

Da Vinci Arts Middle School PTSA Standing Rules

2021-22

Affiliations: Da Vinci Arts Middle School PTSA (Federal ID Number 93-1233122) is affiliated with the National PTA (National PTA Number: 034312) and the Oregon PTA and as such is governed by the Unified Local Unit Bylaws and those of the Portland Council (Region #2) and Oregon PTA.

Annual Dues: Annual local unit dues shall be \$15, which includes \$9.50 divided between the National PTA, the Oregon PTA, and the Portland Council PTA.

Fiscal Year: July 1 to June 30

Quorum: Quorum for decision making at each general meeting shall be 5 voting members and for executive or board meetings, 3 board members.

Meetings: The association will meet monthly or as needed at the direction of the executive committee. All meetings will be publicized in the school newsletter and on the website calendar. Meetings are open for anyone to attend. In addition to PTSA business, the meetings may be combined with da Vinci Foundation business or presentations by school representatives.

Order of Business: The typical order of business for meetings shall be as follows but may be modified as needed by executive committee:

1. Call to order
2. Approval of past minutes
3. Principal's report
4. Treasury report
5. Committee reports
6. New business
7. Unfinished business
8. Program
9. Announcements
10. Adjournment

Leadership: The Da Vinci PTSA executive committee will be composed of the following elected officers: President or Co-Presidents, Vice President, Treasurer, and

Secretary. Election of officers shall be in May or June or September as needed and the officers shall assume their duties on July 1st for a term of one year. The leadership board shall include the chairs (or co-chairs) of standing committees and special committees in addition to the officers.

Budget: The annual budget shall be prepared by the budget committee and presented to the membership for a vote of approval at the first general meeting in October.

Standing Committees: Standing committees of this association shall be: Membership, Auction, Arts Fair, Volunteer Coordination, Clothing Center, Fundraising, Outreach/Community Building, Hospitality/Events.

Special Committees: The President of this association may, with the approval of the PTSA Board, appoint special committees as they deem appropriate. Special committees go out of existence when the work is completed and the board receives the final report. These committees shall include the Nominating Committee, Budget Committee, and Convention Delegates.

These standing rules shall be read at the first general meeting of the school year and may be amended or rescinded by a two-thirds vote at any general meeting. If notice of the proposed action is given at a previous meeting or in the call for the meeting, they may be amended or rescinded by a majority vote.

Adopted 10/13/21 _____