

Standing Rules of the Robert Gray Middle School PTA

2017-2018

5505 SW 23rd, Portland, OR 97239

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Council Affiliation: Portland Council

State Affiliation: The Robert Gray PTA is affiliated with the National PTA and the Oregon PTA and is governed by the Unified Local Unit Bylaws and the Oregon PTA Bylaws.

Federal ID Number: 94-3159433

National PTA Number: 016841

Annual Dues: Annual local dues shall be \$25 for an individual and \$35 per couple, which includes \$2.25 to the National PTA and \$7.25 to the Oregon PTA per individual. Full or partial scholarships are available for financial hardships as granted by the Executive Committee.

Fiscal Year: July 1 – June 30

Budget: The budget for the fiscal year shall be presented for approval at the first general membership meeting of the school year. The executive committee can vote to change the budget between general membership meetings with the limitation that no more than \$3000 in changes is made. Any such changes shall be presented during the next general membership meeting. The general membership can vote to change the budget at any general membership meeting.

Quorum: Quorum for each general meeting shall be five (5) voting members, 2 of whom must be officers. Quorum for each executive committee meeting shall be 3 officers.

Meetings: General meeting shall be held three times throughout the school year, on Tuesdays at 7:00 pm. A meeting schedule for the year shall be distributed at the first general meeting, noted in the school newsletter and posted on the PTA website. Changes to the meeting schedule shall be announced at least 2 weeks in advance. Executive Committee meetings of this association shall be held as needed, and members informed of the date of those meetings, preferable 2 weeks in advance.

Officers: The officers of this PTA shall be President, Vice-President, Secretary, Treasurer, Membership Coordinator, Volunteer Coordinator and Social Media Coordinator.

Elections: Election of officers shall be in June based on the slate presented by the Nominating Committee and the officers shall assume their duties on July 1st. Any positions which remain unfilled as of the June meeting may thereafter be filled by vote of the Executive Committee.

Order of Business: The order of business for meetings of this association shall not be rigidly adhered to, and changes to this order may be made at the convenience of the members and any invited guests.

Generally, the order of business shall be as follows:

1. Welcome and Introductions
2. Reports of Officers
3. Reports of Committees
4. Unfinished Business
5. New Business
6. Announcements

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Committees: Standing or special committees will be created at the discretion of the President or Executive Committee to organize PTA-sponsored events and programs. Committee chairs are expected to provide progress reports at board meetings.

Role of Vice President: To act as a special committee or project Chair, as deemed by the Executive Committee, and to act as Executive Committee Leadership in the absence of the President.

Nominating Committee: The Nominating Committee of this association shall consist of at least three members and no more than seven members, to be elected by the general membership before April. There shall be at least one member from each elementary school in the school attendance zone (Bridlemile, Hayhurst, and Rieke). The Nominating Committee is responsible for slating the incoming Executive Committee. The report of the Nominating Committee shall be required at the general meeting in April. Once the report of the nominating Committee has been received, the work of that Committee is complete. Any positions which remain unfilled thereafter may be filled by vote of the Executive Committee.

Amendments: These standing rules shall be reviewed and revised as needed at the first general meeting of the school year. They may be further amended by a 2/3 vote at any meeting. Amendments shall be sent as updates to the Oregon PTA Office.

Date Approved by Executive Committee: 10/6/17

Date Approved by the general membership meeting: 10/6/17

Date sent to Oregon PTA: 11/29/17