

# ATHEY CREEK MIDDLE SCHOOL PTSA

## STANDING RULES 2016-2017

NAME OF UNIT:	Athey Creek Middle School PTSA	
FEDERAL ID NUMBER:	93-1327349	
NATIONAL PTA NUMBER:	00152810	
COUNCIL AFFILIATION:	Clackamas Council	REGION NUMBER: 4
STATE AFFILIATION:	Athey Creek PTSA is affiliated with National PTA Oregon PTA and as such is governed by the Unified Local Unit Bylaws and the Oregon PTA Bylaws.	
ANNUAL DUES:	Athey Creek PTSA Annual Membership dues shall be \$25.00 per individual which includes \$9.50 payable to Oregon PTA, from which they will pay National PTA \$2.25 per member. \$1.00 per member is payable to the Clackamas Council PTA and the remaining \$14.50 is retained in the Athey Creek Middle School PTSA General Fund and will be used for the specific purpose of costs associated with running the PTSA.	
FISCAL YEAR:	July 1 to June 30	
QUORUM:	Quorum for each general meeting shall be five (5) voting members.	
MEETINGS:	General Meetings shall be held on the 1 <sup>st</sup> Friday of each month, except for September and January, when the meeting will be held on the 2 <sup>nd</sup> Friday of the month. Meetings will be held at 9:30am in the staff lounge. Evening General Meetings to be planned by board and will be announced one (1) month ahead. Secretary will document each meeting with the taking of minutes; previous minutes will be corrected on the spot with no vote necessary. Both the current agenda and the previous month's minutes will be posted on the PTSA bulletin board. Executive Board meetings shall be scheduled as necessary. The secretary will document such meetings by taking minutes; those minutes are for record only and will not be voted on. PTSA meetings are open to all interested, with paying members allowed to vote.	
PTSA BOARD:	The Board of this association shall be voted in to office and will include: President, Co-Vice Presidents, Secretary, Treasurer, Membership, and Volunteer Coordinator. Term of office shall be	

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one year, and individuals shall be limited to not more than two consecutive terms in the same position. In the event that a co-coordinator is needed or requested by the PTSA Board Member to share their position, that person can be nominated by the existing PTSA Board Member making the request. Approval must be made by the PTSA Board. This said, co-coordinators shall share all the responsibility and carry the authority of that person when the other co-coordinator is absent. In voting, co-coordinators each carry one vote.

No PTSA member shall serve in more than one (1) elected position at a time.

If any elected Executive Committee member is unable to complete his/her term of office, the Executive Committee will identify and elect a replacement officer to complete the term for the vacated officer and will present the elected member for confirmation by general membership at the next regular PTSA meeting.

### ORDER OF BUSINESS:

The order of business for meetings of this association shall be as follows.

- |                            |                               |
|----------------------------|-------------------------------|
| 1. Call To Order           | 6. Athey Creek Staff Reports  |
| 2. Principal's Report      | 7. Standing Committee Reports |
| 3. Guest Speaker           | 8. Old Business               |
| 4. Approval of the Minutes | 9. New Business               |
| 5. PTSA Board Reports      | 10. Adjournment               |

### STANDING COMMITTEES:

The standing committees of this association shall include the following: Athey Directory, Website, Turning Point Coordinators, Spirit Wear Coordinator, Garage Sale, Chair, Teacher & Staff Appreciation (TASA) Coordinator, 8<sup>th</sup> Grade Celebration Coordinators, Dance Coordinator, Student Store, No Cost Fundraising Coordinator, and Parent Education Coordinator.

Chairs of all Standing Committees shall be PTSA members. The term of Committee Chairs shall be kept for one (1) year or until their successors are appointed.

### SPECIAL COMMITTEES:

The president of this association may, with the approval of the PTSA Board, appoint special committees as he/she deems

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appropriate. Special committees go out of existence when their work is complete and their final report is received by the Board.

### NOMINATING COMMITTEE:

The nominating committee shall consist of at least two (2) current PTSA members, and shall not be eligible for nomination to the upcoming PTSA Board without current Board approval. The report of the nominating committee is required at the May general meeting of the PTSA Board. Once that report has been received, the work of the nominating committee is complete.

### BUDGET AND FINANCE:

A minimum balance of \$10,000 shall be kept in the Treasury at all times as a required balance. The PTSA shall approve its annual operation budget prior to the end of each school year. All standing and special committee chairs shall abide by the approved budget for their event or area of focus. Board approval must be received for any expenditure which would cause the budget for that event or budget expense line item to be exceeded by 5% or \$100 whichever is greater.

All checks shall be signed by two (2) persons. Those designated bank signatories shall be the President, Co-Vice Presidents, Treasurer and Secretary. A hard copy of all bank statements shall be mailed to Athey Creek Middle School PTSA. The statement(s) shall be opened by the President or Co-Vice Presidents and reviewed, signed and dated.

All non-budgeted expenditures of \$100 or more must be authorized in writing by the PTSA Board.

Authorized representatives will be established by the PTSA Treasurer and the event committee chair on an event by event basis. Two authorized representatives will count monies directly after the said event or during the event and will complete the Cash Counting form. The Treasurer shall complete the deposit and attach the bank receipt to the Cash Counting form.

When withdrawing cash, an authorized representative shall count the starting cash that was withdrawn from the bank and sign the bank receipt.

The PTSA Treasurer shall maintain all financial records using an online accounting resource. To allow review of the financial records, the Treasurer will set up access to the site for the Executive Board members.

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The PTSA shall conduct an audit of its financial records and activities as required by Oregon State PTA Uniform Bylaws.

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

## SIGNATURES OF AGREEMENT BY THIS YEAR'S PTSA BOARD

Signatures redacted for privacy

PRESIDENT \_\_\_\_\_

CO-VICE PRESIDENT \_\_\_\_\_

CO-VICE PRESIDENT \_\_\_\_\_

SECRETARY \_\_\_\_\_

TREASURER \_\_\_\_\_

MEMBERSHIP \_\_\_\_\_

VOLUNTEER COORDINATOR \_\_\_\_\_

DATE APPROVED: 9/7/2016

DATE SUBMITTED TO OREGON PTA: