

Kelly School PTA Amended Standing Rules 2018-2019



Name of Unit: Kelly School PTA

EIN: 45-3585993
National PTA # 00003442

Council Affiliation: Portland Council

Region 2

Fiscal Year: July 1, 2018 to June 30, 2019; **Amended February 20, 2019 by motion**

General Membership:

- A. Any person including Parents, Grandparents, Guardians and all staff members of Kelly Elementary and Kelly Community. Members are encouraged to pay annual dues at sign up.
- B. A general membership quorum is the required number of community participants required to conduct general membership business. The quorum set forth by the Kelly Elementary PTA executive board shall be 3 general members.
- C. Attendees at the general meeting must be paid members of the Kelly Elementary PTA to be able to vote on motions that are raised by the membership and or executive board.
- D. Attendees must also be paid members of the Kelly School PTA to vote on any PTA business including appointing board members in the board elections that take place either once every two years and or when a person is nominated for a vacancy on the board.
- E. All members present at PTA general meetings must sign in at every PTA general meeting.
- F. All paid Kelly PTA Memberships must be shown as paid 48 hours prior to any General Meeting.

Annual Dues:

- A. Annual Unit Dues shall be: **\$10.00**, which includes \$2.25 to National PTA, \$7.25 to Oregon PTA & .50 to the Kelly Elementary PTA

General Meetings:

- A. General membership meetings are held quarterly, unless decided otherwise. Meeting times, days and frequency may be modified at the discretion of the Kelly PTA Board.
- B. General membership meetings are hosted by the executive board and held at Kelly Elementary.

Officers:

- A. The Executive Board of Kelly Elementary PTA shall be President, Vice President, Secretary, Treasurer, Legislative Chair and Communications Chair.
- B. Officers shall serve a 2 year term on the Kelly Elementary PTA board. Per unified local bylaws, a person shall not be eligible to serve more than 2 consecutive years in the same office. In the event there is no nomination for a board position when elections occur, the members attending that meeting by a majority vote may nominate an officer to continue in his/her position for another year, with the exception of President and Treasurer, who may not serve in those positions for more than 2 consecutive years. In the event there is no nomination for either President or Treasurer, the Kelly PTA can motion to dissolve the Kelly PTA at that time.

- C. Executive Board Meetings will be held once per month; time, day and location will be determined by the executive board.
- D. Executive Board officers can have up to 2 excused absences from executive board meetings per school year after which a review will be conducted by the executive board to discuss a vote and or motion for removal of the board.
- E. Each officer of the Kelly PTA executive board is responsible to uphold their individual tasks using best practice while serving the Kelly PTA
- F. Kelly PTA executive board meeting minutes are private and never to be shared outside of the executive board.

Order of business of this association shall be:

- 1. Call to order
- 2. Treasurer's Report
- 3. Meeting Minutes
- 4. Old Business
- 5. New Business
- 6. Announcements
- 7. Membership Q & A
- 8. Adjournment

Standing Committees

- A. Standing committees of the Kelly PTA shall be: Membership, Legislation, Volunteers. Special Committees: The president of this association may with the approval of the executive board, appoint special committees as deemed appropriate.
- B. Special Committees go out of existence with the work is completed and the final report is received.

Nominating Committee

- A. The Nominating committee of the Kelly PTA shall consist of 3 members and shall be elected by the Kelly PTA executive board in February.
- B. Nominating Committee can be any member in good standing in the Kelly PTA.

Convention Delegates

- A. Voting representatives from this association attending the annual meeting of Oregon PTA (convention) shall be elected or appointed at a meeting of the general membership or board of directors or executive committee in January.
- B. All executive board officers are required to attend the annual meeting of the Oregon PTA Convention and Conferences

Elections

- A. Kelly Elementary PTA executive board elections will be held every two years or at the necessity of the position.
- B. Voting by proxy is prohibited
- C. All elections will be held by ballot vote

Money and Reimbursements:

