



CHIEF KANIM MIDDLE SCHOOL PTSA 2.18.28

2019-2020 STANDING RULES

1. Name and Identity

The name of this PTSA is Chief Kanim Middle School PTA 2.18.28, also known as CKMS PTSA. It was chartered on Oct. 26, 1995. Its National PTA number is 33298.

2. PTA Purpose and Community

This PTA serves the children in the Chief Kanim Middle School community, which includes the residences and businesses in the Chief Kanim Middle School enrollment area and the Snoqualmie Valley.

3. Incorporation

This PTA was incorporated on Dec. 4, 1995 and assigned UBI 601 683 753. The treasurer is responsible for filing the annual corporation report. The registered agent for this corporation is Washington State PTA. The Employer Identification Number (EIN) is kept in the legal document notebooks in the custody of the PTA president and secretary.

4. Charitable Solicitations

This PTA is registered under the Charitable Solicitations Act, registration number 801. The treasurer is responsible for filing the annual registration by May 31 to avoid penalties.

5. Tax-Exempt Status

This PTA was granted tax exempt status under section 501(c)(3) of the Internal Revenue Code on April 10, 1996. A copy of the letter of determination is filed in the legal document notebooks maintained by the president and secretary.

6. IRS Filing

The treasurer is responsible for filing the appropriate federal informational return prior to November 15 and providing a copy to the board of directors no later than December 1. Copies of the current and past years' returns are kept in the legal document notebooks maintained by the president and secretary, as well as in the treasurer's notebook.

7. Registered Agent

This PTA 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 document notebooks maintained by the president and secretary.

8. Standards of Affiliation

Per the *Washington State PTA Uniform Bylaws*, we will annually complete 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.

9. Membership

Membership in this PTSA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, community members, and any other persons that support and encourage the purposes of PTA.

10. Membership Dues and Council Fees

The annual dues for this PTSA shall not exceed \$20 per individual. All paid members have a voice and vote at CKMS PTSA membership meetings.

11. Membership Meetings and Quorum

Adoption of the budget, adoption of standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at membership meetings.

A calendar of membership meetings adequate to accomplish the business of the association shall be determined by the board of directors. Each member will receive notice of the place, date, and time of the meetings not less than 10 nor more than 50 days prior to the date of the meeting. A quorum of at least 10 members must be present to conduct business.

12. Board of Director Meetings

The executive committee shall set a calendar of regular board meeting dates and times. Special meetings of the board of directors may be called by the president or upon written request of the majority of members of the board of directors. Notification of place, date, time, and purpose of the meeting shall be delivered to each member of the board of directors at least five days prior to the special meeting. Quorum for board meetings is a majority of the sitting board.

Voice and vote at CKMS PTSA board of directors' meetings shall be limited to elected board members and standing chairs, unless an individual is recognized and granted voice by the meeting chair.

13. Elected officers, co-officers, standards of affiliation, and training requirements

The elected officers of this PTSA shall be: president, vice president, treasurer, and secretary.

The offices of president and vice president may be held jointly by up to three people. Each co-position holder shall be entitled to voice and vote at a board of directors' meeting.

This PTSA will review the WSPTA Standards of Affiliation yearly. The president is responsible for making sure that the Standards of Affiliation are upheld by all officers.

This PTSA will ensure that each executive committee member attends a minimum of one WSPTA-approved training during the fiscal year. At least one member of the executive committee will attend PTA and the Law during the fiscal year.

14. Board of Directors

The board of directors of this PTSA shall consist of the elected officers and the chairs of standing committees as determined each year by the executive officers. Examples of standing committee chairs might include membership, fundraising, FACE, advocacy, teacher appreciation, etc.

15. Officer Election Process

The nominating committee will be elected according to WSPTA 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 WSPTA bylaws with the term of office ending June 30th.

The eligibility of officers, board members, and chairpersons will be in accordance with the WSPTA bylaws. If elections take place by mail or electronic transmission the CKMS PTSA election policy and procedure will be followed and will align with electronic voting best practices as outlined in current WSPTA policy.

Elected officers may serve only two consecutive years in the same position as stated in the WSPTA 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.

16. Committees

The executive committee shall establish committees. Committee chairpersons shall be appointed by the president and approved by the executive committee for a term of one year. All committee chairpersons must be current members of this PTA. A committee chair may be removed from their position by a vote of the board of directors.

17. Awards

Golden Acorn, Outstanding Advocate, Outstanding Student Advocate, and Outstanding Educator Award(s) may be awarded annually. The president shall appoint the awards committee, with the approval of the executive committee. The awards committee will determine the number of award recipients and whether other awards will be considered on an annual basis, based on the yearly awards budget.

