

Kent Area Council PTA Standing Rules 2008-2009

1. The name of this unit shall be KENT AREA COUNCIL PTA, 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 KEA-R88-315. The Treasurer is responsible for filing the annual registration by the required deadline.
4. This Council is a non-profit corporation recognized by the State of Washington on May 3, 1977. The incorporation number is 2-267196-0. It is the responsibility of the Treasurer to renew annually the Articles of Incorporation prior to May 31st.
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 Form 990, if that filing is required.
7. Local units shall remit to Kent Area Council the amount of \$1.75 per member, plus all fees due to Washington State PTA and the National PTA as per their bylaws.
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 units, Secretary, Treasurer and Legislation chair. All positions with exclusion of Treasurer, may have Co-Officers. Elections shall be held at Annual meeting prior to April 1st. The Executive Committee (the elected officers) shall meet when necessary or at the discretion of the president. A majority 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,
Emergency Preparedness, Spirit , Newsletter, Cinderella Project
Student Health & Welfare including (Clothing Bank, School Tools, and Special Needs)
Council Public Awareness
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 Fund Raiser,
Founder's Day Dinner , Council Recognition/Historian,Convention,
Directory, President/Principal Luncheon, Parent Involvement,
Scholarships, Scholarship Fund Raiser
12. The President may appoint a Council Representative to any community organization. They may include, but not be limited to the following:
Communities in Schools, Kent School District Communities, Reach out Covington, and Reading Council.
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 of the voting delegates of this Council shall constitute a quorum.

14. Policies and Procedures will be reviewed annually by the Executive Committee and approved by the Board of Directors.

15. Local Unit Grants and Business of the Month shall be submitted to the Board of Directors for review and consideration.

16. The Standing Rules and Budget shall be adopted annually by the voting body no later than June 30th.

17. This Council shall keep at least two (2) copies of each of its legal documents in two separate locations. The President shall retain all original documents and the Treasurer, the duplicates.

18. The signatures of the President, Senior Vice President, Treasurer, and two other designated elected officers shall be on the authorized signature card for this Council's bank account(s).

19. This council shall conduct two (2) financial reviews of its financial records annually, a mid-year in January and a year-end in July.

20. Any Committee budget needing adjustments over \$50.00 will be brought to the Board of Directors for approval.

21. Spirit of the Community, Golden Acorn, Outstanding Educator Award, Outstanding Service Awards, Outstanding Advocate, Washington State PTA Honorary Life membership and/or National PTA Awards may be given each year. The selection committee (PTA Awards) shall consist of at least three members appointed by the President.

22. The vote of this Council for the position of Washington State PTA Region Director, shall be determined by the Board of Directors.

23. The council's voting delegate to the Legislative Assembly shall be elected by the Board of Directors with preference to the Legislative chair.

24. The Council shall have at least two (2) voting delegates to the annual State PTA Convention. They shall be elected by the Board of Directors with preference to current and incoming presidents. Approved expenses of the delegates will be paid by the PTA Council, with other incoming officer's expenses to be paid as the budget permits. The vote of this council's voting delegate shall be determined by the Board of Directors.

25. The Council may send two (2) delegates to the National PTA Convention. They shall be elected by the Board of Directors with preference to incoming president and other incoming Executive Committee members.

26. Each local unit shall name two (2) voting delegates to Kent Area PTA Council and two (2) alternates.

27. A KAC Board member, regardless of additional positions held, is granted one voice and one vote at KAC General Membership meetings.

28. Clothing Bank and Cinderella Project funds will carry over at the end of the year to the following year. These carry over funds will carry over for the exclusive use of the these Committees

29. 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.

30. E-mail voting amongst the Kent Area Council Board may take place with the following guidelines:

A. Only the President can call for the vote if no meeting can be held, and it is deemed an emergency situation.

B. The length of e-mail discussion shall be no longer than five (5) days from the original send date.

C. The President will tally the votes and report back to the board with an e-mail response.