

# ATKINSON ELEMENTARY PTA

## Standing Rules, September 2019

### Mission and Goals

**Oregon PTA Mission:** To support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children; to assist parents in developing the skills they need to raise and protect their children; and to encourage parent and public involvement in the public schools of this nation.

**Atkinson PTA Mission:** The Atkinson PTA, an affiliated constituent of Oregon PTA, is an independent body composed of family members, staff, and members of our extended community. We embrace and support the diversity of culture and background found in our community. We strive to promote student achievement, well-being, and success by supporting equitable, accessible, high benefit enrichment opportunities, suited to our community. We encourage family involvement in PTA, school, and classroom programs and activities.

#### **Atkinson PTA Program Goals:**

- Celebrate and Preserve: Celebrate cultural diversity and foster understanding through community events and student programs.
- Enrich and Promote: Enrich student education through programs that support achievement and well-being.
- Engage: Engage families through volunteer opportunities, events, and education, which build community.
- Advocate: Advocate on behalf of students through activism and fundraising that supports better educational experiences in the school, district, city, and state.

### Standing Rules

- 1) **Name of Unit:** Atkinson Elementary PTA
- 2) **Employer ID Number:** 93-6039323
- 3) **National PTA Number:** 00016887
- 4) **Council Affiliation:** Portland OR, Region #2
- 5) **State Affiliation:** Atkinson Elementary PTA is affiliated with [National PTA](#) and [Oregon PTA](#) and as such is governed by the [Unified Local Unit Bylaws](#) and the [Oregon PTA Bylaws](#) (see Officer's Handbook at [www.oregonpta.org](http://www.oregonpta.org) for current copy).
- 6) **Annual Dues:** Our dues are based on sliding scales for Annual Individual or Dual Memberships (2 adults). Annual Individual Membership is \$1-\$15 or Annual Dual Membership is \$2-\$30. For each of our members, a total of \$9.50 must be paid to National PTA and Oregon PTA. All dues raised above \$9.50 per person will go towards our PTA general fund and help cover membership fees for others.
- 7) **Fiscal Year:** July 1 to June 30.

- 8) Quorum:** Quorum for each general meeting shall be 6 members. Quorum for each Board meeting shall be 6 Board members, 3 of whom must be elected officers.
- 9) Meetings:** General meetings of this association shall be held at least 4 times per year on the 2nd Tuesday of each month from approximately 6:30 to 8:00 p.m., or another date/time agreed on by the Board. Board meetings of this association shall be held monthly, if needed. Additional Board or Executive Committee meetings can be held at the request of an officer. The May or June meeting will be reserved for review and approval of the following school year's budget. The Secretary shall publicly post the general meeting minutes and a copy of the Treasurer's Report within 5 days after each general meeting. The President shall collaborate with the Secretary to set the agenda for each board and general meeting.
- 10) Officers/Executive Committee:** The Officers of this association shall be: President, Vice President-Planning, Vice President-Communication, Treasurer, Assistant Treasurer, and Secretary. Unified Local Unit Bylaws state the following: each officer of the PTA shall be a member of this PTA, there shall be only one president, no person shall serve in more than one (1) elected position at a time, and a person shall not be eligible to serve more than two consecutive terms in the same office. A term is defined as a period of 24 months (two years).

Elections of Officers shall be at the May meeting by secret ballot (to be counted at the meeting by 2 present PTA members). The officers shall transition and assume their duties by July 15. If an Officer is unable or unwilling to serve the entire term, an election will be held to fill that position. If the remainder of the unexpired term is more than half of a full term, it shall count as one of the two consecutive terms the elected officer is eligible to serve.

The Executive Committee is composed of the elected Officers. In the event the President is unable to serve, succession shall be in the following order: Vice President – Planning shall be first and Vice President Communication shall be second. If neither of the Vice Presidents are able to serve, succession shall fall to the Secretary. This shall be on an interim basis until elections can be held.

