



KIRKLAND MIDDLE SCHOOL PTSA STANDING RULES

Approved 2016-01-19

I. NAME

- A. The name of this local unit shall be the Kirkland Middle School Parent Teacher Student Association (PTSA); the local unit number is 2.8.77. This PTSA was chartered in October 1982.

II. LEGAL STATUS

- A. The Kirkland Middle School PTSA is a non-profit corporation with a tax-exempt status, Section 501(c)(3), granted February 1, 2001. A Letter of Determination will be made upon request.
- B. The current Treasurer (s) with the assistance of the immediate past Treasurer(s) shall be responsible for filing required tax forms in accordance with federal and state guidelines. Copies of the current and past years' returns are located in the Legal Documents Binder maintained by the Secretary.
- C. This unit's Federal Employer Identification Number (EIN) is located in the Legal Documents Binder maintained by the Secretary and is available upon request.
- D. The PTSA was incorporated on December 29, 1982. The corporation number is available upon request. The Treasurer(s) will annually renew the Articles of Incorporation prior to the unit's anniversary date. The registered agent for this corporation is the Washington State PTA.
- E. This PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 2493. The Treasurer(s) will file the annual registration By May 31st to avoid penalties.
- F. The Kirkland Middle School PTSA will annually review, complete, sign and submit all required Washington State PTSA Standards of Affiliation documents by October 31st. This will require the signature of two (2) elected officers.
- G. This unit shall keep at least two (2) copies of its legal documents in separate locations. The Secretary shall be responsible for maintaining these documents.

III. MEMBERSHIP AND SERVICE FEES

- A. This PTSA serves the children in the Kirkland Middle School community.
- B. Membership in this PTSA shall be open to all people without discrimination. Membership is open to all parents, grandparents, guardians, teachers, staff, students, community members and other persons that support the purpose of the PTSA.
- C. The membership fees shall be \$10 for a Kirkland Middle School Staff membership, \$15 for a single membership, and \$25 for a family membership to include two (2) adults.
- D. The voting body of the Kirkland Middle School PTSA shall be those who have paid membership dues for the current year.
- E. The students of Kirkland Middle School shall be considered honorary members of the PTSA without voice, vote, or the privilege of holding office.
- F. All Elected Officers, Board of Directors and Committee Chairs must be members of the PTSA.

IV. MEETINGS

- A. Dates and times of the meetings of this unit shall be established by the Executive Committee at the beginning of each school year. General membership meetings shall be held to adopt the annual budget,

approve the standing rules, report findings of financial audit(s), elect a Nominating Committee and elect officers. Additional meetings shall be held at the direction of the Board of Directors.

- B. Special meetings of the Board of Directors or the General Membership may be called with five (5) calendar day notice by the President, or by a majority of the Board of Directors.
- C. Members shall be notified of all meetings by electronic newsletters and/or postcards. Additional notifications may be made on reader board, printed publications and/or school calendar sources.
- D. A quorum is established at a General Membership Meeting when at least ten (10) members are present. A quorum must be present to conduct business. Motions are passed by a majority vote so long as a quorum is present.
- E. A quorum is established at a Board of Directors meeting when a majority of all BOD members are present. A quorum must be present to conduct business. Motions are passed by a majority vote so long as a quorum is present.

V. EXECUTIVE COMMITTEE (EXC)

- A. The Nominating Committee shall be elected according to the "Uniform Bylaws of the Washington State PTA."
- B. The elected officers shall be the President, Vice President of Communications, Vice President of Programs, Vice President of Ways & Means, Vice President of Outreach, Secretary, and Treasurer and shall constitute the Executive Committee. Any elected position may be held jointly by two (2) people. Each member will have an equal vote.
- C. These officers shall be elected at a General Membership meeting in accordance with PTA uniform bylaws -by the end of the PTSA fiscal year (June 30th), and will assume their duties on July 1st.
- D. Officers shall be elected for a term of one (1) year and may serve no more than two (2) consecutive years in the same position and then may not serve in that same position for at least one (1) year.
- E. In the absence of a President, the Vice President of Communications, followed by the Vice President of Programs, then Vice President of Ways & Means in that order, shall perform all duties of the President.

VI. BOARD OF DIRECTORS (BOD)

- A. The Board of Directors shall consist of the Executive Committee, Director of Advocacy and Director of Membership. Additional Directors may be added to the Board of Directors by the Executive Committee as deemed appropriate. Each position may be held jointly by two (2) people. Each member will have an equal vote.
- B. Directors will be appointed by the Executive Committee.
- C. Board Members are encouraged to attend all Board of Director meetings. An office or Directors' chair shall be declared vacant if that person misses three (3) consecutive meetings, unless excused by the President. The Secretary shall keep track of each Board of Directors' attendance.
- D. All members of the Board of Directors will attend a minimum of one WSPTA-approved training during the PTSA year. Further, at least one member of the Executive Committee will attend PTA & the Law during the PTSA year; as specified in the Washington State PTSA Standards of Affiliation.
- E. Directors shall be appointed for a term of one (1) year.

VII. BUDGET

- A. The board shall approve a proposed annual operating budget for the upcoming school year each spring.
- B. The PTSA shall re-approve the annual operating budget at the first General Membership Meeting of the year.
- C. The Board of Directors may approve reallocation of budgeted funds of \$1000 or less, (not to exceed a total of \$2,000 per year) without General Membership approval.
- D. Changes to the current, approved budget of \$1,000 or more require notice to General Membership 7 calendar days in advance of a vote.

