1. The name of the organization is Central Kitsap PTSA Council 1.3 (CKPTSA Council). It was chartered on October 20, 1980.
2. The CKPTSA Council serves the local units in the Central Kitsap School District
3. The CKPTSA Council is registered with the Secretary of State under the Charitable Solicitations Act, registration number CEK.-188-320. The treasurer is responsible for filing the annual registration by May 31 to avoid penalties.
4. The services fees of the CKPTSA Council will be $1.00 per member of each local unit within the council.
5. CKPTSA Council was incorporated on November 12, 1980 and assigned UBI 601 593 751. The treasurer is responsible for the filing the annual corporation report. The registered agent for this corporation is the Washington State PTA.
6. The PTSA was granted tax-exempt status under section 50I(c) 3 and the employer ID number can be found in the legal book.
7. The treasurer is responsible for filing the appropriate federal informational return Form 990, Form 990-EZ, or Form 990-N prior to November 15 and providing a copy to the board of directors no later than November 1. Copies of the current and past years’ returns are in the legal document’s notebooks.
8. Per the Washington State Uniform Bylaws, we will annually review the Washington State PTA Standards of Affiliation agreement in its entirety, and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.
9. 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.
10. Our Council will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Standards of Affiliation Agreement. All elected officers shall maintain documentation they satisfied the training requirement.
11. The nomination and election of officers will take place in the spring of each year. Installation of officers will take place by no later than 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.
12. The Nominating Committee shall be elected by no later than January of the fiscal year.
13. Voting for officers or nominating committee positions 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 is to be contained in the notice of the meeting and any vote cast must be received with in the timeframe identified in the notice of the meeting.
14. The president appoints committee chairpersons and approves representatives to special committees for the Central Kitsap School Board or Administration,
15. The standing committees for CKPTSA Council are, but not limited to: Legislation/Advocacy, Daddy Daughter Dance, Family Fun Event, Reflections, Founders Day, Awards/Programs, Tubberville-Jones Scholarship, Mom/Son Bowling.
16. Chairpersons will submit a plan of action report to the board of directors for approval prior to any contracts or spending for the event and are responsible for obtaining committee members.
17. Chairperson of the standing committees, along with the executive committee, will be known as the "Council Board of Directors”.
18. 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.
19. The President is an ex-officio member of all committees, except the nominating and financial review.
20. CKPTSA Council shall maintain policies for money handling, online logins and passwords. These policies shall be reviewed and approved yearly by the board of directors. These policies shall reside with the secretary.
21. The CKPTSA Council shall approve its annual operating budget in the Spring of each year. The board of directors as authority to reallocate up to $500 budgeted for one purpose to another purpose.
22. CKPTSA Council shall conduct a financial review of its books and records in January of each year in addition to the required financial review at the close of the fiscal year.
23. The signatures of a minimum of three (3) elected officers shall be on the authorized banking card for the CKPTSA Council.
24. The Council’s monthly bank account statements shall be provided to a non-signer appointed by the board of directors. This person will be appointed by the board at the beginning of the fiscal year. The president (or designee) would download and print the bank statement, and then provide the copy to a non-signer to review. The reviewer shall promptly report to the executive committee any concerns or discrepancies identified in the review. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer.
25. All reimbursement requests for authorized expenses must include a receipt and be submitted to the treasurer within 60 days of purchase. All requests for reimbursement must be received by June 15th or they will be considered a donation to the Council.
26. The funds designated for the Tubberville-Jones Memorial Scholarship (certificates of deposit and savings account) are to be used solely for yearly Central Kitsap School District graduating senior’s scholarships.
27. 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.
28. 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.
29. 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. These meetings of the council general membership as established by the council standing rules are 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.
30. 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.
31. Council will send as many voting delegates to the Washington State Legislative Assembly as the budgeted amount will sustain. 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.