- 11) Order of Business:** The usual order of business for regular meetings of this association shall be: 1) Call to Order, 2) Reading and Approval of Minutes, 3) Principal's Report (as needed), 4) Financial Report, 5) Board Report (as needed), 6) Committee Reports (as needed), 7) Unfinished Business, 8) New Business, 9) Program (as needed), 10) Announcements, 11) Adjournment. Due to presenter schedules, the order may vary.
- 12) Rules of Debate:** Members and non-members are welcome to debate at meetings. Debate time is limited to the time listed for the agenda item; Roberts Rules of Order will be used as guidelines for debates. Meeting time will be respected and debates will only be held when a motion form has been turned in. The President shall serve as the presiding chair for all board and general meetings and will facilitate all debate at meetings. The President may call upon the Vice President or another elected officer to preside when wishing to speak to a motion or to leave the chair.
- 13) Voting:** A member is allowed to vote with no waiting period after membership form and payment have been received. Upon voting in a general or board meeting, one half plus one of the voting members carries the vote.
- 14) Board:** The Board is composed of the elected Officers and the following appointed Chairs: Programs Chair, Volunteer Coordination Chair, Fundraising Chair, Immersion Chair, Hospitality Chair (which can be filled by two people as co-chairs equaling 1 vote) Outdoor Learning Garden Chair-Administration, and one Member-at-Large Chair–Past Board Member. The appointed Board Chairs are appointed by the Officers to serve a one-year term but may be re-appointed to serve an additional term. The appointed Board Chairs oversee and/or assist the work of Special Committees as outlined below. As needed, the Board Chairs shall provide written updates on committee work to the Secretary after delivering the report at a General Membership Meeting.

**15) Special Committees:** Special committees are appointed by the board to carry out the specific programs, projects, activities, events and fundraisers in the PTA's adopted budget. Special Committees for the 2019-20 school year shall include: PTA Membership Drive, Auction, Atkinson Dines Out, Fall Direct Donation Drive, OLG T-Shirt Sale, Amigos, Dia de los reyes magos, Dia de los ninos, Dia de los muertos, Kindergarten Summer Meet and Greet, Teacher Conference Luncheon, Staff and Teacher Appreciation, Outdoor Learning Gardens Events and Maintenance as per Grow Portland Contract, Emergency Preparedness, Basketball, Chess Club, Running Club, Field Day, Science Fair, Talent Show , Lunar New Year , Back to School Social, and 5<sup>th</sup> Grade End of Year Activities. The President may, with the approval of the Board, appoint additional Special Committees as deemed appropriate. The work of a Special Committee is complete when the Board receives a completed final report form (available on the Atkinson PTA website under the Forms tab).

Each Special Committee shall have a Committee Chair (or co-chairs) designated by the President who manages the committee's work and reports to the Board Chair(s) as outlined below. All Special Committee Chairs must be members of Atkinson PTA. Each Special Committee must submit a Plan of Work form to the PTA Board for approval (available on the Atkinson PTA website under the Forms tab). The Plan must be approved before the committee's work begins. The Special Committee Chair shall monitor and approve all committee expenditures to ensure spending does not exceed the approved budget. As set out in the Funding Policies and Procedures section of these Standing Rules, Special Committees must seek the board's prior approval before making expenditures beyond the original budget allotment.

The Board Chairs shall oversee and/or assist Special Committees as follows: Programs Chair oversees the plan of work for Basketball, Running Club, Chess Club, Field Day, Emergency Preparedness, Talent Show, Lunar New Year, Back to School Social, and 5<sup>th</sup> Grade End of Year Activities, Science Fair; Fundraising Chair tracks and oversees the plan of work for PTA Membership Drive, Auction, Atkinson Dines Out, Fall Direct Donation Drive and OLG t-Shirt Sale; Hospitality Chair(s) oversees Kindergarten Meet and Greet, Staff and Teacher Appreciation, and Teacher Conference Luncheon; Volunteer Coordination Chair assists all special committees in recruiting volunteers as needed; Immersion Chair oversees the plan of work for Amigos, Dia de los Muertos, Dia del nino, and Dia de los reyes magos; Outdoor Learning Garden Chair-Administration oversees garden events and maintenance as per Grow Portland Contract; Member-at-Large (Past Board Member) plays an advisory role and may assist in oversight as appointed by the President. The President serves as an ex-officio member on all committees, except the Nominating Committee.

**16) Nominating Committee:** A Nominating Committee shall be formed to nominate future Officers. This committee shall consist of three members and shall be elected by the general membership at least one month prior to the election of officers. Their report is required at least two weeks before voting on Officers at the May meeting.

**17) Convention Delegates:** Delegates (voting representatives) from this association who attend the annual meeting of Oregon PTA (convention) shall be appointed at the Board's March meeting.

**18) Financial Policies and Procedures (including, but not limited to):**

PTA Checks: The President, Treasurer, and one (or more) other elected board member(s) shall be registered at the bank as signers on the PTA bank account. Two officers' signatures are required on checks. All checks must have three distinct names on them: the payee, signer 1 and signer 2. None of the three should be related or living in the same household. A signer shall never also be the payee on a given check (you cannot sign a check for yourself). Signers should always be sure there is adequate money remaining in the relevant budget line item before writing the check. Never sign a blank check, and never write out a check to CASH. If a check must be voided, do not destroy

it; simply write VOID across it and staple to a blank check request form to be filed by the Treasurer and accounted for during the audit.

