



Thomas Jefferson Raider Parent Movement
Supporting the 4As at Thomas Jefferson High School

P.O Box 3071, Federal Way WA 98063-3071
4248 South 288th Street, Auburn WA 98001

www.tjrpm.org

Constitution & By Laws
Thomas Jefferson Raider Parent Movement

Article I – Name

The Name of the corporation shall be the Thomas Jefferson Raider Parent Movement (RPM), which is recognized by the state of Washington and the Internal Revenue Service as a non-profit 501(c) 3 organization.

Article II – Purpose

The purpose of the Thomas Jefferson Raider Parent Movement shall be, but not limited to:

- A. Fund-raising activities, as directed by the executive board/ membership, to assist the Thomas Jefferson High School student body in school related activities.
- B. Assist, as directed by the executive board / membership, in the promotion of parent involvement/ participation in all school activities.
- C. Offer advice and consider financial assistance for Thomas Jefferson High School related activities, when requested.
- D. Not to debate or challenge school policies, rules or procedures unless specifically requested by school administrators or the school board.

Article III- Membership

Membership shall be open to anyone with a connection to Thomas Jefferson High School, including but not limited to: community building, alumni, professional development, family of a current scholar, etc. Thomas Jefferson administration, staff (including club advisors, team coaches, and their assistants), and current students shall be eligible for membership.

To become a member of the Thomas Jefferson Raider Parent movement you must pay a yearly membership fee of \$15 for individuals or \$25 for families with special membership fees for staff and students* of \$5.

To be a voting member, you must be a member in good standing (i.e. paid membership dues) and be present at the meeting when the vote is called. Any voting member may request a roll call or a secret ballot.

**Students, according to regulation, are not permitted to handle money for fundraising activities or with any activities of RPM. Also, Student membership does not constitute parent/advisor representation for club/sport/activity.*

Article IV – Officers

- A. Each officer shall be a paid member of TJ Raider Parent Movement (RPM).
- B. Elected officers of RPM shall be: President, Vice President, Secretary, Treasurer and At-Large. The officers shall comprise the Executive Board.
- C. Officer Volunteer Job Descriptions are available upon request.
- D. Election of the officers shall be at the regularly scheduled meeting in May. Only voting members, as described in Article III, shall participate. Nominations for officers may come from the floor.
- E. Officer Terms shall be two years and serve no more than two consecutive terms in the same office.
- F. An office can be declared vacant by a majority vote of the Executive Board if the officer misses three consecutive Board or Membership meetings. A vacancy occurring in any office shall be appointed by the Executive Board for the remainder of the term.
- G. The school principal serves as a member of the Executive Board, but not as an officer.

Article V - Executive Board Duties

- A. Prepare an annual budget for approval by the membership; manage funds in accordance with the approved annual budget.
- B. Create standing and/or special committees.
- C. Approve the plans of committees.
- D. Prepare an annual meeting calendar and conduct meetings as scheduled.
- E. Report to TJRPM regularly scheduled Board and General meetings.
- F. Complete necessary registrations and licenses to maintain non-profit status.
- G. Maintain and update membership rolls.

Article VI –Meetings

General membership meetings of RPM shall be held every other month during the school year, normally on the second Monday of the month unless there is a conflict. In this event, the date will be determined by the Board. Months of meetings: September, November, January, March, and May.

Executive board meetings shall be held prior to the general membership meetings.

Article VII a – Monies

Receipt of monies shall be through the fundraising activities as established in Article II or by donations/assistance from outside sources. RPM's main source of funding shall be from an auction. General funds raised at said auction shall be for disbursement by the end of the current school year or earlier when possible.

Disbursement of RPM monies shall be governed by the membership.

