

CHIEF KANIM MIDDLE SCHOOL PTSA 2.18.28 2017/2018 STANDING RULES

Identification and Definition of the PTSA:

- 2.1 The name of this PTSA local unit is Chief Kanim Middle School PTSA (Parent Teacher Student Association) 2.18.28. It was chartered October 26th, 1995 by the Washington State PTA. The National PTA number is 33298.
- 2.2 The CKMS PTSA serves the families and middle school youth at Chief Kanim Middle School (CKMS) and the community in the Snoqualmie Valley.
- 2.3. This PTA was incorporated on December 4, 1995 and assigned UBI 601.683.753. The treasurer is responsible for filing the annual report. The registered agent for this corporation is the Washington State PTA. The Employer Identification Number is in the legal documents notebooks in the custody of the president, treasurer and secretary.

Legal Compliance:

- 3.1 This PTSA is a non-profit corporation recognized by the State of Washington on December 4th, 1995. This unit is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 801. The treasurer is responsible for filing the annual registration.
- 3.2 This PTSA was granted tax-exempt status under section 501(C3) on December 4th, 1995. A copy of the letter of determination is filed in the legal documents notebooks maintained by the president and treasurer.
- 3.3 The treasurer is responsible for submitting the appropriate information to the (board approved) CPA that will file the appropriate federal informational return Form 990, Form 990-EZ or Form 990-N prior to November 15 and providing a copy to the board of directors no later than November 1. Copies of the current and past years' returns are in the legal documents notebooks maintained by the president and treasurer.
- 3.4 The CKMS PTSA has designated Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the Internal Revenue Service. Copies of the signed documents making such designation are available in the legal documents notebooks maintained by the president and treasurer.
- 3.5. Per the Washington State PTA Uniform Bylaws, we will annually review the Washington State PTA 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.

Membership:

- 4.1. Membership in the CKMS PTSA shall be open to all people that support and encourage the purposes of the PTSA without discrimination. The students at CKMS will be considered honorary members of this PTSA with voice but without vote, or the privilege of holding office and may participate in gambling activities such as by not limited to raffles, bingo and carnivals.
- 4.2 The annual membership fee for this PTSA may not exceed \$10 per CKMS Staff member, \$15 per individual, or \$20 per family (includes 2 adults). Members are considered in good standing through October of the following year. The membership fees shall be sufficient to cover current fees for National PTA, State PTA, and the Council PTSA. All Board members must have current membership with the CKMS PTSA.

4.3 The PTSA's General Membership will meet at least three times per school year, the second Thursday of the months October, March and May. Special meetings may be called as provided in the Washington State Uniform Bylaws. Each member must receive written notice (email) of the place, date and time of the meetings not less than five nor more than fifty days prior to the date of the meeting. The adoption of the Standing Rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at membership meetings.

Elected Officers:

5.1 The elected officers of this PTSA shall be (Co-) President(s), (Co-) Vice President(s), Secretary, and Treasurer.

5.2 The elected positions of President and Vice-President may be held jointly by up to three people for each position; the elected positions of Treasurer and Secretary may be held by one person only. Each co-position holder shall be entitled to voice and a vote at an Executive Board of Directors meeting.

5.3 Our PTSA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Standards of Affiliation Agreement. All elected officers shall maintain documentation they satisfied the training requirement.

5.4 Voting for officers or nominating committee positions may take place at a meeting, by phone, by mail, or by electronic transmission. If voting takes place by mail or electronic transmission, the name of each candidate is to be contained in the notice of the meeting and any vote cast must be received within the timeframe identified in the notice of the meeting.

5.5 The Executive Board of Directors of this PTSA shall consist of the elected officers. The Principal is a board member with voice but without vote. Board of Directors of this PTSA shall consist of the ad-hoc committees (but not limited to): Teacher Representative, and the Chairpersons of the following committees: Advocacy, Community Outreach, Grants, Membership, Staff Appreciation, Volunteer Network, Website, Council Delegates, Art-Tech Walk, Book Fair, 8th Grade Celebration, Financial Review, Hawk-a-Thon, No Effort Fundraising, School Dances, Welcome BBQ, Reflections, and Winter Community Event (food, Raffle procurement, and ticket sales). They shall attend the Executive Board meeting the month prior to their event and submit a follow up report prior to the next meeting after their event occurred, or attend to give verbal report and that meeting.

5.6 The Executive Board will meet (at a minimum) the first Wednesday each month of the school year at the CKMS Library at 7:45 am, or as called for by the president. Each member shall receive written notice not less than ten nor more than fifty days prior to the date of the meeting (via email and written meeting minutes). Quorum for the meetings is a majority of the sitting board. All Board meetings are open to all members unless previously advertised.

