

Rose Hill Middle School PTSA STANDING RULES

1. The name of this PTSA Local Unit is Rose Hill Middle School PTSA, local # 2.8.85. The National PTA ID # is 23159.
2. This PTSA was incorporated on January 8, 1980 and assigned UBI #601-877-556. The Treasurer is responsible for filing the Annual Corporation Report. The registered agent for this corporation is the Washington State PTA.
3. This PTSA serves the children in the Rose Hill Middle School community which includes the residences and businesses in the RHMS enrollment area.
4. This PTSA is registered under the Charitable Solicitations Act, registration number ROH-189-31. The Treasurer is responsible for filing the annual registration by May 31st of each year.
5. This PTSA was granted tax-exempt status under section 501c3 on December 28, 1999. The Employer Identification Number is listed in the Secretary and Treasurer's notebooks. A copy of the tax-exempt letter is on file with the PTSA Treasurer in the Legal Documents binder.
6. The current Treasurer is responsible for filing the appropriate income reports with the IRS (Form 990, Form 990EZ, or Form 990N) prior to November 15th.
7. Membership is open to all parents, teachers, staff, grandparents, students, community members and other persons who support and encourage the purposes of RHMS PTSA. The membership service fee for this PTSA shall be: \$15 per individual, \$30 per family, or \$12 for staff.
8. The students of Rose Hill Middle School shall be considered honorary members of this PTSA without voice, vote, or the privilege of holding office. ~~Students holding RHMS PTSA membership cards have the privilege of voice and vote but may not hold office.~~
9. The elected officers of this PTSA shall be: President, Vice President of Programs, Vice President of Fundraising, Secretary, and Treasurer. Each position can be held jointly by 2 people. Each co-position holder shall be entitled to voice and vote at a board of directors meeting. In the event of Co-Treasurers, only one is permitted to be the signer on financial accounts. In the event that 2 or more members of the same household hold offices in this unit, only one (1) shall co-sign financial documents. In accordance with the WA State PTA Bylaws, elections will be held each year, and all terms of office are for one year. A person may be elected to the same office for no more than two consecutive years. Our PTSA will comply with the current Washington State PTA training requirements for all elected officers. At least one Officer must attend "PTA and the Law" each fiscal year.
10. Per the Washington State PTA Uniform Bylaws, we will annually review the WSPTA Standards of Affiliation Agreement in its entirety and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.

11. A Nominating Committee consisting of three current RHMS PTSA members will be elected in accordance with the WSPTA Uniform Bylaws each year at a general membership meeting held at least 30 days before the election of officers. The president(s) is (are) not eligible to be a member of this committee.
12. The board of directors of this PTSA shall consist of the elected officers and may include up to four (4) Standing Committee Chairpersons who commit to attend meetings and participate as voting members on the Board of Directors. The Standing Committees are: Legislation, Communications, Volunteer Coordinator, and Membership. The chairpersons of these standing committees who serve on the board are appointed by the President and approved by the remainder of the Executive Committee for a term of one year.
13. This PTSA board of directors will meet monthly on a date and time to be determined by the board. Quorum for these meetings is a simple majority of the board. All board meetings are open to the membership unless previously advertised.
14. All officers and committee chairs shall be current PTSA members of this local unit.
- ~~15.a. —All officers and chairs shall sign and comply with a Code of Conduct each year. All RHMS PTSA volunteers are required to comply with the Code of Conduct. RHMS PTSA shall maintain a policy for board standards of conduct. This policy shall be reviewed and signed yearly by members of the board of directors. Signed copies of this policy shall reside with the secretary. Board members in violation of this policy may be subject to board action, up to and including removal from office. Elected officers of this PTSA shall sign and follow the Rose Hill Middle PTSA Board of Directors Code of Conduct. Officers, chairpersons, and volunteers shall adhere to the Lake Washington School District Volunteer Handbook policies.~~
 - ~~b. Members of this PTSA shall not use their own personal social media platforms to cyberbully, insult, embarrass, target, or post threats of physical or verbal abuse towards any individuals, including school board officials, school administrators, teachers, PTSA members, volunteers, or other individuals that are associated with Rose Hill Middle School.~~
16. An office or chair position may be declared vacant if that board member miss three (3) consecutive meetings, unless previously excused by the President. An officer of this PTA may be removed from office by a two-thirds vote of the membership present at a regularly scheduled meeting, or at a meeting called for such purpose, should there be cause for removal, such as violation of the ethics, policies, or principals of PTA.
- 17.a. There shall be at least three General Membership Meetings during the PTSA year to conduct the business of this PTSA, including the adoption of the budget, approval of Standing Rules, election of the Nominating Committee, election of Officers, and report of the Financial Review Committee. The final general membership meeting of the year, and the election of officers, shall be held no later than the end of the fiscal year.
 - b. A quorum for this PTSA's general membership meetings shall be no fewer than 10 members. Business may not be conducted without a quorum present. Special meetings may be called as provided in the Washington State Uniform Bylaws. Notice of the place, day, and time of meetings shall be posted on the PTSA website not fewer than ten (10) nor more than fifty (50) days prior to the date of the meeting.