VIII. FINANCES

- A. The Treasurer shall keep Kirkland Middle School PTSA money in FDIC insured banking Institutions in accordance with current FDIC insurance limits to the best of their ability.
- B. Any such accounts shall require the signatures of at least two (2) elected officers to make a withdrawal.
- C. The signatures of three (3) elected officers shall be on the Authorized Signature Card for the PTSA bank accounts. Newly elected officers will commence the right to be placed on the Authorized Signature Card of any PTSA bank accounts when their term begins. The previous year's officers will be automatically removed as authorized signers for any PTSA bank accounts when their term ends. Only one (1) Treasurer's signature will be allowed. Only one (1) member per household may be an authorized signer.
- D. Should the PTSA receive an NSF check, it may require the issuer to reimburse any bank penalties the PTSA may incur. If the NSF check is not paid, including any accrued bank penalties, within 14 calendar days of notification of insufficient funds, the PTSA will no longer accept checks from the issuer.
- E. The PTSA shall conduct the required financial review of its books and records in July, for the close of the fiscal year, and a mid-year audit in January. Report and approval of the Financial Audit(s) will be completed by the membership at a General Membership Meeting."
- F. All contracts and binding agreements must be reviewed by the Board of Directors and shall require the signatures of two (2) elected officers. Contracts are to be maintained by the Secretary.
- G. Requests for reimbursement or payment from the PTSA must be in writing and include original receipts and/or invoices for goods or services purchased. Reimbursement request must be submitted within 60 days of purchase. All current fiscal year (July 1 to June 30) requests for reimbursements or payments from the PTSA must be submitted by June 15.
- H. The monthly banking statements shall be provided unopened to a non-signatory person appointed by the Board of Directors at the beginning of the fiscal year. This person shall promptly report any concerns or discrepancies identified in a review to the Executive Committee. Each monthly statement shall be signed and dated by this person and kept as financial records.
- I. The Board of Directors will establish a policy regarding the use of PayPal and other financial accounts in an addendum to this document. Refer to Addendum (A)

IX. AWARDS

- A. The following awards may be presented annually in June:
 - One or more Golden Acorn Award(s) to an outstanding PTSA volunteer(s).
 - One or more Outstanding Educator Award(s) to an outstanding Peter Kirk staff member(s).
- B. A Committee appointed by the Executive Committee shall select the recipients. The Committee, with the approval of the Board, will determine the number of recipients.

X. DELEGATES

- A. The voting delegate(s) to the annual State PTA Convention shall be elected officers appointed by the Board of Directors. A minimum of four (4) delegates may be appointed.
- B. The voting delegate(s) to the Lake Washington PTSA Council shall be elected officers appointed by the Board of Directors. A minimum of four (4) delegates may be appointed.
- C. The voting delegate(s) to the WSPTA Legislative Assembly shall be elected officers appointed by the Board of Directors. A minimum of four (4) delegates may be appointed.
- D. The vote of this PTSA for the position of Washington State PTA Region Director shall be determined by the Board of Directors.

XI. STANDING RULES

- A. These Standing Rules shall be adopted each year at the first General Membership Meeting.
- B. These Standing Rules may be amended at any time. If the membership has been given proper notice of five (5) days to the date of the meeting and the intended change, then the change can be approved by a

majority vote of the members present (if a quorum has been established.) If no notice was given prior to the meeting, 2/3 vote of the members present (if a quorum has been established).

- C. These Standing Rules shall be in compliance with the Washington State PTA Bylaws. If there is a conflict between the two, the Washington State PTA Bylaws shall be the authority.

Addendum A: Financial Accounts

1. Kirkland Middle School PTSA (KMS PTSA) has 3 accounts that are used for managing its funds. Two of these accounts are with US Bank (two checking accounts), and the third account is with PayPal.
2. The US bank accounts are organized with the following purposes: One checking account (acct. # ending 4324) contains the operating funds of KMS PTSA – all deposits are made into this account, all checks are written from this account. The second checking account (acct # ending 6698) was established for interaction with the PayPal account and to receive eScrip or other passive fundraising deposits.
3. The PayPal account was established to enable KMS PTSA to accept online payment for membership, donations, and other items associated with the PTSA purposes. The Treasurer transfers money from the PayPal account to the designated checking account at least once per month. When this money arrives in the designated checking account, it is then transferred to the primary checking account along with any eScrip donations that have been received. A detailed report should account for all money transferred from PayPal to US Bank. The transfer of funds from the designated US Bank account to the primary US Bank checking account should be equal to the amounts transferred from PayPal plus eScrip donations received during the time period since the last transfer.
4. The US Bank accounts have 3 authorized signers, as defined by our Standing Rules. With the exception of the Treasurer, authorized signers on the bank accounts will have read-only, online access to the PayPal and the US Bank accounts. The Treasurer will have full online access to the PayPal and US Bank accounts. The Treasurer will handle all transfers of funds from PayPal to US Bank, and between US Bank accounts. The other authorized signers are responsible for monitoring these transfers through monthly Treasurer's Reports, and through online viewing of these accounts. Additionally, a fourth member of the Executive Board, who is not a signer on the bank accounts, will receive statements from US Bank to monitor activity on those accounts.
5. The PayPal account will be used to collect money only; no disbursement of funds will be handled through the PayPal account. Per National PTA rules, all disbursement of PTA funds must be by check with two signatures. Refunds should not be issued through PayPal; all refunds must be issued by check. Refunds that are a result of payer error (duplicate payment, withdrawal from a PTSA event, etc.) will be decreased by the service fee charged to KMS PTSA by PayPal.
6. KMS PTSA has a MoneyMinder subscription account with NonProfit Central. The Treasurer will be the administrator of this account. Other authorized signers on the bank accounts, as well as the non-signer board member receiving bank statements, should also have read-only access to this account for monitoring of KMS PTSA financial accounts.