Finance:

6.1 This PTSA will approve its annual operating budget at the General Meeting in the spring (May) of each year. The executive board of directors may reallocate funds budgeted for one purpose to another purpose by a majority vote. Meeting notice will be emailed in the all-school Friday email, and the Wednesday PTSA email at least 10 days prior to the meeting. At least 10 members must be present for a quorum.

6.2 The PTSA shall keep a copy of each of its legal documents with the president(s) and the treasurer. The treasurer shall be responsible for maintaining the original copies and providing updated copies to the other officers.

6.3 This unit shall conduct a financial review of its books and records in accordance with the guidelines mandated by Washington State PTA Money Matters and the Washington State PTA bylaws. The Financial Review Checklist in the Appendix of Money Matters shall be used for the financial review. The Financial review committee shall either consist of a minimum of three members or an experienced Financial Reviewer as determined by the Executive Board. Both the treasurer and authorized bank signers (as well as their household members) may not be on the Review Committee.

6.4 The PTSA shall establish one or more accounts in a financial institution as determined by the executive board of directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal.

6.5 The executive board of directors shall determine which officers shall have signing authority on the PTSA bank account.

6.6 The PTSA's monthly bank account statements shall be provided unopened to a person appointed by the board of directors. This 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 to the executive board any concerns or discrepancies identified in the review. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer.

6.7 All reimbursement requests must include a receipt and shall be submitted to the treasurer within 60 days of purchase. All requests for reimbursement must be received by one week prior to the last day of school, or by special permission from the treasurer, or they will be considered a donation to the PTSA.

Voting:

7.1 Up to two PTSA members will be selected by the executive board to serve on the SVSD PTSA Council representing CKMS PTSA with a voice and a vote. These delegates shall ensure communication flow and represent CKMS PTSA in all SVPTSA Council Meetings.

7.2 The voting delegate(s) for this unit to State Convention shall be selected by the president. The convention and hotel fees may be paid for by the PTSA if it is in the budget and at the discretion of the executive board.

7.3 The CKMS PTSA will send as many voting delegates to the WSPTA Legislative Assembly as the budgeted amount will sustain. Registration, hotel and WSPTA meal fees shall be paid by the PTSA. The legislative chair for the PTSA will be one of the voting delegates representing the PTSA at the legislative assembly; the rest of the voting delegates will be determined by the executive board of directors. Individuals attending the assembly paid for by the PTSA will submit to the board a report about the WSPTA Legislative Assembly.

Policies:

8.1 Should the PTSA receive a NSF check, the NSF-check writer will be responsible for any bank penalties/fees the PTSA may accrue. Until all outstanding debts and fees are paid, no further checks will be accepted from an NSF-check writer.

8.2 The Nominating Committee will be elected according to Washington State PTA bylaws and will present a recommended slate of officers at a General Membership Meeting. Officers will assume duties on July 1st, as stated in the Washington State PTA bylaws with the term of office ending June 30th. Elected officers may serve only two consecutive years in the same position as stated in the Washington State PTA bylaws. Board Members and Committee Chairpersons are appointed by the president and may serve only two consecutive years in the

same position unless an extension is approved by the executive board of directors. The eligibility of officers, board members, and chairpersons will be in accordance with the Washington States PTA Bylaws.

8.3 A board member 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 a violation of the ethics, policies or principles of the PTSA.

8.4 The PTSA shall share the sponsorships and donations for the annual Hawkathon with the ASB evenly 50%/50% as stated in a contract signed yearly and kept on file in the treasurer and president's binders. The PTSA shall use their portion of the money to fund Teacher Grants or special projects at the executive board's determination.

ACCEPTED BY THE MAJORITY VOTE AT THE PTSA GENERAL MEETING OCTOBER 19TH, 2017.SIGNATURES:

Thyra Demetrick, President

Fran Ellul, Vice President

Karen Nieman, Vice President Communications

Adlina Bustaman, Secretary

Sharon Bodine, Treasurer

Chief Kanim Middle School PTSA Request for Reimbursement

Please complete one form for each committee/project.
Attach original receipts or invoices and place in the
PTSA box in the office.

Date submitted: _____

Check payable to: _____

Total Amount: _____

Purpose/Committee: _____

Reimbursement Request submitted by (your name & email):

**I will pick up the check from the PTSA Box in the office, please email me
when it will be there:** _____

OR

Mail check to (address): _____

Authorized Signature: _____

(Must be signed by PTSA Committee Chair, PTSA President, or PTSA Vice-President)

If you have any questions please contact:
Jerrie Crook, jerriecrook@hotmail.com, 425-894-2938

Thank you!

(For Treasurer's Use Only)