

Renaissance School PTSA

DRAFT Standing Rules

Revised: January 3, 2022

Last Approved: March 28, 2023

PENDING APPROVAL May 23, 2023

NAME

1. The name of this local unit shall be Renaissance School PTSA 2.8.83 and will be referred to as the RSPTSA in this document. It was chartered on October 3, 2006. The RSPTSA serves the children in the Renaissance School of Art & Reasoning (RSAR) community by enhancing the education provided and by serving as a link between the parents and the school.

LEGAL STATUS

2. The RSPTSA was incorporated by the State of Washington on December 8, 2006 and assigned corporation number (UBI) 602-677-487. It is the responsibility of the treasurers to file an Annual Report prior to the anniversary date each year.
3. The RSPTSA was assigned a Federal Employer Identification Number (EIN). This number will be available upon request and will be kept in the legal documents notebook. The RSPTSA president and secretary or treasurer will each keep a hard copy of the legal documents notebook in separate locations. The secretary and treasurer will update and maintain the legal documents notebooks as needed and will upload copies of legal documents to a secure online location accessible by the current board. These digital copies will also be saved to a password-protected thumb drive to be kept with the secretary.
4. The RSPTSA has non-profit, tax-exempt status under section 501(c)(3) of the Internal Revenue Code.
5. The RSPTSA is registered under the Charitable Solicitations Act, registration number 23355. The treasurer is responsible for filing the annual registration by May 31 of each year.
6. The current treasurer, with the assistance of the outgoing treasurer, is responsible for filing the appropriate tax form (typically IRS Form 990-N) prior to November 15 and showing a copy to the Board by November 1, prior to filing.
7. The president, according to the Uniform Bylaws of the Washington State PTA (WSPTA), appoints a financial review committee to review the financial records of the RSPTSA on an annual or bi-annual basis. The treasurer should be available to answer questions but should not sit at the table with the audit committee. A list of online accounts, passwords, and who controls those passwords will be maintained in the legal notebooks maintained by the president and secretary. Completed, signed financial reviews will be kept in the treasurer notebook.
8. Per the WSPTA Uniform Bylaws, we will annually review and complete the WSPTA Standards of Affiliation Agreement by the required deadline.

MEMBERSHIP

9. The membership dues for the RSPTSA shall be \$25 for an individual membership and \$35.00 for a two-person membership. Staff memberships will be \$9.00. These dues will include the service fee to the National PTA (~~currently \$2.25; \$4.00 beginning October 2023~~), the WSPTA (\$5.75) and the Lake Washington PTSA Council (\$1.00). The students of RSAR shall be considered honorary members of the RSPTSA at no charge, without voice, vote, or privilege of holding office. They are encouraged to attend and participate in meetings, and to provide input for RSPTSA programs. However, students who have a paid membership have all membership privileges and responsibilities.
10. The Membership Chair will be responsible for maintaining the online membership site by updating it as new members join. The Membership Chair should keep a current membership roster and provide copies of the roster to the president and secretary, to be available at every membership meeting. The rosters will also be made available to the financial review committee and the nominating committee, who must verify that persons nominated are members and eligible for office. Printed membership rosters are a part of the PTSA's permanent records.
11. ~~It is recommended that each~~Each RSAR student's family is asked to commit to an annual ~~student-family~~ contribution of ~~\$200-250~~ per student. The ~~student-family~~ contribution is a voluntary donation payable to RSPTSA or Renaissance School PTSA and will be used to support school activities and enrich the curriculum of all RSAR students. ~~Along with the student contribution, it is also recommended that e~~Furthermore, each RSAR student's family is asked to commit to 25 hours of volunteer service for the first student and an additional 15 hours of volunteer service for ~~the a~~ second student attending during the same school year. Any unfulfilled volunteer hours can be substituted by a voluntary contribution of \$10 per hour. Volunteer work for activities not sponsored by RSAR or the RSPTSA may not be submitted as volunteer hours.

OFFICERS

12. The elected officers of the RSPTSA shall be president, vice-president, secretary, and treasurer. Two people may hold any position. Per WSPTA bylaws, only one treasurer may have signing authority. Each co-position holder shall be entitled to voice and vote. This body makes up the executive committee of the board of directors. The election of the first executive committee was held in October 2006. Subsequently, officers will be elected at a membership meeting for a term of one year and shall assume office on July 1. Executive committee positions are two-year commitments, but the elected members must be voted in by the membership annually. No person shall hold the same office longer than two consecutive years. The elected officer is responsible for obtaining the correct WSPTA-approved training for their position.
13. The board of directors shall consist of the elected and appointed officers, e.g., volunteer coordinator and, member-at-large. All members of the board must be RSPTSA members.
14. Committee chairpersons must be RSPTSA members in good standing. Each chairperson is committing to chair their committee for the full term of its cycle.
15. An office shall be declared vacant if that person misses three consecutive meetings unless excused by the president or vice president.

16. Each executive committee member must attend a minimum of one WSPTA-approved training during the RSPTSA year. Furthermore, at least one member of the executive committee will attend PTA and the Law during the RSPTSA year.
17. The signatures of one president, one treasurer, and one other executive committee member shall be on the authorized signature card for the RSPTSA bank accounts. An executive committee member who is not on the authorized signature card must review and sign the monthly bank statement. Check signers may not be on the audit committee.

