

STANDING RULES 2009-2010

Adopted and approved: September 9, 2009

1. The Jim Bridger PTA is a local unit of the National PTA and Oregon PTA and, as such, is governed by the Unified Local Unit bylaws and the Oregon PTA bylaws.
2. The standing rules for this association will be ratified by a vote of the membership at the first meeting of each school year and may be amended or rescinded by a two-thirds vote at any regular meeting. The standing rules shall be read by request at any meeting. Copies of the standing rules and copies of the Oregon PTA Officer's manual will be distributed to each member of the executive board.
3. The membership dues shall be \$10.00 per year. The portions are:

National	\$1.75	State	\$6.25
Council	\$1.00	Bridger	\$1.00
4. Regular meetings of the association shall be the 1st Wednesday of each month during the school year from 6:00pm until 7:30pm in the school library.
5. Meeting minutes shall be made available to the membership by posting on the PTA bulletin board, listserv, and web site.
6. The order of business for the meetings of the association shall be:
 - i. Call to order
 - ii. Approval of the minutes
 - iii. Financial report
 - iv. Reports from the principal and committees
 - v. Unfinished business
 - vi. New business
 - vii. Program
 - viii. Announcements
 - ix. Adjournment
7. The officers of the association shall be president, vice president, secretary, and treasurer. The executive board shall consist of these four officers as well as the fundraising coordinator and the volunteer coordinator. Executive board elections are held in May, and the board members assume their duties in June. Records and procedure books are turned over in June or at a time convenient for the incoming and outgoing board members. The term of office shall be two years and no board member can hold the same office for two consecutive terms.
8. Meetings of the executive board shall be monthly at a time and place agreeable to all members of the executive board.
9. Special committees shall be appointed by the president with the approval of the executive board. A special committee goes out of existence when its work is done and when it has submitted its final report.

10. Standing committees and positions may include, but are not limited to:
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|-----------------------|------------------------|
| fundraising committee | school directory |
| budget | art show/reflections |
| audit | science night |
| membership | PTA clothing center |
| water garden | special event planning |
| website | playground |
| staff appreciation | after school programs |
| Scrip | |

11. Each member of the executive board and each member of the committee chairperson shall keep a record of activities and recommendations pertaining to his/her office or committee. Important documents should be stored in a safe place and copies placed in the President's or Secretary's file.
12. An officer or committee chair that is absent from board or regular meetings and fails to notify the president prior to the meeting shall forfeit the office or chairpersonship. The President or Secretary should be contacted regarding absences.
13. The voting delegate representing this association at the meetings of the Portland Council PTA shall be elected from the board.
14. A majority of the executive board shall constitute a quorum at board meetings. At regular meetings a quorum shall consist of no less than 3 members.
15. The fiscal year shall be July 1st, thru June 30th. The employer ID number is 93-6039346.
16. A budget committee will be appointed by the president in May /June to prepare a budget proposal to be presented at the first meeting of the school year for a vote of the membership.
17. If a planned expenditure exceeds the amount budgeted for that item it must be brought to a general meeting for approval.
18. Any money dedicated for a specific use, but not used during the school year, will revert to the PTA general fund unless the money is from a dedicated grant or is set aside in a separate account for a particular purpose.
19. PTA members may submit written fund requests and be addressed to the PTA.