

Kent Area Council PTSA

Proposed Standing Rules 2016 – 2017

1. The name of this council shall be KENT AREA COUNCIL PTSA, a branch of the Washington Congress of Parents and Teachers. The Washington State PTA unit number is 9.7. The National PTA identification number is 006086. It was chartered by the Washington State PTA on November 18, 1976. This council is also known as Kent Area PTA Council.
2. This council serves all the children in the Kent School District, which includes the entire Community in the Kent School District enrollment area.
3. This Council is registered with the Secretary of State under the Charitable Solicitations Act. This registration number is 6773. The Treasurer is responsible for filing the annual registration by May 31 to avoid penalties.
4. This Council is a non-profit corporation recognized by the State of Washington on May 3, 1977. The incorporation number is UBI 601 712 842. It is the responsibility of the Treasurer to renew the Annual Corporation Report prior to May 31st. The registered agent for this corporation is Washington State PTA. The EIN is located in the Legal Documents Notebooks held by the Treasurer and Secretary.
5. This Council was granted tax-exempt status under Section 501c(3) on June 14, 1977.
6. The current Treasurer is responsible for filing IRS Forms as required by the IRS.
7. Local PTAs shall remit all membership dues to Washington State PTA. This shall include a one-time fee of \$5 (for the Outstanding Local PTA), due in October, and per-member fees of \$1.75 for Council, \$5.75 for State, and \$2.25 for National PTA. WSPTA will remit all Council fees back to KAC PTSA.
8. The elected offices of this Council shall be the President, Senior Vice President, Vice President for Kentlake service area, Vice President for Kent-Meridian service area, Vice President for Kentridge service area, Vice President for Kentwood service area, Vice President for secondary PTAs, Secretary, Treasurer and Legislative & Advocacy Chair. All positions with exclusion of Treasurer may have co-officers. Elections shall be held at a General Membership Meeting prior to June 30th. The Executive Committee (the elected officers) shall meet when necessary or at the discretion of the president. A majority of those currently serving on the board shall constitute a quorum.
9. The Board of Directors shall consist of the elected officers and standing committee chairs. Board meetings of the Council shall be held the second Monday of the month at 7:00 P.M. or as designated by the President or a majority of the Board of Directors.
10. Standing Committees shall be appointed by the President with the approval of the Executive Committee. They may include, but are not limited to: Reflections, Hospitality, Membership, Website, Spirit, Newsletter, Cinderella Project, Local PTA Grants, and Clothing Bank.
11. Special Committees shall be appointed by the President with the approval of the Executive Committee. They may include, but are not limited to: Awards, Council Fundraiser, Founder's Day Dinner, President/Principal Luncheon, Senior Scholarships, and Scholarship Fundraiser.
12. The President may appoint a Council Representative to any community organization. They may include, but are not limited to: Communities in Schools, Kent Community Foundation, and Kent Schools Foundation.
13. General Membership meetings of the Council shall be held on the fourth Monday of the month at 7:00 P.M. in August, September, October, November, January, February, March, April and May, or as designated by the Board of Directors with 10 days notice to the membership. Changes may occur to coincide with the Kent School District calendar. One-tenth (1/10) of the voting delegates of this Council shall constitute a quorum.

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14. Policies and Procedures shall be reviewed annually by a committee appointed by the president prior to the August board meeting. The Policies shall be approved by the board, then presented to the General Membership.
15. The Standing Rules and Budget shall be adopted annually by the voting body no later than May 31st. The next year's annual council fees shall be determined by April 30th.
16. This Council shall keep at least two (2) copies of each of its legal documents in two separate locations. The Secretary shall retain all original documents and the Treasurer, the duplicates. The signatures of the President, Senior Vice President, Treasurer, and up to two other designated elected officers shall be on the authorized signature card for this Council's bank account(s). This council shall conduct two (2) financial reviews of its financial records annually, a mid-year in January and a year-end in July.
17. Any Committee line item expenditure needing adjustments over \$50.00 will be brought to the Board of Directors for approval prior to expenditure.
18. Spirit of the Community, Golden Acorn, Outstanding Educator Award, Outstanding Service Awards, and Outstanding Advocate, Washington State PTA Honorary Life membership and/or National PTA Awards may be given each year. The selection committee (PTA Awards) shall be appointed by the president and shall consist of one award winner from the previous year if available, one local PTA member and one or two Kent Area Council Board Member(s) as determined by the KAC Board of Directors.
19. The vote of this Council for the position of Washington State PTA Area VP shall be determined by the Board of Directors.
20. The Council's voting delegate(s) to the Legislative Assembly shall be selected by the Board of Directors with preference to the Advocacy Chair.
21. The Council may have up to four (4) voting delegates to the annual State PTA Convention. They shall be selected by the Board of Directors with preference to current and incoming presidents. Approved expenses of the delegates will be paid by the Council, with other incoming officer's expenses to be paid as the budget permits. The vote of this Council's voting delegates shall be determined by the Board of Directors.
22. The Council may send two (2) delegates to the National PTA Convention. They shall be selected by the Board of Directors with preference to incoming president and other incoming Executive Committee members.
23. Each local PTA shall have two (2) votes at Kent Area Council PTSA General Membership meetings. Voting delegates shall be the local PTA elected officers, unless otherwise designated. No person shall have more than one vote.
24. A KAC Board member, regardless of additional positions held, is granted one voice and one vote at KAC General Membership meetings.
25. All Clothing Bank and Cinderella Project funds, whether budgeted or donated, will carry over at the end of the year to the following year. These funds will carry over for the exclusive use of these Committees.
26. Scholarship fundraiser raffle profits from Founders Day income from the current year will carry over at the end of the year as the exclusive available funds for the next year. Up to \$7500 in scholarships will be awarded, consisting of not more than \$1500 per high school and \$1500 for all applicants from academies. In the case of a tie during scoring, financial need shall be given priority.

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27. Reallocation of funds for any budget line can be approved by the Board of Directors for amounts up to \$500.00. Reallocation of amounts in excess of \$500.00 must be approved by the General Membership.
28. Voting for officer or nominating committee positions may be done by mail or by electronic transmission if the name of each candidate is contained in the notice of meeting or set forth in the record accompanying the notice. Any electronic vote must indicate the name of the person submitting the vote, be sent by email by the email address on file with the council, and be received at the email address set forth in the notice of election no later than date set forth in the notice. Votes cast by mail must be received not later than the date set forth in the notice of the meeting. Members voting by mail or electronic transmission are deemed present for all purposes of quorum, count of votes, and percentages of total voting power present, or only for the purposes of election(s) conducted at the meeting.
29. The President will preside at all meetings and serve as spokesperson for the Council. If the President is not available to preside, the Senior Vice President will preside.
30. Reflections Program shall be offered to the Local PTAs within the Council.
31. The President is not eligible to serve on the Nominating Committee. No school or district administrator can serve on the Nominating Committee within the district where he or she is employed.
32. Kent Area Council will make sure that each Executive Committee member attends a minimum of one WSPTA-approved training opportunities during the PTA year. Further, at least one member of the Executive Committee will attend the PTA & the Law during the PTA year.
33. Kent Area Council will meet the criteria set forth in WSPTA's Standards of Affiliation Agreement.
34. To be elected to office in a council, a person shall be at least 18 years of age. The person shall have been a member of a local PTA board of directors or council board of directors for at least one term, and shall have been a member of a local PTA in the council for at least 30 days preceding the election. Persons participating in the organizational meeting of a new council shall be entitled to privileges of membership including voting and election to office.