MEETINGS

18. The board of directors will meet at least eight times annually. Meetings will be at a date and time to be determined by the board. Meeting location and time must be announced prior to the meeting. Meetings are open to all parents, students, and staff of RSAR, with or without voice or vote. While meeting in person is the preferred manner for both General Membership and Board meetings, alternative methods (conference call, online video or voice platforms, etc.) may be used. Similarly, in-person voting on motions is preferred; however, voting to conduct essential business may be via alternative methods (email, virtual voice or chat, online app ballot, etc.).
19. A majority of those currently serving on the board of directors shall constitute a quorum. All board members shall receive one vote. The principal and the teachers shall be honorary members of the board of directors and have no voice or vote.
20. The RSPTSA will hold at least three membership meetings each year. A schedule of membership meetings including date, time and place shall be provided to each member at least ten days before the next regular meeting. These meetings shall be held to conduct business. Each RSPTSA member in good standing shall have one voice and one vote.
21. The board of directors has the authority to reallocate funds as deemed necessary in an amount not to exceed \$1,000. Budget line-item reallocations exceeding \$1,000 must be presented to the membership for approval.
22. The board of directors may approve extra budgetary fund allocations up to \$500. Extra budgetary fund allocations greater than \$500 shall be approved at a membership meeting.
23. The quorum for membership meetings shall be a minimum of ten, as stated in the WSPTA Uniform Bylaws, Article 5, Section 10 (E).

COMMITTEES

24. The nominating committee shall be elected at a membership meeting at least thirty days preceding the election of officers and shall consist of at least three members in good standing. The nominating committee members shall be elected by voice vote if there are not more than three nominees and by ballot if there are more than three nominees. The committee shall select its chair at its first meeting. No person shall be eligible to serve two consecutive years on this committee. The president is not eligible to serve on the nominating committee. No school or district administrator can serve on the nominating committee.
25. A committee of at least three RSPTSA members including at least one incoming and one outgoing

board member will prepare the budget. The treasurer will chair the budget committee. The RSPTSA shall approve its annual budget at the first membership meeting held at the beginning of the school year or at the last membership meeting of the school year for the subsequent year.

26. All committee chairs, whether the committee is chaired singly or jointly, shall have voice and vote.
27. The RSPTSA may choose to conduct a mid-year financial review of its books and records in January of each year and shall conduct the required end-of-year financial review at the close of the fiscal year, after June 30. Refer to item #7 above.
28. All requests for reimbursements with receipts attached shall be submitted to the treasurer within sixty days of purchase and no later than June 15. Expenditures shall be approved by the committee chairperson or president in advance and shall be consistent with the approved budget.
29. Two executive committee members, one of whom must be the president/co-president, must sign all contracts in advance. Officers signing contracts must sign with their name and their RSPTSA title.
30. Should the RSPTSA receive a check that is returned for insufficient funds, a \$10 service fee will be charged in addition to any bank penalties the RSPTSA may accrue. If the returned check or checks are not paid by June 1, then the RSPTSA will not accept any checks from this individual in the future and may seek legal action.
31. The RSPTSA owns a safe, which is kept in the office. The safe has two keys, one of which is held by a co-president and the other by the treasurer. The PIN code shall be known to all co-presidents and co-treasurers. Login information (e.g., usernames and passwords) for online accounts shall be made available to the executive committee members by the individual setting up the account.

AWARDS

32. One or more Golden Acorn Awards may be presented annually to one or more outstanding volunteers. One or more Outstanding Advocate Awards may be presented annually to recognize advocacy of children and youth. One or more Outstanding Educator Awards may be presented annually to one or more outstanding teachers or educators. An Honorary Life Membership Award shall be presented annually to an individual who has made a significant contribution to the growth and development of the RSPTSA. A committee appointed by the president shall select the recipients.

VOTING DELEGATES

33. The Lake Washington PTSA Council allows four voting delegates from the RSPTSA. The delegates shall be the president and three others from the RSPTSA Executive Board of Directors.
34. The board of directors shall determine the vote of the RSPTSA for the position of WSPTA Region Director.
35. The board of Directors shall designate voting delegates to represent the RSPTSA at the annual WSPTA convention.
36. The voting delegate(s) to the WSPTA Legislative Assembly shall be the legislative chairperson unless otherwise designated by the board.

37. The standing rules shall be adopted annually by majority vote at the first membership meeting of the school year and may be amended at any regular membership meeting by two-thirds vote or, if previous notice is given, by majority vote (if a quorum has been established).

RECORDS AND ACCESS

38. The Office of the President and Treasurer shall be the only PTSA positions to have full (withdrawal or EFT) access to any online financial accounts during their term. Other positions may have appropriate access (e.g., read-only or view statements for secretary) at the board's discretion.
39. The Treasurer shall maintain an up-to-date list of online accounts, usernames, and passwords. This list should be included in the Legal Documents folder as a physical copy, as well as maintained on a thumb drive in digital form. The President should receive a physical copy as updated. This list may include any such online accounts as banking, State of Washington Office of the Secretary of State, IRS online, accounting software (e.g., Moneyminder), membership software (e.g., MemberPlanet), payment processing accounts (e.g., Square or other merchant credit card services), etc.
40. The outgoing Treasurer shall transfer online access at the time they hand over the books to the incoming Treasurer. The thumb drive copy shall be physically passed to the incoming Treasurer.