

KENTLAKE COMMUNITY PTSA 9.7.100 STANDING RULES 2017-2018

1. The name of this local PTSA is Kentlake Community PTSA, the local PTSA number is 9.7.100.
2. The PTSA incorporated as a nonprofit corporation in the State of Washington on November 23, 1998. It is the responsibility of the Treasurer to file an Annual Corporation Report prior to October 31 annually. The PTSA's incorporation number is (UBI Number): 601 916 643
3. This PTSA's Federal Employer Identification Number is located in the Legal Documents Notebook, held by the Treasurer.
4. The official mailing and billing address for the unit will be:

Kentlake Community PTSA 9.7.100
P.O. Box 7247
Covington, WA 98042-0042
5. This PTSA was recognized by the IRS as a tax-exempt organization on July 29, 2002 under Section 501(c)3.
6. The PTSA shall keep at least two copies of each of its legal documents in two separate locations. The treasurer and secretary shall maintain the documents.
7. All bills and reimbursement requests for authorized expenses must include a receipt and be submitted to the treasurer within 90 days of purchase. All requests for reimbursement must be received by June 30 or they will be considered a donation to Kentlake PTSA. No transactions will be made from July 1st through July 15th, for closing of the books and to prepare for the annual financial review.
8. Checks issued by this PTSA that have not been cashed after 6 months will be voided.
9. Per the PTSA's Certificate of Incorporation as a nonprofit organization and its 501(c)3 status, no salaries shall be paid using PTSA funds.
10. This PTSA shall conduct a mid-year financial review of its books and records before the January general membership meeting, and an end of year financial review before July 31st. The financial review committee shall consist of a minimum of three (3) members appointed by the president and may not be the signers on any bank account of this PTSA.
11. The membership service fees of this PTSA shall be \$13.00 per member. Membership may be pre sold for the next year, with funds held in a designated line.
12. The students of Kentlake High School shall be considered honorary members of this PTSA without voice, vote or privilege of holding office. Students who join via membership dues carry voice and vote, but are unable to hold an elected office unless they are 18 years of age prior to taking office. The students who join via membership dues may chair a committee.
13. The Nominating Committee shall be elected, in accordance with the Washington State PTA Uniform Bylaws, by January 31.
14. This PTSA's elections shall be held at a General Membership Meeting prior to June 30 for a term of one (1) year or until their successors are elected, in accordance with the Washington State PTA Uniform Bylaws. No person shall serve in the same office for more than two (2) consecutive years.
15. The elected officers of this PTSA shall be President, Vice President, Secretary, and Treasurer. These elected officers shall constitute the Executive Committee. Any elected position, other than Treasurer, may be held by more than 1 person. Each co-position holder shall be entitled to voice and vote at Board of Director meetings.
16. The Board of Directors shall consist of the Executive Committee, Standing Committee chairpersons, and Student Activity chairpersons. Board meetings of this PTSA shall be held on the following dates: September

18, 2017; November 20, 2017; February 126, 2018; April 16, 2018; and May 14, 2018. A majority of those on the Board of Directors shall constitute a quorum for Board of Directors meetings.

17. The General Membership Meetings of this PTSA shall be held on the following dates: October 16, 2017; January 08, 2018; March 19, 2018; and June 4, 2018. Ten (10) members of the General Membership shall constitute a quorum for General Membership Meetings.
18. Twenty-five (25) or more members are required for Kentlake PTSA to continue as an affiliated local PTSA with Washington State PTA.
19. An Executive Office or Standing Committee Board Chair shall be declared vacant if that person misses three (3) consecutive meetings unless excused by the President
20. Representatives of Student Activity Committees are expected to give a report about their current and upcoming activities. If there has been no communication from the committee by the final General Membership Meeting of that fiscal year, June 30th, a Student Activity Committee will be deemed inactive. An Executive Committee member will make 2 attempts to contact the committee prior to the next General Membership Meeting. If the Student Activity Committee still remains inactive by the next General Membership Meeting, the committee will be declared vacant by a vote of the General Membership. Funds remaining in that account could be transferred to the PTSA's General Fund.
21. If a committee chooses to leave the PTSA and form a Booster Club, they will need to notify the PTSA's Executive Committee no later than April of the current school year. Each upcoming school year's budget is reviewed and approved at the June General Membership Meeting; each budget includes the 10% PTSA Fundraiser Fee. If a committee budget has been submitted and approved in June, and a committee subsequently decides to form a Booster Club, the 10% PTSA Fundraiser Fee will still remain payable to the General Fund.