18. —While in-person voting at board and membership meetings is preferred, should circumstances prevent in-person meetings from being held, voting may take place via email or other electronic means. If elections take place by email or other electronic transmission the RHMS PTSA will follow the election policies and procedures outlined in the WSPTA guidelines on Mail, Email and Electronic Voting.
19. This PTSA shall approve its annual operating budget in the spring of each year. Reallocations to the budget in the amount up to \$1,000 may be approved by a majority vote of the board of directors. Reallocations exceeding this amount must be approved by a majority vote of the general membership.
20. This PTSA shall keep two (2) copies of each of its legal documents in separate locations. The Treasurer and Secretary will maintain these documents.
21. This PTSA shall conduct a financial review of its books and records mid-year and at the close of the fiscal year in June. A financial review committee of at least 3 members shall be appointed by the President and shall not include any person who had signature authority, or is related to and lives with, someone who had signature authority, for the PTSA funds for the period being reviewed. The financial books shall be submitted to this review committee.
22. The signatures of at least three (3) elected officers shall be on the signature card for this PTSA's authorized bank account. President, Treasurer and one other elected officer (to be determined by the board each year), are authorized officers who shall have signing authority with the bank and be able to sign checks. Two signatures are required on each check written by our unit and on all contracts signed on behalf of our unit.
23. The PTSA's monthly bank account statements shall be provided unopened for review to a person appointed by the Board of Directors. Such person will be appointed by the Board at the beginning of the fiscal year and shall not be a signer on the account. The reviewer shall promptly report any concerns or discrepancies identified to the executive committee. If there are no concerns or apparent discrepancies, the reviewer shall initial and date the account statements and provide them to the treasurer.
24. All reimbursement requests shall include a receipt and shall be submitted to the Treasurer. All requests for reimbursement must be received by a date determined by the Treasurer but no later than June 30th or it may be considered a donation to the PTSA.
25. Should this PTSA receive an NSF check, a \$10.00 service fee will be charged in addition to any bank penalties the PTSA may accrue.
26. The Golden Acorn, Outstanding Educator, Outstanding Advocate, and Honorary Life Membership Award may be presented annually. A committee appointed by the President shall select recipients with the board of directors determining the number of recipients.
27. Voting delegates to the Council shall be President(s) and up to three (3) additional voting members of the RHMS PTSA board of directors for a total of four (4) per this local unit.

28. The vote of the PTSA for the position of Washington State PTA Region Director shall be determined by the Board.
29. Voting Delegates to the Washington State PTA Convention shall be appointed by the Executive Committee.
30. The voting delegate for this PTSA at Legislative Assembly shall be the Legislation chairperson or if needed, (an) other appointee(s) as determined by the Executive committee. This PTSA is governed by the Washington State PTA Uniform Bylaws.

31.a. A list of all active online accounts and programs is kept with the treasurer. A transition policy and list of active accounts must be provided to the financial review committee, minus passwords and account numbers. RHMS PTSA shall maintain policies for online logins and passwords. This policy shall be reviewed and approved yearly by the RHMS PTSA board of directors. This policy shall reside with the Treasurer.

b. A list of current passwords will be transitioned to the incoming treasurer after June 30, at which time all passwords will be changed and provided to any board members whose role requires access.