



Cougar Mountain Middle School PTSA 2.6.34

Standing Rules

1. Name and Identity

The name of this PTSA is Cougar Mountain Middle School PTSA, 2.6.34. It was chartered on June 16, 2021. Its National PTSA number is 12428553.

2. PTSA Purpose and Community

This PTSA serves the students, families, and businesses in the Cougar Mountain Middle School community.

3. Incorporation

The PTSA was incorporated on April 20, 2021. The Corporation, UBI number, and Employer Identification Number (EIN) are available upon request. The registered agent for this corporation is Washington State PTA.

4. Charitable Solicitations

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

5. Tax-exempt Status

This PTSA was recognized by the IRS as a non-profit, tax-exempt organization on (waiting for approval from the IRS) under section 501(c)(3). A copy of the letter of determination is filed in the legal document notebooks maintained by the president and treasurer.

6. 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.

7. Membership

Membership in Cougar Mountain Middle School PTSA is open, without discrimination, to all community members who support the purpose of the PTSA. Membership is open to all parents, teachers, staff, family member, guardians, community members, and any other persons that support and encourage the purposes

of the PTSA. CMMS students are considered honorary members without voice, vote or privilege of holding office.

8. Membership Dues and Council Fees

Membership fees for Cougar Mountain Middle School PTSA shall be at least \$25 per family, defined as two adults, and at least \$15 per individual. CMMS staff fees shall be at least \$10. All family, individual, and staff members have a voice and vote at CMMS PTSA general membership meetings. A business/community membership for at least \$10 will be available for individuals to support CMMS PTSA.

9. Membership Meetings and Quorum

Adoption of the budget, adoption of standing rules, mission and goals, 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 ten nor more than fifty days prior to the date of the meeting. A quorum of at least 10 members must be present to conduct business.

10. Board of Director Meetings

General Membership meetings shall be held either in person or remotely, at the discretion of the board. Meetings will be held monthly, September through June unless otherwise posted. Quorum for General Membership meetings shall be ten (10) members. In the event of a formidable challenge that prevents an in-person meeting, voting by mail, by electronic transmission, or by video conference may take place for regular PTSA business as well as for electing officers or members of nominating committee. If voting for officers or members of a nominating committee takes place by email or electronic transmission, the ballot with the name of each candidate is to be contained in the notice of the meeting and may vote cast must be received within the timeframe identified in the notice of the meeting.

Voice and vote at name PTA 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.

11. Elected officers, co-officers, and training requirements

The elected officers of this PTSA shall be President, Secretary, Treasurer, Vice President of Programs, Vice President of Communications and Vice President of Fundraising & Membership. These officers will be known as the Executive Board.

Any elected position may be held by two (2) people. In the event of co-treasurers, only one treasurer can be a signer on the bank account.

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.

12. Board of Directors

The board of directors of this PTSA shall consist of the elected officers and the chairs of the following standing committees:

- a. Nominating Committee:** The nominating committee shall be elected in accordance with the WSPTA Uniform Bylaws.

13. Officer election process

Voting for officers or nominating committee may take place at a meeting, by mail, by video conference or by electronic transmission. If voting takes place by mail or electronic transmission the Cougar Mountain Middle School PTSA election policy and procedure will be followed.

14. 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 PTSA.

Committee chairs shall be appointed annually for a one-year term.

A committee chair may be removed from their position by a vote of the board of directors.

15. 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.

16. Budget and Monthly Financial Reports

This PTSA shall approve its annual operating budget prior to July 1 each year. The board of directors has authority to reallocate up to \$1000 budgeted for one purpose to another purpose.

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

17. Legal Documents

The PTSA shall maintain two (2) copies of a legal documents notebook in two (2) separate locations. The Treasurer and the Secretary – or President--- shall maintain the original documents.

18. Financial Review

A financial review committee with a minimum of three (3) members appointed by the president will review the financial records of this PTSA twice a year. The report of the committee will be approved by the board of directors and 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.

19. Bank Account and Signers

This PTSA 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 (2) elected officers to make a withdrawal.

The board of directors shall determine which officers shall have signing authority on the PTSA bank account.

In the event of co-Treasurers, one shall not be a signer on the bank account.

20. 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.

For online-only accounts where hard-copy statements are not provided, one or more non-signatory board members may be given "read-only" online access to the account, with the expectation that transactions be reviewed online at least monthly, if not more frequently, and the results of the review reported to the board.

If an electronic statement must be used, a non-signatory board member may download and print a monthly bank statement. The non-signer would review the statement for activity and potential red flags, sign, and date the bank statement, then give it to the treasurer to file.

21. Payments and Reimbursements

All reimbursement requests for authorized expenses must include a receipt and be submitted to the treasurer within 30 days of having the expense accrued or by June 15, whichever happens to fall sooner. All requests must be submitted to the treasurer by June 15 of the school year in which the expenses were incurred.

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

22. NSF Checks

Should the PTSA receive an NSF check, a service fee in the amount of \$10 will be charged, in addition to any fees imposed by the PTSA's bank. If the NSF check is not paid by June 1, the PTA will not accept any checks from this individual in the future. If more than two NSF checks are received from the same individual during the fiscal year, the PTSA will not accept further checks from the individual responsible.

23. Gambling Activities

Students of Cougar Mountain Middle School shall be considered honorary members of Cougar Mountain Middle School PTSA without voice, vote, or the privilege of holding office, to participate in gambling activities.

24. Voting Delegates

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 board of directors.

This PTA may send as many voting delegates to the WSPTA Legislative Assembly as allowed by the *WSPTA Uniform Bylaws*. All delegates shall be selected by the board of directors.

25. Policy Review

This PTSA shall maintain policies for board standards of conduct, money handling, social media, online banking, after school activities, password transition and mail or electronic voting. These policies shall be reviewed and approved yearly by the board of directors. These policies shall reside with the secretary.

Online account, password protection and transition procedures

- A list of active accounts and programs is kept with the president.
- A transition policy and list of active accounts must be provided to the financial review committee, minus passwords and account numbers.
- List of current passwords will be transitioned to the incoming president after June 30th, changed and given to any other board members whose role requires access.

26. Collaboration with Other Organizations Fun

This PTSA may collaborate with non-PTA organizations including, but not limited to the 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.

27. Code of Conduct

Elected officers of this PTSA shall follow a board code of conduct. Officers, chairpersons, and volunteers shall adhere to the Issaquah School District Volunteer Handbook policies.

Members of this PTSA 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, PTSA members, volunteers, or other individuals that are associated with Cougar Mountain Middle School.

28. Standing Rules

The standing rules of this PTSA 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.

For any matter where these Standing Rules have not covered, the Cougar Mountain Middle School PTSA will follow the Washington State PTSA By-Laws.