

Standing Rules of the Sunnyside PTA 2018-2019

1. **Name of Unit:** Sunnyside Elementary PTA
2. **Federal ID #:** 93-0599524
3. **National PTA #:** 16826
4. **Council Affiliation:** Clackamas Council
5. **State Affiliation:** The Sunnyside Elementary PTA is affiliated with the National PTA and the Oregon PTA and as such is governed by the Unified Local Unit Bylaws and the Oregon PTA Bylaws.
6. **Fiscal Year:** July 1 to June 30
7. **Amendment or Rescission of Standing Rules:**
 - 7.1. These Standing Rules shall be gone over at the first Executive Board Meeting of the school year and may be re-read by request at any meeting.
 - 7.2. Standing Rules may be amended or rescinded by a 2/3 vote of those present at a General Association Meeting. If notice of the proposed action is given at a previous meeting or in the call for the meeting, they may be amended or rescinded by a majority vote.
8. **Quorum:**
 - 8.1. A quorum shall be 8 members, excluding the non-voting President(s).
9. **Dues:**
 - 9.1. Dues of this Association are stated in the Unified Bylaws (see Bylaws, Article 5). Each Member of our Association is to pay \$15.00 annual dues, which includes \$2.25 to National PTA, \$7.25 to Oregon PTA, and \$5.50 to the local unit.
10. **Meetings:**
 - 10.1. General Association Meetings are to be held the 2nd Monday of each month at 6:30 p.m. If there are no pressing agenda items for the next month's meeting, a meeting may be canceled upon the consensus of the group, given at least 14 days notice. Meetings may also be cancelled due to any unforeseen circumstance such as a building closure due to a weather event or the like.
 - 10.2. The agenda of the General Association Meeting shall be prepared by the President using the basic structure below:
 - a. Business Meeting
 - b. Program or Special Activity

10.3. An Executive Board Meeting will be held prior to the General Association Meeting as needed. A notice will be posted at least 3 days before the Executive Board meeting. Anyone wishing to be notified, please have your name added to the call list by the PTA Secretary. Emergency meetings may be called by notifying only those on the Secretary's list.

11. Officers:

- 11.1. The Officers of this Association shall be President or two Co-presidents, Vice President(s), Secretary, Treasurer. The President shall not vote in General Association Meetings, except in the case of paper ballot, or in the case of a tie vote when the President shall cast the tie breaking vote. (see Officers' Handbook, Ch 3, pg 6) In the event that Co-presidents are elected, one Co-president will be designated as the Primary Co-president and one will be designated as the Secondary Co-president. Neither Co-President will vote in General Association Meetings, except in the case of a paper ballot, or in the case of a tie vote when the Primary Co-President shall cast the tie breaking vote. In the event that the Primary Co-President is unavailable, the Secondary Co-President will cast the tie breaking vote.
- 11.2. In addition, the PTA's Volunteer Coordinator, Passive Fundraising Coordinator and Membership Coordinator will be ad hoc members of the Executive Board but are not elected officers.
- 11.3. Each member of the Executive Board shall keep a notebook of activities and recommendations pertaining to his or her Office Chairmanship.
- 11.4. Elections shall be held in April and Officers will assume their duties in June after the last regularly scheduled meeting. Installation shall be held in June. Officers shall serve a maximum term of 2 consecutive years in any given position. Any Member is eligible to be an Officer.

12. Committees:

12.1. Standing Committees/Coordinators shall be

- Volunteers
- Passive Fundraising
- Membership
- D.O.G.S.
- Student Store
- Student Directory
- Jog-A-Thon
- Special Friends
- Spring Family Fun Night
- Yearbook

12.2. Special committees may be appointed by the President with the approval of the executive Board. A special committee goes out of existence when its work is completed and its final report is received.

13. Delegates:

13.1. The voting delegates of this Association attending the annual meeting of Oregon PTA or a meeting of the Clackamas Council of the PTA shall be elected by and from the Executive Board.

14. Charters:

- 14.1. Any group or organization that desires a PTA-sponsored Charter must submit a request to the PTA Executive Board 1 month in advance. A vote of the Board will be required if it is to sponsor any group or organization. The President will sign the approved Charter.

15. Budget:

- 15.1. The Budget Committee shall be made up of the Executive Committee (see Bylaws, Article 8). A proposed Budget is to be brought before the Executive Board for discussion at the MAY Executive Board Meeting. The Executive Board then is to recommend the Budget for adoption by the MAY General Association Membership.
- 15.2. The PTA Executive Board may make and authorize any expenditure of up to \$1000 from the approved budget without General Membership approval. All larger appropriations will be referred to the General Membership for authorization.