

**Ida B. Wells High School PTA**  
(1151 SW Vermont, Portland, OR 97219)  
**Standing Rules 2022-2023**

**Name of Unit:** Ida B. Wells PTA

**Federal ID#:** 93-6039418

**National PTA#:** 00016832

**State Affiliation:** The Ida B. Wells PTA is affiliated with the National PTA and Oregon PTA and as such is governed by the Unified Local Unit bylaws and the Oregon State PTA bylaws.

**Annual Local Unit Dues:** Dues are \$30.00 per individual or \$50.00 per family. This includes \$9.50 to the Oregon and National PTAs. The remainder of funds collected will be used for local unit operating expenses. Full or partial scholarships are available for financial hardships.

**Fiscal Year:** The fiscal year shall run from July 1 to June 30.

**Quorum:** Quorum for the PTA Board meetings shall be 2 (two) Board members. Quorum for the PTA General Meetings shall be three (3) active members.

**Meeting Schedules:** General meetings shall be held three times throughout the school year as designated on the school calendar. A meeting schedule for the year shall be distributed at the first general meeting, noted in the school newsletter and posted on the school calendar. Changes to the meeting schedule shall be announced in advance, preferably at least 2 weeks. The PTA Board meeting schedule shall be set by the PTA Officers.

**Expenditures:** The PTA Board shall have the right to authorize unbudgeted expenditures of \$500.00 or less.

**E-Commerce Policy:** The IBW PTA will follow the Oregon PTA E-Commerce Policy as follows:

1. Online account access passwords for online accounts will be changed when there is a change in signer(s).
2. Debit cards will not be issued
3. 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.
4. **ACH/Electronic Payments**
  - One-time payments to Oregon PTA, Secretary of State (Incorporation Fee), Oregon Department of Justice (Annual CT-12 Reporting), and AIM (insurance policy renewal) are allowed by ACH or eCheck.
  - ACH or eCheck payments are allowed for the Vendors used in the Scrip program.
  - Wire transfers are never allowed.

Date approved by Board: August 3, 2022

Date presented/voted on by the general membership and approved: September 14, 2022

Date sent to Oregon PTA: \_\_\_\_/\_\_\_\_/\_\_\_\_

- Proper documentation should still be followed including signed check request forms and any other required documentation. All expenditures (other than escrowed items) must be budgeted.
5. **Online Payment Collection Systems**
- The PTA membership must approve the use of an online payment collection system(s).
  - The online payment collection system (web-store, etc.) must be in the PTAs name. It should not be attached to an individual.
  - Associated fees are budgeted as an expense line item and must be accounted for and reported on the financial statement. The PTA must ensure that they are checking for these fees monthly to ensure that the financial statement is accurate.
  - All revenue must be accounted for and reported in every financial report in the budgeted income category.
  - Online Payment collection system reconciliations must occur on a monthly basis, and should a manual transfer be required from the third-party processing company, documentation of the transfer should be filed with the reconciliation.
6. **Accepting Payment by Debit\Credit Card**
- The third-party processing company (PayPal/Square/Stripe/Venmo etc.) account must be in the PTA's name, not an individual.
  - Third-party processing company (PayPal/Square/Stripe/Venmo etc.) statements must be clear with detailed and accessible on a real-time basis. The PTA must have immediate access to know who has paid, the purpose of the payments, and the expected transaction amount.
  - The third-party processing company must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS).
  - Third-party deposits are processed the same as a traditional bank deposit.
  - Proper documentation is required for each deposit whether on-line or in person.
  - budgeted as an expense line item and reported on the financial report.
7. **Disputes of Debit\Credit transactions**
- PTA will confirm with the third-party processor that only the PTA Treasurer may confirm a refund to the customer. Confirming a refund requires the same approvals and documentation as required for a request for a check to be issued for disbursement.
  - The authorized refund must be recorded in the check registry prior to processing.
  - The third-party processing company must provide the PTA guidance on challenging a disputed payment.
  - Any challenge of payment must be responded to promptly and accurately.
  - If merchandise has not already been provided, goods and services will be withheld until the dispute is cleared.
  - If the dispute is not resolved favorably, treat this action in the same manner as a nonsufficient funds check.

**Officers:** The elected officers of the unit are: President, Vice President, Secretary, Treasurer, and Membership.

**PTA Board Membership:** The PTA Board shall consist of the above elected officers. All officers must be current members in good standing of the IBW and Oregon PTAs.

**Standing or Special Committees:** Standing or special committee members are appointed by the PTA Board and include, but are not limited to: Grad Night Chair(s), Parent Education Chair(s), Hospitality Chair(s), and Scholarship Chair(s).

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