

## **2023-2024 Standing Rules - Jackson Middle School PTA**

**Employer ID Number 94-3159434 National PTA Number 0016895 Council Affiliation Portland Area Council Region #2**

**State Affiliation:** Jackson Middle School (JMS) 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:** shall be \$20 per individual, plus \$15 for additional family members; Student dues and Staff dues shall be \$10. All dues include \$2.25 allocated to National PTA and \$7.25 allocated to Oregon PTA for each membership.

**Quorum:** Quorum for each Board Meeting shall be 4 voting Members, Quorum for each General Membership meeting shall be five voting members.

**Meetings:** Meetings of this association shall be held at Jackson Middle School and over Google Hangouts or Zoom for the following dates. Other meetings can be scheduled as needed by the board with notice to the general membership via email. All General Membership meetings are open to members.

**General Membership Meetings will be held in the library and over Zoom or Google Hangouts the second Monday of each month during the 2023/24 School Year:**

Monday September 11th @ 7:00pm  
Monday October 9th @ 7:00pm  
Monday November 13th @ 7:00pm  
Monday December 11th @ 7:00pm  
Monday January 8th @ 7:00pm  
Monday February 12th @ 7:00pm  
Monday March 11th @ 7:00pm  
Monday April 8th @ 7:00pm  
Monday May 13th @ 7:00pm  
Monday June 10th @ 7:00pm

**Officers:** President Kate Cockrill, Vice President Eleni O'Neill, Secretary Gina Lascink, , Treasurer Michael Wallisch, Membership Coordinator Candida Bell, and Volunteer coordinators Jamila Wahib and Laura Rodosta . There shall be only one President. Officer elections shall be in May and officers shall assume their duties on July 1. All positions are for one-year terms.

**Order of Business:** The order of business for General Membership meetings of this association shall be: 1. Call to order, 2. Approval of Minutes, 3. Financial Report, 4. Program and Reports, 5. Unfinished Business, 6. New Business, 7. Announcements, 8. Adjournment.

**Committees:** The Standing Committees of this association may be: Membership, Volunteerism, Bernstein Bash, Awesome Fun Night, and Fundraising. The President of this association may, with the approval of the board, appoint special committees as deemed appropriate. Special committees go out of existence when the work is completed and the board receives the final report. Committee Chairs shall be members of this association.

**Succession Planning:** In the case that the President steps down from duty or is unable to perform their duties, the Vice President shall become the sitting president until the following meeting. A new president shall be elected at the next scheduled general PTA meeting.

**Convention Delegates:** Delegates from this association attending the annual Oregon PTA Convention may be appointed at a meeting of the board of directors in February.

**Financial Procedures:** An annual budget should be developed by the outgoing PTA board in May and approved by the current membership in June. The board shall seek input from the membership prior to presenting the proposed budget.

**Bank Accounts:** The President, Vice President and Treasurer shall be on signers on the bank accounts.

**Reimbursements:** Reimbursements will require either receipt or proof of payment. They should be submitted in the form provided by the Treasurer and paid within 7 days of receipt. Each reimbursement check shall have two signatures.

**Monthly Bank Statements:** Monthly bank statements will be reviewed by the Treasurer and Secretary.

**Contingency funds for emergency situations:** PTA expenditures for non-budgeted items under \$300 or line item budget deviations of up to 10% may be approved by the board and then reported to the membership at the next general meeting.

These standing rules shall be approved at the first or second General Membership meeting of the school by a majority of members present. Amendments may be made at a General Membership meeting with at least 30 days' notice of proposed changes and with approval at least two-thirds of the members present.

Date Approved: \_\_\_\_\_

President: \_\_\_\_\_

Secretary: \_\_\_\_\_