**KENTWOOD COMMUNITY PTSA**

**2020-2021 STANDING RULES**

1. **Name:** The name of this Parent Teacher Student Association Local Unit is Kentwood Community Parent Teacher Student Association. This PTSA is also known as Kentwood PTSA. It will herein be referred to as Kentwood PTSA for purposes of this document. The Local Unit number is 9.7.120. It was chartered by the Washington State Parent Teacher Association (WSPTA) on March 3, 1997.
2. **Purpose:** The Kentwood PTSA works for the health, welfare, safety, education, care, and protection of children in the home, school, community, and serves the students and families of the Kentwood High School and community, which includes the residences and businesses within the Kentwood High School enrollment area.
3. **Vision and Mission:** The Kentwood PTSA aligns to the unified vision and mission of the National PTA and WSPTA.

**Vision:** Making every child’s potential a reality.

**Mission:** PTSA is a powerful voice for all children; PTSA is a relevant resource for families and communities; and PTA is a strong advocate for the education and well-being of every child.

1. **Registration:** The Kentwood PTSA is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is 6067. The Treasurer is responsible for filing the annual registration before May 31st each year.
2. **Incorporation:** The Kentwood PTSA was incorporated on November 26, 1997 and assigned UBI number 601 350 448. The incorporation number for this unit is 2-448958-5. The Treasurer is responsible for filing the annual incorporation report no later than the last day of the incorporation anniversary month, November 30th. The registered agent for this corporation is the WSPTA.
3. **Federal Employer Identification Number:** The Kentwood PTSA’s Federal Employee Identification Number (EIN) is on file in this local unit’s Legal Document Binder(s) in the custody of the Treasurer and President.
4. **IRS Status:** The Kentwood PTSA is a non-profit corporation and was granted tax-exempt status under Section 501(C) 3 on March 31, 1992.
5. **Filing IRS Tax Returns:** The Treasurer is responsible for filing the appropriate federal tax return form each year by November 15. Copies of current and past years’ returns are located in the Treasurer Binder and Legal Documents Binder(s) in the custody of the Treasurer and President.
6. **Membership:** General membership includes people who are paid/registered PTA members of this local PTSA Unit. Membership at this PTSA shall be open to all people without discrimination. Membership is open to all Parents, Community members, Teachers, Staff, Grandparents, Guardians, Students and any other persons that support and encourage the purpose of PTA. The students of Kentwood High School may join this PTSA and each student membership is entitled to a voice and vote. Students who are paid members and who are eighteen years of age or older may hold elected positions. Membership fees for the Kentwood PTSA shall be fifteen dollars ($15.00) per adult person, Twelve dollars ($12) for teachers and staff and ten dollars ($10) per student. Upon payment of said fees a member is considered in good standing through October of the ensuing year. General Membership meetings will be held no less than three times during the school year, on a date and time to be determined by the Executive Committee. Members will be notified 10 days in advance of the meeting of the date, time, and place.
7. **Quorum and Voting:** Voting for officers, nominating committee positions or other topics requiring a quorum may take place at a meeting, by mail, or by electronic transmission. If voting takes place by mail or electronic transmission, the name of each candidate or topic being discussed is to be contained in the notice of the meeting/meeting minutes and any vote cast must be received within the time frame identified in the notice of the meeting. Quorum at all general membership meetings shall be a minimum of 5 paid members, to include a minimum of 3 elected officers, to conduct business. A minimum of 10 paid members is preferred.
8. **Executive Committee:** The Executive Committee shall consist of the elected officers for Kentwood PTSA. Those elected officers of the Kentwood PTSA shall be President, Vice President, Secretary, Treasurer and Cashier. Any elected position, other than Treasurer and Cashier may be held by two people. Each co-position holder shall be entitled to voice and vote at Board of Director’s meetings. The Executive Committee shall meet when necessary or at the discretion of the President. A majority of those currently serving on the Executive Committee shall constitute a quorum. The Executive Officers shall not serve in the same office for more than two (2) consecutive terms (unless there is no other person to fill the office). In the event there is a vacancy, the Executive Committee may appoint a member to fill the vacancy until the next membership meeting. At the next membership meeting, nominations shall be made from the floor with the consent of the nominee. The election shall be by ballot vote. A majority is necessary to elect. The election may be by voice vote if only one candidate is nominated for an office. The newly elected officer shall immediately assume the duties of the officer. If voting takes place by mail or electronic transmission, the vote must indicate the name of the person submitting the vote, be sent by email by the email address on file with the Kentwood PTSA, and be received at the email address set forth in the notice of election no 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 a quorum, count of votes, and percentages of total voting power present, or only for the purposes of election(s) conducted at the meeting. An officer of Kentwood PTSA may be removed from office, with or without cause, by a two-thirds vote of membership present at a regularly scheduled meeting or at a meeting called for such purpose. Best practices for officer removal can be found in current WSPTA Policy.

