

## **Policies and Procedures**

### **General**

The official name of the Council is Kent Area Council PTA, and is stated on all legal documents. It will also be referred to as Kent Area PTA Council, because it is made up of local PTA units and not a separate PTA unit in itself. Documents will not be changed.

The Kent Area PTA Council shall be a private, non-commercial, non-sectarian, non-partisan and non-profit organization.

The Kent Area PTA Council shall not endorse any commercial enterprise or candidate.

Arrangements shall be made with the bank serving the PTA account to mail separate monthly statements to the Council President and the council Treasurer. If that service is not available, the treasurer will provide copies upon receipt.

The name of the Council or the names of its officers, in their official capacities, shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the Kent Area PTA Council.

Policies & Procedures will be established by the Board of Directors and approved by a majority of the voting body. They will be reviewed annually by the Executive Committee prior to the first meeting in September, and approved by the Board of Directors.

The Council Directory shall be distributed to all Council Board members, all local units and others as designated by the board.

### **Service Fees**

Annual Council, State and National Service Fees shall be payable to the Council on the dates to coincide with the membership fees billing, set by the WSPTA.

Representatives from local units whose fees are delinquent shall not participate in business sessions of the Council.

### **Council Membership**

All local PTA units, in good standing, in the Kent School District make up the Kent Area PTA Council.

Local units shall submit rosters of newly elected Executive Committee to the Council President by June 30<sup>th</sup>.

## **Voting**

The names of the two (2) local unit authorized voting delegates and two (2) alternatives, shall be submitted by the September General Membership Meeting.

No person shall have more than one vote.

A person must be a member of a local unit at least thirty (30) days before being eligible to vote in any election, to be elected to office or nominating committee, to be elected as a delegate to State Convention, to be selected as a delegate to Legislative Assembly, or to chair or serve on Standing Committees.

## **Membership Meetings**

Council General Membership Meetings shall be open to all interested PTA members, but the privilege of voice and vote shall be limited to the voting body of the Council. The Council President may recognize a PTA member(s) for input on specific topics.

## **Council Awards**

Council Awards Recipients and a guest shall be guests of the Council at the Founder's Day Dinner. Also, when the National PTA Honorary Life membership award is presented, the recipient and a guest shall be the guest of Council at eh Founder's Day Dinner.

## **Duties of Officers**

Upon assuming office, the officers shall be empowered to honor expenditures that have been provided for in the adopted budget.

The Kent Area PTA Council shall have at least four elected officials authorized to sign checks and all officers may sign binding agreements. All checks must have two (2) signatures, and payee shall not be an authorized signature on a check issued to self.

In the event two (2) or more members of the same household hold office, only one (1) shall co-sign financial matters and be a signer of the PTA account.

The Executive Committee shall coordinate at least one Leadership Training Workshop, each year for Local Unit officers and chairmen.

All Council officers and chairmen shall present reports of their work to the President at the last Board of Directors meeting of the year. The procedure and legal documents books, funds and supplies shall be forwarded to the incoming President by July 1<sup>st</sup> for distribution to officers.