NSF (non-sufficient funds) checks: NSF checks for membership dues will result in membership suspension; membership can be reinstated when the membership fee is paid in cash.

Reimbursement: The Check/Reimbursement form is available in the forms tab on the Atkinson PTA website. Check/Reimbursement forms with receipts attached shall be turned in to the Treasurer's inbox in the school office in a timely fashion. Year-end receipts should be turned in no later than the Friday following the last day of school.

Late forms will be reimbursed in the fall unless other arrangements are made with the Treasurer. Reimbursement checks related to an approved PTA activity will be cut and distributed within three weeks of receipt. Collecting Funds: The Funds Collected form is available in the forms tab on the Atkinson PTA website and should be filled out any time money is collected for PTA. The form should fully detail the money counted and be verified and signed by two counters who are PTA members (not related or living in the same household). The counters must photocopy the signed Funds Collected form and turn in the **copied** form with the deposit to the PTA lockbox in the school office as soon as possible.

Per our bond insurance, the **original** signed Funds Collected form must be kept separate from the deposit money and turned in to the Treasurer as soon as possible for the audit filing. All deposits from the proceeds of a PTA fundraiser or event should be made in the PTA bank account within 7 days after the event. Cash deposits should be made by the day after the event. The Fundraising Chair or the Committee Chair(s) in charge of the fundraising event shall provide a fundraising report to the PTA board.

PTA Cash Box/ Petty Cash Requests: The PTA Cash Box Request form is available in the forms tab on the Atkinson PTA website and should be used in conjunction with the Check Request form when a member wants to obtain cash for making change at an event or fundraiser. The forms should be filled out and signed by the member who will be taking the check to the bank and bringing the cash to the event. Once all but the bottom box of the Cash Box Request form is filled out, the requester should copy the form. The requester should attach one copy to the Check Request form as a receipt/invoice and submit it to the Treasurer for issuing the check, and the second copy of the Cash Box Request form should stay with the requester and be taken to the event. Once at the event, the requester should have two people complete the bottom box of the Cash Box Request form verifying the cash. This completed form should stay with the money so it is available for preparing the deposit. The Treasurer must note how much cash in the event deposit was from the Cash Box so it is not counted as income for the event. Once the deposit is completed, the Treasurer should file the completed Cash Box Request form with the check request form paperwork for audit.

In-Kind Donations: All in-kind donations (i.e. gift cards, physical items) given to the PTA are the property of the PTA and should be used for the event, program or activity for which they were given. If there are leftover or unused in-kind donations, those items should be reported to the PTA board and stored in an agreed upon location until the board votes to approve a use for them. The board can choose to sell these items to generate revenue for PTA, approve their use or consumption at other PTA events or activities, or return them to the donor.

Donations Made for Specific Purposes: Donations made to the PTA with a specific purpose (i.e. the donor writes in "trees for the playground" or "earthquake supplies" in the check's memo line) should be added to the budget as income for the related line item or category. The result of this is an increase in the budget for that line item or category in the amount of the donation. The committee in charge of the project or program that is receiving the targeted donation must add this to their plan of work and reflect it in their budget.

Contracts: All contracts entered into by Atkinson PTA shall be executed/signed by the President and another elected officer. Committee chairs are not allowed to sign or enter contracts on their own. When entering into a contract, it should be clear that it is Atkinson PTA entering into the contract, not the individuals signing the contract. The two

signature lines should read: "Atkinson Elementary PTA by: (officer name and position)". The PTA officers should request the contract partner's proof of insurance and ask that Atkinson Elementary PTA be added as an additional insured on the contract partner's insurance policy.

**Financial Review and Oversight Responsibilities:** Bank statements will be reviewed and reconciled monthly and a signed and dated reconciliation report should be completed. Reconciliations shall be reviewed, approved, and signed by the President and one other non-signing member. Any missing or incomplete information shall be noted and every effort to find or complete these documents before the yearly audit shall be made and documented.

A financial review ("audit") of the books will be conducted annually by an Audit Committee before September 30 or when the Oregon PTA has its Fall Audit workshop. Two members excluding officers and check signers (and those related to or living in the same household as said officers or check signers) in the fiscal year under review or the current fiscal year, will be recruited for this committee and appointed by the Board prior to the October 30th deadline. The yearly financial review ("audit") is a condition of the organization's bond insurance. An audit report shall be submitted with Oregon PTA "Unit in Good Standing" documents by November 30<sup>th</sup>.

As per Oregon PTA, the outgoing Treasurer will prepare the Year-End Financial Report and Audit after June 30. Both documents will be presented to the PTA membership for approval no later than the October meeting. If there is a change mid-year in board officers who are bank account signers, an up-to-date Audit will be prepared by the outgoing treasurer.