1. **Board of Directors:** The Board of Directors of the Kentwood PTSA shall consist of the elected officers and the chair of the following Standing and Special Committees: Grad Night, Newsletter, Advocacy, Membership, Golden Acorn Award/Outstanding Educator Award/Outstanding Advocate Award, Hospitality/Staff Appreciation, Scholarship/Spirit Wear, Reflections, PTA Facebook, and PTA Website Pages. This unit’s Standing and Special Committees shall be appointed by the President with the approval of the Executive Committee and shall include, but are not limited to the above named committees. Standing and Special Committees may be chaired jointly by two (2) people. Each co-position shall be entitled to voice and vote at a board of directors meeting. Board members must be PTSA members in good standing. The Kentwood PTSA’s Board of Directors shall meet monthly, unless there is a general membership meeting. A majority of those currently serving on the Board of Directors shall constitute a quorum.
2. **Annual Budget:** The Kentwood PTSA shall approve its annual operating budget no later than July 1st each year. The Board of Directors may reallocate funds budgeted for one purpose to another purpose by a majority vote, excluding movement of funds out of designated Grad Night line item(s). Once the annual operating budget is adopted by the general membership, the Board of Directors has the authority to reallocate up to $500 budgeted for one purpose for another purpose by a majority vote and recorded in the minutes of the Board of Directors.
3. **Standing Rules:** These Standing Rules shall be reviewed and adopted annually by the General Membership no later than October each year.
4. **Legal Documents:** The Treasurer shall keep and update the Kentwood PTSA’s Legal Documents book(s). Copies will also be retained by the President(s) and the Secretary.
5. **Bank Accounts:** A checking account will be maintained for the funds of the Kentwood PTSA. The signatures of elected officers and ONLY ELECTED OFFICERS shall be on the authorized signature card for the Kentwood PTSA’s bank account. Two (2) signatures are required on each check drawn against the account. All reimbursement requests for authorized expenses must include a receipt and be submitted to the Treasurer with a completed request for reimbursement form within 60 days of purchase. All requests for reimbursement must be received by June 15th or they will be considered a donation of the PTSA.

1. **Bank Statements:** The Kentwood PTSA’s monthly bank account statements shall be provided to the President and a designated board member, that is not a signer on the account, for review. The President shall promptly report any concerns or discrepancies identified in their review to the Executive Committee.
2. **Financial Review:** The Kentwood PTSA shall conduct a financial review of its books and records in January of each year. This is in addition to the required audit at the close of the fiscal year. Members conducting this financial review shall not include the Treasurer or Cashier or any person authorized to sign on the PTA bank accounts for the period that is being reviewed or any individuals living in their households.
3. **Awards:** Scholarship Foundation Awards such as Golden Acorn Awards and Outstanding Educator Awards may be presented annually to one or more outstanding volunteer(s) and outstanding teacher(s)/educator(s), respectively. In addition, an Outstanding Advocate Award may also be awarded. The Kentwood PTSA President may appoint a committee or committees who will follow award selection process guidelines as outlined by WSPTA. The Board of Directors shall determine the exact number of recipients for each award.
4. **Voting Delegates KAC:** Voting delegates to the Kent Area Council (KAC) shall be determined in the following order: President, Vice President, Secretary, Treasurer and Cashier. Alternates may be determined by the Board of Directors.
5. **Vote for Regional Director:** The vote of the Kentwood PTSA for the position of Washington State PTA Region Director shall be determined by the Board of Directors.
6. **Voting Delegates WSPTA Convention:** The voting delegates to the annual WSPTA Convention shall be determined in the following order: Outgoing President, Incoming President, Incoming Vice President, Incoming Secretary, Incoming Treasurer, Incoming Cashier, Outgoing Vice President, Outgoing Secretary, Outgoing Treasurer, and Outgoing Cashier. The Board of Directors shall determine the number of delegates to be funded by the Kentwood PTSA.
7. **Grad Night “Carry-Over”:** Any remaining unused funds raised from the current year’s Grad Night Committee will be carried over and distributed within the budget in the following way; 40% of carry-over funds to the next graduating class, 30% to the class following, 20% to the class following the previous one and 10% to the class following that, each year going forward in the same manner.
8. **Executing Contracts:** Any committee with an event requiring a vendor contract cannot be executed without a Committee Chair in place at the time the contract is signed.
9. **Executive Committee:** Each Executive Committee PTA Officer of Kentwood PTSA is required to complete one PTA training a year per the WSPTA Uniform Bylaws training requirement that all elected executive committee members of each PTA local unit attend training during the PTA year. One Executive Committee member must attend the PTA and The Law training during the PTA year.
10. **Policies and Procedures:** The Board of Directors will ANNUALLY review the “Policies and Procedures” and “Money Handling Guidelines and Procedures” established to help the committees of the Kentwood PTSA. The President(s) will ANNUALLY review these two documents with the Committee Chairs.
11. **Board Meeting Attendees:** Monthly Board of Director meetings shall be attended by members of the Executive Committee along with the chair of each Standing and Special committee. Shall a chair be unable to attend a monthly Board of Directors meeting they will have the option of sending a committee representative in their place OR submit a written report of the most current committee activities. If the written report option is chosen, it must be provided to the President before the meeting. The Board of Directors, between meetings, may call a vote by mail, telephone or by electronic transmission. If voting takes place by mail or electronic transmission, the vote must indicate the name of the person submitting the vote, be sent by email by the email address on file with the Kentwood PTSA, and be received at the email address set forth in the notice of election no later than the date set forth in the notice of the meeting. The Secretary shall keep tallies and all details. The results shall be placed in the minutes of the next scheduled meeting. Special Membership meetings may be called by the president, a majority of the board of directors, or by 5 percent of the local PTA membership currently enrolled in the WSPTA membership database. Notification of place, date, time and purpose of the meeting shall be provided to members at least ten (10) days before the special meeting in a manner specified in the local PTA rules.
12. **Standards of Affiliation:** Per the Washington State PTA Uniform Bylaws, we will annually review, and take guidance from, the WSPTA Standards of Affiliation Agreement.