18. Budget and Monthly Financial Reports

This PTSA shall approve an annual operating budget in the spring of each year at a general meeting. The board of directors has the authority to reallocate funds budgeted for one purpose to another purpose.

The treasurer will submit a monthly financial report to the board of directors.

19. Legal Documents

It is recommended that the PTA shall maintain a safe deposit box at the bank where its checking account is maintained. The original copy of any legal document shall be kept in the safe deposit box or, in the absence of a safe deposit box, in a safe/fireproof box. Copies are to be made for the president and secretary and kept in legal document notebooks. All elected officers shall have access to the contents of the safe deposit box/safe/fireproof box.

20. Financial Review

A financial review committee with a minimum of three members appointed by the president will conduct a financial review of its books shortly after the close of the fiscal year (June 30). The report of the committee will be presented at the regularly scheduled membership meeting immediately following the review.

Members of this committee shall not include the treasurer, or any person authorized to sign on the PTSA bank accounts for the period that is being reviewed, or any individuals living in their households.

In addition, it is highly recommended that the financial review committee conduct a midyear review, ideally in the month of January or February, following the guidelines set forth in the WSPTA Financial Review Checklist.

21. Bank Account

This PTA shall establish one or more accounts in financial institutions as determined by the board of directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal.

22. Bank Account Signers

A minimum of three executive committee members, including the president(s) and treasurer, will have signing authority on the PTA bank account.

23. Independent Review of Bank Statements

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 committee 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.

24. Payments and Reimbursements

All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the treasurer within 60 days of expenditure or one week prior to the last day of school, whichever comes first. Any requests for reimbursement not submitted during this time frame or previously excepted by the executive board will be considered a donation to the general fund of this PTSA.

No authorized signer will sign a check to her or himself. Two authorized signers must sign all PTSA checks.

25. NSF Checks

Should the PTA receive an NSF check, a service fee up to the amount of \$25 may be charged, in addition to any fees imposed by the PTA's bank. Until all outstanding debts and fees are paid, no further checks will be accepted from an NSF-check writer. If more than three NSF checks are received from the same individual during the fiscal year, the PTA will not accept further checks from the individual responsible.

26. Gambling Activities

Students of Chief Kanim Middle School shall be considered honorary members of CKMS PTSA with voice, but without vote or the privilege of holding office, to participate in gambling activities.

27. Voting Delegates

This PTSA will be represented at SVPTSA Council meetings by the president and up to three alternate or additional officers, as appointed by the president. This PTSA will send at least one delegate to represent its membership at each SVPTSA Council meeting. This representative(s) will have voting privileges at any council meetings where they are representing this PTSA.

This PTSA may send as many voting delegates to the WSPTA Convention as allowed by the *WSPTA Uniform Bylaws*. All delegates shall be selected by the executive committee. 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.

This PTSA may send as many voting delegates to the WSPTA Legislative Assembly as allowed by the *WSPTA Uniform Bylaws*. The legislative chair for this PTSA will be one of the voting delegates representing this PTSA

at the legislative assembly; the remainder of the voting delegates shall be selected by the executive committee. Legislative assembly and hotel fees may be paid for by the PTSA if it is in the budget and at the discretion of the executive board. Individuals attending the assembly paid for by the PTSA will submit to the board a report about the WSPTA Legislative Assembly.

28. Policy Review

This PTSA shall maintain written policies that may include board standards of conduct, money handling, social media, online banking, password transition, and mail or electronic voting, as necessary or determined by the WSPTA. These policies shall be reviewed and approved yearly by the board of directors. These policies shall reside with the secretary and president.

29. Collaboration with Other Organizations

This PTSA may collaborate with non-PTSA organizations, such as the CKMS ASB. The PTSA will handle only PTSA funds and will have in place a signed contract with the other organization to clearly establish whether it is a PTSA activity or the other organization's activity.

30. Code of Conduct and Social Media Use

Elected officers of this PTA shall follow a board code of conduct. Officers, chairpersons, and volunteers shall adhere to the Snoqualmie Valley School District's Volunteer Handbook policies.

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 a cause for removal, such as a violation of the ethics, policies or principles of this PTSA.

Members of this PTA 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, PTA members, volunteers, or other individuals that are associated with Chief Kanim Middle School.

This PTA shall have a social media policy which shall be reviewed yearly by the board of directors.

31. Standing Rules

The standing rules of this PTA shall be adopted annually by majority vote at the first membership meeting of the school year. The standing rules may be amended at a membership meeting by majority vote if previous notice of the meeting was given. If no previous notice was given, then a two-thirds (2/3) vote is required.