- A.** All reimbursement requests shall include necessary receipts, Check Request Form, and should be submitted to the treasurer within thirty (30) days of purchase, or those costs will be redirected to the Kelly PTA to use at the discretion of the Kelly PTA.
- B.** All funds that reside in the PTA Bank account that have not been spent and or allocated by April 17th, 2019 will expire and be redirected to the Kelly PTA
- C.** Any requests for reimbursement should be submitted to the Executive Board Treasurer no less than 3 days before a General Meeting in order to be paid at the meeting.
- D.** All requests for reimbursements must be received by April 17th 2019 to be paid during that fiscal year.
- E.** Should the PTA receive an NSF check, a \$10 service fee will be charged in addition to any bank penalties the PTA may accrue. If the NSF check or checks are not paid for within three (3) weeks from the date of PTA' s notification by the bank, then the PTA will not accept checks from this individual for the remainder of the school year.
- F.** Signers to the PTA Bank Accounts shall be the President, Secretary, and Treasurer.
- G.** All fundraiser goods and money must be counted immediately by 2 unrelated adult members or board members. All cash must be counted BEFORE and AFTER by 2 adult members using the Cash Counting Worksheet, at every event where money is exchanged.
- H.** There must ALWAYS be 2 signatures on all checks.
- I.** The bank statement must be checked monthly and signed by the treasurer and executive board officer
- J.** The Kelly PTA Bank account can not be used as a pass-through account and cannot fund transportation or supplement cost related to transportation, payroll or payroll stipends of any kind, consumables with the intent to distribute outside of PTA events and classroom parties.
- K.** All PTA funds must be kept separate from school funds; commingling funds is strictly prohibited.

Kelly PTA Executive Board Term of Duty and Responsibilities:

President:

- A.** The president shall oversee all positions and committees and provide encouragement and support when needed for a period of 2 years
- B.** The President shall oversee all communications regarding Kelly PTA Business and shall be copied all emails regarding PTA business .
- C.** Check PTA Mailbox and distribute mail as necessary
- D.** The president is responsible for creating and sending out the Monthly Meeting Agenda by the first Thursday of the month.
- E.** It is the responsibility of the President to take proper training classes and be familiar with Oregon PTA bylaws.
- F.** Should the President need to step down, or need assistance, the Vice President will stand as President.
- G.** The Kelly PTA President cannot take on the role of Treasurer while serving as President.
- H.** The Kelly PTA President and an executive board member of the Kelly PTA shall meet with the administrator every month

Vice President:

- A.** The Vice-President should be available to give the President support when needed for a period of 2 years and can be re elected by the membership
- B.** The VP is also in charge of Volunteer Coordinating.

Secretary:

- A.** The secretary is responsible for recording and storing all board and general meeting minutes and notes in the PTA google drive and shall submit those notes to the communications chair for publication by the last Monday of the month, for a period of 2 years.
- B.** The secretary is responsible to maintain a list of the PTA membership, create and maintain general meeting sign in form
- C.** Keeps copies on hand of all meeting minutes, Treasure' s Reports, standing rules, bylaws, agendas, and list of committees (if any)

Treasurer:

- A.** The Treasurer is responsible for balancing the bank account for a period of 2 years.
- B.** The Treasurer nor any executive board officer on the Kelly PTA bank account can complete monthly mini audits, annual audits or audits perform on behalf of a new officer to be added as signer on the Kelly PTA bank account. (see Oregon and or Portland Council PTA for support).
- C.** The Treasurer shall Report a detailed budget at every general meeting, record and maintain all PTA income and expenses via Money Minder and Chase Bank statements.
- D.** The Treasurer is responsible to ensure that two signers on the Kelly PTA bank account are present to sign every outgoing check.
- E.** The Treasurer is also responsible for keeping the insurance and licensing up to date to include the CT12 and 990N.
- F.** The Treasurer shall collect and input all new memberships.
- G.** The Treasurer shall report all check requests and reimbursements to the executive board and membership.
- H.** The Kelly PTA Treasurer shall store and report all annual audits, monthly mini audits including audits done on behalf a new officer who will be a signer on the Kelly PTA Bank account.

Communications Chair:

- A.** The Communication Chair shall publish all general meeting agenda and minutes to the public on the 2nd Thursday of the month for a period of 2 years.
- B.** The communications chair is responsible for updating the PTA Facebook page, and PTA website.
- C.** The communications chair shall submit all documents for translation to the administrator, at the discretion of the administrator, or submit a request for reimbursement for the expense or direct purchase to the Kelly PTA executive board.
- D.** The Communications Chair shall check the email (Gmail) account and forward necessary email ls to proper recipients.
- E.** The Communications Chair must submit all outgoing flyers to the executive prior to publication.

Legislative Liaison:

- A.** The Legislative Liaison is responsible for keeping track and reporting on Oregon, Portland Council and National PTA news and events. for a period of 2 years
- B.** The Legislative Liaison shall report Legislative initiatives within the district at the state and National Level.
- C.** The Legislative Liaison shall report any changes that have a direct impact on our school and community.

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

Date approved: _____

President: _____

Vice President: _____

Treasurer: _____

Secretary: _____

Communications Chair: _____

Legislative Liaison: _____