

## GRANT HIGH SCHOOL PTA STANDING RULES

**Adopted:** 10/98

**Amended and approved:** 9-10-24

**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. Unless otherwise agreed upon, the basic requirement for adoption of a motion will be a simple majority of voting members present.

**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 the school year are scheduled for the second Tuesday of each month, with General public meetings held bi-monthly and Board meetings held on the off months.

**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. A person shall not be eligible to serve more than two (2) consecutive terms in the same office. 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 the retiring year audit.

**Standing committees:** Standing Committees of Grant PTA, if sufficient volunteers are identified, will be:

- Membership
- Legislation
- Clothing Center
- Fundraising

**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.

**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 (or electronic record) 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 \$300, 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 reviewed and adopted annually and be available to the Membership 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.

**ADDENDUM TO  
GRANT HIGH SCHOOL PTA  
STANDING RULES  
SAFEGUARDING PTA FUNDS & E-COMMERCE**

It is the responsibility of the PTA Executive Board to ensure that PTA assets are safeguarded and handled responsibly. In addition, the Board has a responsibility to ensure that the PTA is operating in a fiscally, financially, and legally sound manner.

Those handling monies on behalf of the PTA shall be required to sign a document acknowledging and agreeing to abide by these policies.

- PTA funds shall be kept separate from school funds. School funds are public monies and PTA funds are private monies.
- All checks must have a specific named payee. No check should be made out to CASH.
- The PTA Treasurer and other executive members shall promptly make deposits in the PTA bank account. Monies shall never be deposited in a personal bank account or in the school bank account. Checks may be electronically deposited.
- All PTA checks require two signatures. This is an insurance requirement.
- Electronic banking online account access password(s) should be changed annually and when there is a change in signer. PTA President and PTA Treasurer to have full on-line access.
- This addendum will be revised to be in compliance with OR PTA guidelines if this Unit wishes to receive payments via debit/credit cards.
- Debit cards may be issued to authorized signers, need to include the name of the PTA, and must be the same signers as on the PTA's bank account.
  - Prior to use of the debit card, notification is sent to all authorized signers via email (indicating the payee, the amount, and budgeted PTA Program). Via reply email, at least one other authorized signer must acknowledge the use of the card. Following the purchase, the receipt should be given to the Treasurer and attached to the electronic funds request authorizing/ acknowledging the purchase for inclusion in banking reconciliation documentation.
  - A change in signer on the checking account will require a return and destruction of the debit card. A financial reconciliation will be performed.
  - Upon routine monthly and yearly audits if fraudulent transactions have been discovered the Executive Board will meet within 24 hours and discuss the next steps forward in reporting to the appropriate agencies involved.
  - If a card is lost or stolen, the account must be reconciled. Lost or stolen cards should be recorded in Board and General Meeting minutes for the record.

I have read and agree to the above rules.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_