



Kirkland Middle School PTSA 2.8.77
Standing Rules
For approval on Sept 16, 2024

1. The name of this local PTA is Kirkland Middle School Parent Teacher Student Association (PTSA) 2.8.77. It was chartered in October 1982. Its National PTA number is 00023130.
2. This PTSA serves the children in the Kirkland Middle School Community that includes the residences and businesses in the Kirkland Middle School enrollment area.
3. This PTSA was incorporated on December 29, 1982 and assigned UBI 601 853 413. The treasurer is responsible for filing the annual report.
 - a. Washington State PTA has been designated the registered agent for this PTSA with the Washington Secretary of State's Office.
 - b. The Employer Identification Number is in the legal documents' notebooks in the custody of the treasurer and secretary.
4. Kirkland Middle School PTSA is registered under the Charitable Solicitations Act, registration number 2493. The treasurer is responsible for filing annual registration by May 31 to avoid penalties.
5. This PTSA was granted tax-exempt status under Section 501(c)(3) of the Internal Revenue Code on February 1, 2001. A copy of the letter of determination is filed in the legal documents' notebooks maintained by the treasurer and secretary.
6. The treasurer, with assistance from the immediate past treasurer, is responsible for filing IRS Form 990, Form 990-EZ or Form 990-N prior to November 15. Copies of the current and past years' returns are the legal documents notebooks maintained by the treasurer and secretary.
7. Per the Washington State PTA Uniform Bylaws, KiMS PTSA will annually complete the Washington PTA Standards of Affiliation agreement in its entirety, and agrees to abide by all requirements and to uphold the ethics, policies, and principles of PTA.
8. Membership in Kirkland Middle School PTSA shall be open to all people without discrimination. Membership is open to all any person that supports and encourages the purposes of the PTSA.
 - a. Students of Kirkland Middle School shall be considered honorary members of the PTSA without voice, vote, or the privilege of holding office to participate in gambling activities. Students holding paid KiMS PTSA membership have the privilege of voice and vote but may not hold office.
9. The dues for Kirkland Middle School PTSA membership shall be \$10 for a Kirkland Middle School staff membership, \$17 for an individual membership, and \$27 for a family membership to include two (2) adults. All paid members have a voice and vote at Kirkland Middle School PTSA membership meetings.

10. There shall be at least three General Membership Meetings during the PTSA year to conduct the business of this PTSA, including the adoption of the budget, approval of Standing Rules, election of the Nominating Committee, election of Officers, and report of the Financial Review Committee. A quorum for this PTSA's general membership meetings shall be 10 members. Special meetings may be called as provided in the Washington State Uniform Bylaws. Notice of the place, day, and time of meetings shall be published via website and/or email not fewer than ten (10) nor more than fifty (50) days prior to the date of the meeting.
11. The elected officers of the Kirkland Middle School PTSA shall be:
 - a. President
 - b. Vice-President #1 Communications
 - c. Vice-President #2 Student Programs
 - d. Vice-President #3 Ways & Means
 - e. Vice-President #4 Outreach
 - f. Secretary
 - g. Treasurer
12. Any elected position may be held jointly by two people. Each co-position holder shall be entitled to voice and vote at a board of directors meeting. In the event of co-treasurers, one treasurer may not be a signer on the bank account.
13. The Board of Directors of Kirkland Middle School PTSA shall consist of all elected officers and the following directors: Advocacy and Membership. Directors are appointed by the president with majority approval of the current board for a term of one year. No member of the Kirkland Middle School PTSA board of directors should serve more than two consecutive years in the same position.
14. Vice-President #1 will fill the duties of the president in his or her absence. Followed by the other vice-presidents in numerical order.
15. A list of all online accounts and passwords will be maintained by the President in both a free cloud based password management service, as well as a hard copy printed out once per year. It will be the responsibility of each officer who controls online accounts to obtain login and password information from their predecessor upon taking office. The new officer will change the password(s) and provide the updated account access information to the President.
 - a. The previous president should close unused accounts before the transition
 - b. When possible, individual account permissions should be granted rather than password sharing
16. The board of directors will meet monthly on a date and time to be determined by the board. Each board member shall receive written notice of the place, date, and time of the meetings not less than five days prior to the date of the meeting. Quorum for meetings is a majority of the sitting board. A monthly meeting can be waived by a majority vote of the sitting board.
17. A Nominating Committee will be elected in accordance with the WSPTA Uniform Bylaws. The president(s) is (are) not eligible to be a member of this committee.