22. The Standing Committees shall be:

Advocacy	Clothing Bank	Communications
Family Engagement	Fundraising	Membership
Staff Appreciation	Volunteer Coordinator	

23. The Special Committees shall be:

Awards	Reflections	
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24. The Student Activity Committees shall be:

Aquatics	Wrestling	Golf
Grad Night '18	Grad Night '19	Grad Night '20
Grad Night '21	Music	Shout Out
Soccer - Boys	Soccer - Girls	Sports Medicine
Volleyball		

25. Each committee will have a budget that must be submitted at a date determined by the treasurer for the following year. The annual operating budget for the general fund and committee budgets will be adopted for the following year at a general membership meeting before June 30th of each calendar year. The budget committee shall consist of outgoing and/or incoming treasurer and president plus at least 2 additional board members who will be appointed by the president.
26. Budget adjustments in the PTSA general budget of two hundred fifty dollars (\$250.00) or less will be brought before the Executive Committee for approval. Any budget adjustment greater than two hundred fifty dollars (\$250.00) will be brought before the General Membership for approval.
27. All Committee Fundraisers need to be approved by the Executive Committee and the Kentlake Administration, ASB and Principal. Committee fundraisers are assessed a PTSA fundraiser fee. When a committee's budget, which includes the fundraiser(s) proposed for the year, is approved at a General Membership Meeting or by the Board of Directors, the Treasurer will be given the authority to transfer 10% of the net fundraising income to the general fund.
28. Those committees that participate in fundraisers exclusively for their committee may spend the entire amount raised within their budget without permission from the Board of Directors. A committee may never spend more than their actual committee balance unless permission is granted by the Board of Directors. All expenditures must be in line with the PTSA purpose as stated in the Articles of Incorporation. All fundraiser deposits must be made immediately upon completion of the fundraiser. If the fundraiser is ongoing, deposits must be made as funds are collected throughout its duration.
29. One or more PTSA awards shall be presented annually, under the guidelines of the WSPTA Golden Acorn, Outstanding Educator, Outstanding Advocate, and Outstanding Student Advocate programs, to selected recipients. A committee, appointed by the President, shall select the recipients, after requesting recommendations from the members. The Board of Directors shall determine the number of recipients.
30. Voting delegates to the Kent Area PTA Council shall be the elected officers. In the event that the PTSA officers are also on the Council Board of Directors, the PTSA President will designate 2 delegates. The President may designate a non-officer as delegate, if needed.
31. The PTSA's vote for the Washington State PTA Region 9 Director shall be determined by the Executive Committee.
32. Voting delegate(s) to the annual State PTA Convention shall be determined by the Board of Directors with preference to current and all incoming presidents. Approved expenses of the delegates will be paid by the PTSA, as the budget permits.
33. The voting delegate(s) to the State PTA Legislative Assembly shall be determined by the Board of Directors. Approved expenses of the delegates will be paid by the PTSA, as the budget permits.
34. The standing rules shall be reviewed and adopted at a General Membership Meeting annually by a majority vote.
35. The standing rules may be amended at any regular General Membership Meeting by a majority vote.
36. Student Activity Committee funds will carry over at the end of the year to the following year. These Student Activity Committees carry over funds will carry over for the exclusive use of the Student Activity Committee.
37. By September 30 of each year the Secretary must email all committee chairs to test the accuracy of the email address. After that, it is the responsibility of each chair to notify the Secretary of any changes to the address. If a chairperson does not have email, a current phone number will be tested and used.
38. 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 or by electronic transmission 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.

39. The following contracts need to be updated annually: Bank signers, P.O. Box signers, and the insurance policy.