers shall be elected by April 30th for a term of one year and shall assume office July 1.
9. The Executive Committee consists of all elected officers of this unit. These positions may be held by two people. Elected officers are:

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

10. The Board of Directors consists of the Executive Committee, the Chairpersons of each of the Standing Committees (defined in ARTICLE VI), 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 who serve in an advisory capacity.
11. All members of the Board of Directors must be members of the Redmond Elementary PTSA.
12. An office/chairmanship shall be declared vacant if that person misses three consecutive Board meetings unless excused by the President.

## **ARTICLE V: Duties of Officers**

13. The Treasurer is responsible for filing IRS Form 990, if that filing is required.
14. The Treasurer will be responsible for the purchase of the Past Presidents' pins.
15. The Treasurer shall be responsible for maintaining the original copies of all legal documents and providing updated copies to the secretary for storage in a separate location.
16. The PTSA shall conduct a financial review of its books and records at the close of the fiscal year per Washington State PTA guidelines.
17. The signatures of the Treasurer and President shall be on the authorized signature card for this unit'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 unit's bank statement monthly.
18. Voting delegates to the Council shall be the President(s) and Secretary. Alternates shall be a Vice-President and the Treasurer.
19. The vote of this PTSA for the position of Washington State PTA Region 2 Director shall be made by the Board of Directors.
20. The voting delegates to the Washington State PTA convention shall be the outgoing President(s), and those appointed by the President(s).
21. 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.
22. 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 \$1,500.00 with a two-thirds (2/3) majority vote. Fund allocations over \$1,500.00 require approval by the General Membership.

## **ARTICLE VI: Committees**

1. The Standing Committees shall consist of the following: Emergency Preparedness, Grants, Hawk Walk and Run, Membership, Newsletter, Reflections, Special Needs, and Website. Other committees will be determined and voted on by the Board of Directors.
2. Committee chairs will be appointed by the President(s) with the majority approval of the Executive Committee.
3. Special Committees shall be appointed by the President(s) as needed with the majority approval of the Executive Committee.
4. All committee chairs must be current PTSA members.
5. The Nominating Committee shall be elected according to the Washington State PTA Uniform Bylaws.

## **ARTICLE VII: Meetings**

6. General Membership meetings shall be held to adopt the annual budget, approve the standing rules, elect a Nominating Committee, and elect officers. At least two 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.
7. Board of Directors meetings of the PTSA shall be held monthly at a date and time to be determined by the Board.
8. This PTSA shall approve its annual operating budget at the last General Membership meeting of each year.
9. 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.
10. 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.

## **ARTICLE VIII: Electronic Voting**

11. 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.
12. Board of Directors without email, or who choose not to vote, will be considered to have abstained from that vote.

## **ARTICLE IX: Recognition**

13. The President shall appoint a minimum of three and a maximum of five people to the awards committee. 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.
14. 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.
15. 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.
16. 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.
17. 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: Financial**

18. Any person writing NSF checks will be charged the bank fees incurred by the Redmond Elementary PTSA.
19. Receipts will be given upon request or for donations over \$250.00
20. Money will be deposited within 5 calendar days of being received by the Treasurer(s).
21. Bank statements will be reconciled within 2 calendar weeks after being received by the Treasurer(s).