*CKPTSA Council shall adopt standing rules to govern our organization in conformity with the rules and regulations for the Washington State PTA (WSPTA) Uniform Bylaws, and such standing rules shall not be in conflict with WSPTA Uniform Bylaws. The Council shall be governed by all WSPTSA Uniform Bylaws not specifically addressed in these Standing Rules.*

**NAME**

1. The name of the organization is Central Kitsap PTSA Council 1.3 (CKPTSA Council). The Washington State PTA chartered on October 20, 1980.

**MEMBERSHIP, VOTING AND SERVICE FEES**

1. The CKPTSA Council serves the local units in the Central Kitsap School District
2. The CKPTSA Council is registered with the Secretary of State under the Charitable Solicitations Act. The registration number is CEK.-188-320. The treasurer is responsible for filling the annual registration.
3. The services fees of the CKPTSA Council will be $1.00 per member of each local unit within the council.

**LEGAL STATUS**

1. The date of incorporation is November 12, 1980. It was assigned corporation number 0304474. Annual renewal date is November 30th, and the president and treasurer shall be responsible for renewing it. The registered agent for this corporation is the Washington State PTA.
2. We are exempt from Federal Income Taxes under section 50I(c) 3 and our employer IDnumber can be found in our legal book.
3. The CKPTSA Council shall annually carry general liability, bonding and officer liability insurance for the protection of the members and the board.

**OFFICERS AND THEIR ELECTION**

1. The elected officers of the CKPTSA Council executive committee shall be: President/Co President, three Vice Presidents (one to be designated as Executive Vice President by the President), Secretary, and Treasurer.
2. The nomination and election of officers will take place in the spring of each year. Installation of officers will take place in June of each year. To facilitate transition to the new position, elected officers will commence sharing duties with the incumbents upon election, and will assume full responsibility by July 1st. All files will be turned over to the new officers no later than the end of July.

**COMMITTEES**

1. The president appoints committee chairpersons and approves representatives to special committees, such as District Curriculum, Bond/Levy, Boundary, Budget, School Board Representative, Programs, Publicity, and Financial Review.
2. The standing committees for CKPTSA Council are, but not limited to:
3. Legislation/Advocacy
4. Communications
5. Reflections
6. Membership
7. Admin Luncheon
8. Founders Day
9. Awards
10. Dorothy Tubberville Scholarship
11. Community Outreach
12. Chairpersons are responsible for obtaining committee members from the local PTA membership lists.

**EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS**

1. Chairperson of the standing committees, along with the executive committee, will be known as the "Council Board of Directors.
2. If an officer or committee chairperson misses two consecutive CKPTSA Board Meetings without prior approval of the president, she/he may be dismissed from their position. Attendance will be taken at every meeting.
3. The President is an ex-officio member of all committees, except the nominating and financial review.

**FINANCE**

1. The CKPTSA Council shall approve its annual operating budget at the Spring CKPTSA Council meeting.
2. CKPTSA Council shall conduct a financial review of its books and records, bi-annually by January 31st and again by July 15th.
3. Expenditure of funds of over one hundred dollars ($100) for non-budgeted item, introduced by motion at a regular council meeting may be tabled for vote until the next regular council meeting to ensure the expenditure is in line with CKPTSA Council goals.
4. The signatures of four (4) elected officers shall be on the authorized banking card for the CKPTSA Council.
5. CKPTSA Council shall have the right to conduct financial business via PayPaL When money is transferred from PayPal to the banking account two officers must have knowledge of amount and date. One officer must be the treasurer. All usage fees must be accounted for.

**AWARDS**

1. The Golden Acorn Award and/ or Outstanding Service Award, Outstanding Advocate Award and/or Community Partnership Award shall be awarded at the annual Founder's Day Banquet to be held in February or March; no more than 3 awards shall be given. A committee appointed by the President shall select the recipient(s). The Board of Directors shall determine the number of recipients.

**MEETINGS**

1. The first meeting of the CKPTSA Council will be in September. Following meetings will be on the first Monday of each month, October through June. The CKPTSA Council Board will determine any exceptions.
2. CKPTSA Council meetings are open to all interested community members, but the privilege of making motions, debating, or voting is limited to the voting body of the council. Each member of the voting body is allowed only one vote. The voting body consists of: Council officers, chairpersons, and one authorized delegate of each local unit.
3. There shall be regular meetings of the council general membership as established by the council standing rules to conduct business; adopt the budget; approve standing rules; elect nominating committee and delegates. Each member shall be notified of regular meetings ten (10) days prior to the next succeeding regular meeting. Special meetings may be called by the President or a majority of the members of the board of directors by written notice published, personally delivered, or mailed to the members of the council, not less than ten (10) nor more than fifty (50) days before the date of the special meeting, stating the place, date, time, and purpose of the special meeting.
4. There shall be an annual meeting for the purpose of electing the officers and conducting any other business, which may properly come before the annual meeting. The council President or Secretary shall publish, mail, or personally deliver a written notice of the place, date, and time of the annual meeting not less than ten(IO) nor more than fifty(50) days prior to the annual meeting to each member of the council.
5. The Standing Rules may be adopted by a majority vote at a general membership at the September or October CKPTSA Council meeting. The Standing Rules may be amended at a CKPTSA council meeting by a two-thirds (213) vote, or, if previous notice is given, by a majority vote of the general membership.
6. The voting delegates to the annual Washington State PTA Convention shall be determined in the following order: Incoming President, Outgoing President, Incoming Executive VP, (Vice Presidents) Outgoing Executive VP (Vice Presidents), Incoming Secretary, Outgoing Secretary, Incoming Treasurer, Outgoing Treasurer. The board of directors shall determine who shall represent CKPTSA Council voting delegates. CKPTSA Council will fund as many delegates, voting and visiting, as the budget allows. Expenses to be covered include convention registration fees, hotel room cost, parking, mileage (including tolls), and meals. Detailed breakdown is provided in budget explanations.
7. There can be two voting delegates sent to the Washington State Legislative Assembly, and this shall be determined in the following order: Legislative Chairperson, President, Executive Vice President (Vice President), Secretary, Treasurer. The board of directors shall determine who shall represent the CKPTSA council as voting delegates. Expenses to be covered include convention registration fees, hotel room cost, parking, mileage (including tolls), and meals. Detailed breakdown is provided in budget explanations.
8. The monies designated for the Dorothy Tubberville Memorial Scholarship (certificates of deposit and savings account) are to be used solely for the purpose of yearly Central Kitsap School District graduating seniors scholarship.
9. Throughout the year potential conflicts of interest will be disclosed.