

STANDING RULES

CKMS PTA 1.3.35 2023-2024

CKMS PTA shall adopt Standing Rules to govern our organization in conformity with the rules and regulations for the Washington State PTA (WSPTA) Uniform Bylaws, and such Standing Rules shall not be in conflict with WSPTA Uniform Bylaws. The CKMS PTA shall be governed by all WSPTA Uniform Bylaws not specifically addressed in these Standing Rules.

Name

1. The name of this unit shall be Central Kitsap Middle School PTA 1.3.35 (CKMS PTA).
2. Its National PTA number is

00023417 Central Kitsap Middle PTA 1.3.35 3850 NW Anderson Hill Road Silverdale 98383

<https://member.pta.org/Get-Involved/PTA-Local-Unit-Lookup?city=SILVERDALE&state=WA&search=Search>

Membership Service Fees

3. The membership fees of this unit shall be no more than \$14 per person. This unit will also offer a “guilt free” membership for \$35, dual or family membership of no more than \$26 and a staff membership of no more than \$11.
4. Students are considered honorary members of the CKMS PTA and may attend meetings and provide insight, but do not have voting rights. Students will not be charged any fees for membership unless they wish to be a voting member and are above the age of 18.

Legal Status

5. The unit is a non-profit corporation recognized by the State of Washington on February 17, 1981. The incorporation number is on file in the unit’s Legal Document’s notebooks. It is the responsibility of the unit to annually renew the Articles of Incorporation prior to the end of February.
6. This unit’s Employer Identification Number is on file in the unit’s Legal Document notebooks. The unit is exempt from Federal Income Tax under section 501(c) 3.
7. This PTA was granted tax-exempt status as a 501(c) 3 organization on June 26, 2002.
8. The Treasurer is responsible for filing the following documents:
 - 990-N tax form electronically by November 15th.
 - Non Profit Corporation Annual Report
 - Payment of Membership Fees to the WA State PTA.
 - Payment of Annual Insurance Premium (to include general liability, bonding, media liability and officer liability for the protection of the members and the board).

- CKMS PTA has elected not to file the optional Charitable Solicitations Report since we collect less than \$50,000 in gross receipts annually. If we ever exceed this limit, we must reregister with the WA Secretary of State and file the annual CS Report.
 - Copies of the current and past years' returns/reports are located in the Legal Documents Notebooks. This unit shall keep at least two copies of its legal Documents in two separate places.
9. The Central Kitsap Middle School 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.

Officers and Their Election

10. The elected officers of this unit shall be President (or Co-Presidents), Vice President or (Co-Vice Presidents), Secretary and Treasurer. These elected officers shall constitute the Executive Committee. Each Co position is entitled to one (1) vote per position at a board of directors meeting, with the individual holders rotating voting privileges every other meeting.
11. Voting for Executive Committee and Nominating Committee positions may take place at a general meeting, by mail, by email, or by other means with the ability to connect to members. If voting takes place by mail, email, or by other means; the name of each candidate is to be contained in the notice of the meeting and any vote cast must be received within the time frame identified in the notice of that meeting.
12. This PTA 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. Proof of training will be submitted to the Treasurer to be included in the Standard of Affiliation.

Committees

13. The President appoints committee chairpersons and approves representatives to special Committees such as Golden Acorn, Budget and Financial Review.
14. The Board of Directors for this PTA shall consist of elected officers and the chairs of the following Standing Committees: Membership, Fundraising, Cares, CUB Lunch Bunch (Parent Lunchtime Walkabout), and Staff Appreciation. Any Committee Chairs that are Co positions are entitled to one (1) vote per position, with individual holders rotating privileges at every other meeting. Quorum for a board meeting is $\frac{1}{2}$ the board plus one (1) as defined by the WSPTA Uniform Bylaws. All Board of Directors shall be a member of the PTA.
15. Ad Hoc Committees may include, but not be limited to: Reflections, Concessions, Golden Acorn, Nominating, Communications, Volunteer Coordination, Eight Grade Celebration, and Financial Review.
16. The committee chairpersons shall be appointed by the president and approved by the executive committee for the term of one year. The executive committee will accept resignations from officers.

Executive Committee and Board of Directors

17. The Chairperson of the Standing Committees, along with the Executive Committee, will be known as the "Board of Directors".
18. Attendance will be taken at every meeting. An Office/Chairmanship shall be declared vacant if that person misses three consecutive meetings, unless excused by the President (or Co-Presidents).
19. The President is the ex-officio member of all committees, except the Nominating and Financial Review Committees.
20. The passwords and combinations for any and all accounts and/or devices owned by the PTA shall be changed when appropriate by incoming officers. Recommended annually. The passwords and combinations for this PTA shall remain confidential and only be shared within The Board of Directors. All passwords and pertaining information shall be stored with the President's notebook and also with the Treasurer's notebook.

