

GRANT HIGH SCHOOL PTA STANDING RULES

Adopted: 10/98

Amended: 10/11

(Approved at the 10/11/2017 General Meeting)

Name of Unit: Grant High School PTA

Federal ID Number: 94-3073411

National PTA Number: 010305

Council Affiliation: Portland Council PTA

State Affiliation: Grant PTA is affiliated with the National PTA and as such is governed by the Unified Local Unit Bylaws and the Oregon PTA Bylaws.

Annual Dues: Each member will pay dues of \$25, which includes \$2.25 to the National PTA, \$7.25 to the Oregon PTA, with the balance being retained by Grant PTA.

Fiscal Year: Grant PTA's fiscal year is July 1 to June 30. A minimum balance of \$2,000 shall be kept in the treasury at all times.

Audit: An annual financial audit will be done between June 30 and August 31.

Quorum: Quorum for each meeting shall be five (5) voting members.

Meetings: A meeting shall be held no less than five times during the school year. PTA meetings will be open to all who are interested, with paying members allowed to vote. Meetings for 2017-2018 school year are scheduled for 10/11, 11/8, 12/13, 1/9, 2/13, 3/13, 4/10, and 5/8.

Officers: The officers of this association, which make up the Executive Board, shall be: President, Vice President, Secretary and Treasurer. Each term of office is one year. Election of officers shall be held in May, and the officers shall assume their duties on June 30. However, the outgoing Treasurer will relinquish the association's financial records after the annual audit, and the incoming Treasurer will assume office upon completion of retiring year audit.

Standing committees: Standing Committees of Grant PTA will be:

- Membership
- Legislation
- Clothing Center
- Fundraising
- Website

Special Committees: Special committees may be appointed by the President with the approval of the other officers. A special committee will be appointed to meet a specified need and be dissolved when its work is completed and its final report is received. Special Committees are: Nominating, Teacher-Appreciation, and Scholarship.

Nominating Committee: A nominating committee will be selected in the spring to develop a slate of nominees for the appropriate elected offices.

Officer/Committee Notebook: Each officer and chairperson will keep a notebook of activities, responsibilities and recommendations pertaining to that office, which will be passed on to the incoming officeholder.

Discretionary Spending: The Executive Board (officers) may approve funding requests up to and including \$150, if a particular request must be decided upon before it can be brought before a regular PTA meeting. The Executive Board's decision will be announced by the Treasurer at the next PTA meeting.

These standing rules will be read upon request at any meeting. These rules may be amended or rescinded by a two-thirds vote at any meeting. If notice of the proposed change(s) is given at a previous meeting, or in the call for the meeting, the rules may be amended or rescinded by a majority vote.