Discretionary spending by the executive board is allowed but shall not exceed \$750 for any single purpose/activity. Other than discretionary spending, the following must be strictly observed:

- A. An application, in writing, must be received by the Executive Board prior to the regularly scheduled Executive Board meeting for review and subsequent placement on the agenda. No requests will be honored which are brought to the membership on the night of the general membership meeting.
- B. Applications will be accepted by the Executive Board only if:
1. The activity is school related.
 2. A teacher/advisor has signed the request.
 3. The teacher/advisor is a member in good standing of RPM.
 4. All efforts have been made to raise as much of the expense by the applicant as possible (for groups this can mean participating in the TJRPM auction or any other fundraising efforts that the group has done). Proof of this must be furnished with the request to the executive board and presented to the membership.
 5. Grant requests are determined by majority vote of members in good standing. In the event of a tie, the President will be the deciding vote. **A member can make a request for the vote to be done by secret ballot.*
- C. The activities requesting assistance will be required to have a representative at the general membership meeting or the application will be denied.
- D. Limitations: The percentage of a request will be open to approval by the membership according to the size of the request and the size of the group.
- E. Applications/requests from special interest groups will not be accepted.
- F. The membership will have the right to disperse any of the surplus funds for majority vote of worthwhile project(s) at school year's end. Surpluses could be any amount over the proposed budgetary needs for the following year. At the first member meeting of the school year, the Executive Board shall present for approval the current year's budget. Each committee's budget must be approved by the Executive Board. Any voting member may request additional approval via membership vote. Committees are to work to their approved budget and must immediately advise the Board should an overrun become probable. At that time all financial actions become subject to Board approval. Actual overruns will be funded by RPM. Committees may utilize banking services through the RPM treasurer and shall not operate separate bank accounts.

Article VII b – Monies

Monies raised through RPM and designated/restricted to specific groups within TJHS are accessible for approved school related activities when there is an active* representative for the group and in conjunction with appropriate documents according to RPM procedures.

**Active Representative*

- Paid Member of RPM
- 80% attendance of general meetings**

***School related conflicts with general meetings may be unavoidable and will not be held against active representation for applicable group when communicated via email/phone within a week of the missed meeting.*

Article VIII – Financials and Budget

The RPM annual operating budget shall be public and available to members and published on RPM Website.

Monthly financials and balance sheet providing group balances will be public and provided at membership meetings as printed handouts.

Article VIII – Dissolution

The corporation may be dissolved under two circumstances:

- A. A two thirds majority vote of the voting members (as defined in Article III) and the Executive Board at a special meeting specifically scheduled by the Executive Board for the purpose of voting on dissolution.
- B. If all the offices (as defined in Article IV) cannot be filled at the regularly scheduled meeting in May or at the following general meeting.

In case of dissolution the Executive Board is responsible for:

- the transfer of funds held in trust for participating groups to the group's ASB accounts;
- for the settlement of any outstanding obligations of RPM from the available RPM assets;
- for the proper notification to state and federal authorities, and
- for the distribution of any remaining net assets equally to:

Thomas Jefferson High School, Office of the Principal, and
Thomas Jefferson High School Associated Student Body
4248 S 288TH
Auburn, WA 98001

Article X – Amendments

Amendments to this Constitution and Bylaws shall be made by a two thirds majority vote of the voting members.

Ratified by the membership on the 11th day of April, 1984.

Amended by the membership on the 13th day of February, 1986.

Amended by the membership on the 10th day of May, 1989.

Amended by the membership on the 12th day of April, 1990.

Amended by the membership on the 12th day of September, 1990.

Amended by the membership on the 10th day of October, 1990.

Amended by the membership on the 11th day of September, 1991.

Amended by the membership on the 10th day of February, 1993.

Amended by the membership on the 8th day of September, 1993.

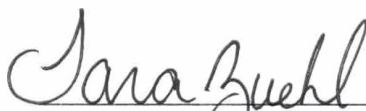
Reconfirmed 2/7/01.

Amended by the membership on the 30th day of October, 2006.

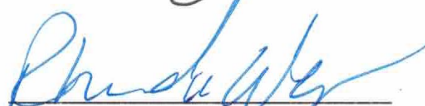
Amended by the membership on the 26th day of November, 2007

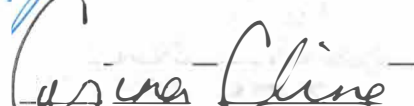
Amended by the membership on the 17th day of November 2014

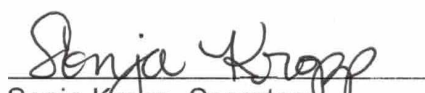
Amended by the membership on the 13th day of May 2024.


Tara Zuehl, President


J. n. aas, Co-President


Rhonda Widger, Vice President


Carina Cline, Treasurer


Sonja Kropp, Secretary