Finance

21. The PTA shall approve its annual operating budget in the spring of each year for the following year. If changes are needed, budget may be revised with a general membership vote no later than October 30th of the current membership year.
22. The Board of Directors has authority to reallocate up to \$500 budgeted from one purpose to another purpose per meeting without a general membership vote.
23. A Financial Review Committee, minimum of two members appointed by the Executive Committee, will review the financial books at least once (twice if necessary) a fiscal year. Members of this committee shall not include the Treasurer or any person authorized to sign the PTA bank accounts for the period that is being reviewed.
24. The Board of Directors shall determine who the signers on the PTA bank account shall be. All checks shall require the signatures of at least 2 elected Officers. All Contracts between the PTA and outside parties (other than CKMS) must have the signatures of 2 elected PTA officers. There will be a minimum of 3 elected officers as signers on the PTA bank account. Bank Statements shall be opened, reviewed and signed by a PTA member whom is a non-signer on the bank account. Another board member that is not a signer may be assigned to do the online banking review. All signers will have access to online banking but the Treasurer will be the only one with authority to complete online transactions such as bill pay, transfers etc as outlined in rule number 27 below.
25. When counting funds for deposit, there shall be a minimum of 2 PTA members present to count the funds in addition to the PTA Treasurer to count all funds and sign an Income Receipt and/or 2 PTA members with one of them being a board member and can include the Treasurer, if both counting members are board members.

26. Deposits may be made by any board member who will be responsible for delivering the signed income statement and bank deposit slip to the Treasurer.
27. Automatic deposits and withdrawals- Payments to and from Memberplanet are allowed to be made via electronic transfer by the Treasurer and/or authorized Board member. Income/expense form must accompany the bank statement for verification of valid income/expenses. Other expenses/income are allowed to be paid/received electronically are current insurance company, Washington State documents, Walmart Roundup / Kroger/ Member Planet and/or other similar expenses that are customary to be paid/received on an annual basis. Any other electronic payments must be authorized by the board on a case by case basis.

Awards

28. One or more WA State PTA Awards (Golden Acorn, Outstanding Advocate, Outstanding Educator, or Honorary Life Membership Award) may be presented annually to outstanding volunteers, educators or others. A Committee, appointed by the President, shall select the Recipients.

Meetings

29. The dates and times of Board Meetings will be determined by the Executive Committee each year and will be publicized.
30. General Membership meetings shall be held as needed. Each member will be notified via email, not less than ten (10) nor more than fifty (50) days prior to the meeting. A quorum of at least 10 members must be present by mail, by email or by other means with the ability to connect to members to conduct business. (WSPTA Policy Manual revised February 2020, Appendix M).
31. Membership is open to all parents, community members, teachers, staff, grandparents, guardians and any other persons that support and encourage the purpose of the PTA. The students of Central Kitsap Middle School shall be considered Honorary Members of this unit without voice or vote. Membership is established by 1. Submitting a membership registration form to CKMS PTA, and 2. Paying the required membership dues. Each member of CKMS PTA must pay annual membership dues as determined by the CKMS PTA. Membership dues may be be paid using subsidies as specified in the WSPTA Policy and the CKMS PTA standing rules.
32. Voting delegates to CKPTSA Council shall be the President and/or delegate representative of the membership, appointed by the Board of Directors.
33. The vote for Region Director shall be by the Board of Directors.

- 34.** Delegates to the annual WSPTA Convention shall be appointed by the Board of Directors. Registration fees and overnight accommodations will be provided by the CKMS PTA in keeping within the annual budget.
- 35.** The voting delegate(s) to the WSPTA Legislative assembly shall be determined in the following order: Legislative Chair, President (or Co-President), Vice President (or Co-Vice Presidents), Secretary and Treasurer. The Board of Directors shall determine the number of delegates to be funded by the PTA in keeping within the annual budget.
- 36.** Throughout the year potential conflicts of interest will be disclosed.
- 37.** The Standing Rules may be adopted annually or amended by a majority vote at a General Membership Meeting.

External Communications

- 38.** When using Social Media, maintain the confidentiality of CKMS PTA's private or confidential information. Do not promote CKMS PTA by creating a link from your blog, website or other social networking site to a CKMS PTA website without identifying yourself as a CKMS PTA board member. Express only your personal opinions. Never represent yourself as a spokesperson for CKMS PTA unless specifically authorized to do so. If CKMS PTA is a subject of the content you are creating, be clear and open about the fact that you are a board member and make it clear that your views do not represent those of CKMS PTA, fellow board members, staff, members, or people working on behalf of CKMS PTA. If you do publish a blog, or post online related to subjects associated with CKMS PTA, make it clear that you are not speaking on behalf of CKMS PTA. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of CKMS PTA."
- 39.** Board members should not speak to the media on behalf of CKMS PTA's behalf without contacting the president(s). All media inquiries should be directed to one of them.

Standards of Affiliation

- 40.** This PTA Treasurer shall maintain a separate notebook containing all documents required by Washington State PTA (WSPTA) to complete the Standards of Affiliation (SOA) and comply with all requirements of the WSPTA's SOA guidelines. The required SOA document should be reviewed by the board of directors, reported to the membership and recorded in the meeting minutes (WSPTA Policy Manual revised August 2020, page 10) by October 31st of each year.