



STANDING RULES

2018-19 School Year

National PTA Number: **00016852**

Council Affiliation: **Portland**

State Affiliation: **Oregon, Region #2**

Employer ID: **94-3039323**

James John PTA is affiliated with National PTA and Oregon PTA and as such is governed by the Unified Local Unit Bylaws and the Oregon PTA Bylaws.

Annual Dues

Annual local unit dues shall be \$10.00, which includes \$2.25 to National PTA, \$7.25 to Oregon PTA and \$0.50 to the local unit.

Quorum

Quorum for each general meeting shall be 3 voting members in addition to the Executive Board members present. Executive Board meetings shall have a minimum of 3 members.

Meetings

Regular (general) meetings of this association shall be held the third Tuesday of each month during the school year from 6:00 p.m. until 7:30 p.m. at the school. Meeting minutes shall be made available to the membership by posting on the PTA website (www.jamesjohnpta.org). Executive board/committee meetings of this association shall be held as needed at a place agreeable to all board members.

Officers

The Officers of this association shall be: President, Vice President, Secretary and Treasurer. The Executive Board shall consist of these four officers as well as the Fundraising Coordinator, the Volunteer/Membership Coordinator and the Events Coordinator.

Elections & Terms

Executive Board elections shall be held in May and Board members assume their duties on July 1. The term of office is two years with an option to serve two terms. Executive Board members shall be present at all board and general PTA meetings or shall notify the President prior to the meeting so that someone may be assigned and/or prepared to act in their stead. Executive Board members with three or more unexcused absences in a year shall be suspended from duty and a special election will be held to select a replacement. The voting delegation representing this association at the meetings of the Portland Council PTA shall be selected by the Executive Board.

Order of Business

The order of business for general meetings of this association shall be:

1. Call to Order
2. Secretary's Report & Approval of Minutes
3. Financial Report
4. Reports
5. Unfinished Business
6. New Business
7. Adjournment

Standing Committees

The Standing Committees of this association may include but are not limited to*:

- Prom/Auction
- Fundraising
- Green Team/Grounds
- Capital Projects
- Events (Movie Nights, BTS Night, Harvest Festival, Etc.)

Fiscal Calendar

The Fiscal Year shall be July 1st, through June 30th.

Budget & Financial Expenditures

A budget committee will be appointed by the President to prepare a budget proposal for the following school year to be presented at the last meeting of the current school year for approval by vote of the membership.

If planned expenditures exceed the amount budgeted for a particular line item, changes to the budget must be presented to a general meeting for approval.

Any fund requests must be in writing and delivered to the Executive Board for review in order to be considered by the PTA. Expenditures not included in the budget must be approved by the membership by vote in a general meeting.

Any money allocated for specific use, but not used during the school year, will revert to the PTA general fund unless the money is from a dedicated grant or set aside for a particular purpose.

Standing Rules Approvals and Amendments

These standing rules shall be read at the first general membership meeting of the school year and may be read upon request at any meeting. They may be amended or rescinded by a two-thirds vote at any general meeting. These rules shall be posted on the jamesjohnpta.org website for member reference.