18. All officers, directors and committee chairs shall be current PTSA members of this local unit.
19. Voting for officers or nominating committee positions may take place at a membership meeting, 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. If elections take place by email or other electronic transmission the KiMS PTSA will follow the election policies and procedures outlined in the WSPTA guidelines.
20. This PTSA shall approve its annual operating budget prior to July 1 of each year. The board of directors has authority to reallocate up to \$2,000 budgeted for one purpose to another purpose.
21. Legal documents notebooks shall be maintained by the treasurer and secretary. This PTSA shall keep two (2) copies of each of its legal documents in separate locations.
22. A financial review committee with a minimum of 3 members appointed by the president, will review the financial books twice a year. Members of the 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 individual living in their households.
 - a. A mid-year review of the first six months shall occur in January.
 - b. A close of the fiscal year review will occur in July.
23. Kirkland Middle School PTSA shall establish one or more accounts in financial institutions as determined by the board of directors. Any checking account will require the signatures of at least two elected officers to make a withdrawal. In the event that 2 or more members of the same household hold offices in this unit, only one (1) shall co-sign financial documents.
 - a. The board of directors shall determine which officers shall have signing authority on the PTSA checking account.
 - b. The board of directors shall appoint a member to review the monthly financial institutions. The reviewer shall promptly report to the board of directors any concerns or discrepancies identified in the review. The reviewer will complete the Non-Signer Review of Bank Statements document provided by the WSPTA.
24. This PTSA is a member of the Lake Washington PTSA Council 2.8 and has 4 votes on council business.
25. This PTSA will send as many voting delegates for the WSPTA convention as the budgeted amount can support. All delegates for the WSPTA convention shall be selected by the board of directors. Registration and hotel shall be paid for by the PTSA. The maximum number of voting delegates allowed for the PTSA is outlined in the WSPTA Uniform Bylaws.
26. This PTSA will send as many voting delegates to the WSPTA legislative assembly as the budgeted amount will sustain. Registration, hotel, and WSPTA meals shall be paid by the PTSA. The Advocacy Director for the PTSA will be one of the voting delegates representing the PTSA at the legislative assembly, the rest of the voting delegates (up to a maximum number allowed for the PTSA under the WSPTA Uniform Bylaws) will be determined by the board of directors.

27. The board shall maintain [policies for money handling and reimbursements](#). These policies shall be reviewed and approved yearly by the board of directors. These policies shall reside with the secretary.
28. The board shall maintain [policies for online banking and debit card transactions](#). These policies shall be reviewed and approved yearly by the board of directors. These policies shall reside with the secretary.
29. The following awards may be presented annually in June:
 - a. One or more Gold Acorn Award to outstanding PTSA volunteer(s)
 - b. One more Outstanding Educator Award to an outstanding Kirkland Middle School staff member(s).
30. An Awards Committee appointed by the board of directors shall select the recipients. The Committee, with the approval of the board, will determine the number of recipients.
31. These standing rules shall be adopted each school year at a General Membership meeting. These standing rules may be amended at any regular General Membership meeting. If the membership has been given a 10-day notice prior to the date of the meeting of the intended change, then the change can be approved by a majority vote of the members present. If no notice was given prior to the meeting, a two-thirds vote of the members present is required.

32.