

**CHIEF KANIM MIDDLE SCHOOL PTSA 2.18.28**  
**2011/2012 STANDING RULES**

1. This unit was chartered October 26, 1995 by the Washington State PTA and serves the families and middle school youth at Chief Kanim Middle School (CKMS) in the Snoqualmie Valley.
2. This unit is a non-profit corporation recognized by the State of Washington on December 4, 1995. The Treasurer is responsible for filing the annual corporation report. The registered agent for this corporation is the Washington State PTA; the unit's corporation account number, the incorporation number, and the unit's Federal EIN are on file and available upon request.
3. This unit is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is available upon request. The Treasurer is responsible for filing the annual registration.
4. This PTSA was granted tax-exempt status under section 501(C3) on December 4, 1995.
5. The students of CKMS shall be considered honorary members of this unit with voice.
6. The current Treasurer is responsible for filing appropriate IRS forms.
7. The annual membership fee for this PTSA may not exceed \$12 per CKMS Staff member, \$15 per individual, or \$25 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.
8. The elected officers of this unit shall be (Co-) President(s), (Co-) Vice President(s), Secretary, and Treasurer. The elected positions of President and Vice-President may be held jointly by up to three (3) 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 a Board of Directors meeting with the exception of the presiding President. The Board of Directors of the unit shall consist of the elected officers, Teacher Representative, and the Chairpersons of the following committees: Membership, Outreach, Staff Appreciation, Website, Advocacy, Hospitality, and Grants. The Principal is a board member with voice but without vote. The ad-hoc committees will be (but not limited to): Volunteer Network, School Dances, Carnival, Logowear, and Financial Review.
9. The Nominating Committee will be elected according to Washington State PTA bylaws in November and will present a recommended slate of officers at the March General Membership Meeting. Officers will assume duties on July 1<sup>st</sup>, as stated in the Washington State PTA bylaws with the term of office ending June 30<sup>th</sup>. 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 only serve two consecutive years in the same position unless approved by the board of directors. The eligibility of officers, board members, and chairpersons will be in accordance with the Washington State PTA Bylaws.
10. The Chief Kanim regional vote for Washington State PTA Region Director shall be determined by the Board of Directors.
11. The voting delegate(s) for this unit to state convention shall be selected by Executive Committee.

12. At least 4 General Membership Meetings shall be held to adopt the annual budget, approve the Standing Rules, elect a Nominating Committee and elect officers. A quorum at a General Membership Meeting shall be ten. A quorum at a Board Meeting is a simple majority (50%+1) of those currently serving. Additional meetings shall be held at the direction of the Board of Directors and are scheduled on the School District Calendar. The Board of Directors will meet every other month, or as needed at the call of the President(s).

13. This PTSA will approve its annual operating budget in the spring of each year, with permission to the Board of Directors to reallocate if necessary.

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

15. 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. Washington State PTA Money Matters, appendix #3 shall be used for the financial review.

16. The signatures of at least 2 elected officers shall be on the authorized signature cards for this PTSA's bank account(s) and a copy kept in the legal documents workbook.

17. All reimbursement requests shall include a receipt and shall be submitted to the treasurer within 60 days of purchase. All requests for reimbursement must be received by the last day of school.

18. Should the PTSA receive an NSF check, a \$10 service fee will be charged in addition to any bank penalties the PTSA may accrue. If the NSF check or checks are not paid for by the last day of school, then the PTSA will not accept any checks from this individual in the future.

19. One or more Golden Acorn Awards shall be presented annually to an outstanding volunteer or volunteers. A Golden Acorn Committee shall be organized to collect nominations. The committee members may include: a previous Golden Acorn recipient(s), a faculty representative, and a PTSA member/ members with a minimum of three on the committee.

20. All contracts entered into on behalf of the PTSA will have the signature of two elected officers, one of which must be a president.

21. Expenditures may be approved according to budget proposals for programs as follows: \$100.00 or less by the President(s). \$100.01 or more approval by the Board of Directors.

22. The Standing Rules shall be adopted by a majority vote at the first General Membership Meeting in the fall. The Standing Rules may be amended at any regular General Membership Meeting by a 2/3 vote.

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