Maintaining and updating the PTA budget in the unit's accounting software should primarily be the responsibility of the Treasurer and Assistant Treasurer. Viewing rights (non-administrator access) should be given to all other board members for oversight purposes.

**Budget Development and Approval:** Before the end of each school year, the President, Treasurer and Assistant Treasurer shall work with the board to develop and approve a draft preliminary budget for the following fiscal year. Once the draft budget is approved by the board, the budget must be voted on by members for adoption before the end of the fiscal year (June 30) so that any money spent July 1 through the first general meeting is approved by members before being spent. A budget (same or adjusted) must still be voted on and adopted at the first general meeting of each fiscal year (usually in September).

**Funding Proposal Procedure:** New or increased budget expenditure proposals should be filled out with a rationale using the Funding Proposal Form (available in the forms tab on the Atkinson PTA website). The completed form should be submitted to the Treasurer's inbox in the school office or via email. The treasurer will bring the proposal to the next board meeting. The person or group making the budget proposal will attend the same board meeting to answer questions about the proposal. The Executive Committee may approve requests under \$200 but must disclose such action to members at the next general meeting and document it in the minutes. All other proposals need to be previewed by the Board. If the Board does not give approval of the previewed proposal, the submitter(s) will be notified with a reason. (I.e. budgetary restraint, or does not meet the PTA's goals.)

If the Board approves the previewed proposal, the board will then present it to the PTA membership for a vote at the next available general meeting. As a funding proposal will change the current, adopted budget, a funding source for the new proposal must be identified prior to the vote of the board. The Treasurer will post a notice of the upcoming budget vote on the PTA bulletin board, and other communication forms available (which can include the FYI or the PTA website).

For the general PTA meeting where the funding proposal may be approved, the submitter(s) should bring copies of the budget proposal rationale and two copies of any additional attachments (one for minutes, one to circulate). If the proposal passes by vote at a general PTA meeting, the process is concluded. The PTA will seek approval from the principal if necessary. If the funding proposal does not pass at the general PTA meeting, the submitters may revise the proposal to go through the Funding Proposal submitting process again.

**19) Fee/Contribution/Scholarship Policy for PTA-Sponsored Programs:** While the PTA will never charge a fee for during-school-day programs (such as the Outdoor Learning Gardens program), it may ask for contributions. Should the PTA general membership decide to sponsor an after-school program organized and operated by PTA member(s), the PTA-sponsored program may ask families to pay a fee. Both fee and contribution requests will include reduced amounts or a sliding scale for those families that qualify for Free or Reduced Meals. Reduced fees for PTA-sponsored after-school programs will be limited to 40% of enrollment. PTA members who seek sponsorship of their after-school-program idea will fill out the Funding Proposal form (available on the Atkinson PTA website under the Forms tab). The Programs Chair will contact the PTA insurer to confirm the program is a covered activity before bringing the proposal to the Board for review. The proposal must identify a funding source for providing PTA scholarships to the program as outlined above. If approved by the Board, the Programs Chair will bring forward a motion at the next general membership meeting to debate whether or not PTA will sponsor the after-school program. If the motion is approved by the general membership, the Programs Chair shall give the PTA coordinator for the program the necessary paperwork to insure PPS approval for flyers, CUB forms, insurance, first aid, non-discrimination policy, adherence to PTA goals, and communication to parents.

**20) PTA Scholarships for Non-Affiliated After School Program Offerings:** As consistent with our PTA Mission and Program Goals, PTA supports the idea of afterschool programs for all students to access academic enrichment and enhance their Atkinson Elementary School experience. The PTA Programs Chair (or an appointed member) will oversee the PTA scholarship application process for families who qualify for free or reduced lunch who wish to give their Atkinson student(s) access to afterschool programs offered at Atkinson or Vibe Art Studio. PTA will provide a limited number of scholarships per term (Fall, Winter, Spring) for 50% of the cost of the after-school program, and awards will be made on a first-come, first-served basis. The after-school program provider must be willing to contribute 25% of the cost of the class, resulting in an overall discount of 75%. Further rules, instructions and a parental waiver/ statement of understanding for applicants can be found on the PTA Scholarship Application Form.

These Standing Rules shall be distributed to 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 (2/3) vote at any general meeting. As stated in the Oregon State Officers Manual, these Standing Rules may be temporarily set aside by a two-thirds (2/3) majority vote of attending members. This document must be submitted to the Oregon PTA annually, no later than November 30.

Date Approved by Board: 8-27-19 \_\_\_\_\_

Date Approved by General Membership: 9-10-19 \_\_\_\_\_

President's Signature: \_\_\_\_\_ Kim Jarema