

**Rieke PTA**  
**Standing Rules**

**Name of Unit:** Rieke PTA

**Federal Tax ID:** 93-1092969

**National PTA ID:** 00030677

**Tax Exempt Status:** 501(c)3

**Council Affiliation:** Portland Council

**State Affiliation:** Rieke 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.

**Annual Dues:** Annual local unit dues shall be \$15 for an individual and \$25 for a two person family membership. For each member \$9.50 is paid to National, Oregon and Portland PTA Council to cover their dues.

**Fiscal Year:** July 1 to June 30

**Quorum:** Quorum for each general meeting shall be seven (7) voting members.

**Meetings:** Regular general meetings of this association shall be held regularly during the school year at a date and time to be determined by the Board. Regular Executive Board/committee meetings of this association shall be held during the year; the time to be scheduled by the board. A majority of the Board shall constitute a quorum. Special meetings of the Board may be called as necessary to conduct business of the association.

**Officers:** The officers of this association shall include President, Vice President, Secretary, Treasurer, Fundraising Coordinator, and Communications Coordinator. Other members of the board selected by the elected officers may include Events Coordinator, Volunteer Coordinator, Rieke Foundation Liaison, Media Coordinator, and Teacher Representative (among others at the discretion of the board). Elections of officers shall be in May and the officers shall assume their duties on June 1, except for the Treasurer-elect, who shall assume responsibilities at the start of the new fiscal year. Offices may be shared between two people.

**Order of Business:** The order of business for meetings of this association shall be:

- |                        |                        |
|------------------------|------------------------|
| 1. Call to Order       | 6. Unfinished business |
| 2. Approval of Minutes | 7. New business        |
| 3. Financial Report    | 8. Program             |
| 4. Correspondence      | 9. Announcements       |
| 5. Reports             | 10. Adjournment        |

**Nominating Committee:** The Nominating Committee of this association shall consist of at least three members, to be elected by the general membership at least one month prior to the election of officers. The Nominating Committee is responsible for submitting the name of one or more candidates for each office to be filled. Additional nominations may be made from the floor.

**Authorization of Expenses:** The PTA Board shall establish Financial Operating Policies to safeguard PTA assets and establish procedures for handling cash receipts and disbursements and for reporting to the membership regarding PTA finances. These policies are described and attached as Appendix 1 to the Standing Rules.

**Approval of Standing Rules:** These standing rules shall be reviewed annually at a Board meeting. These rules may be read by request at any meeting.

These rules may be amended or rescinded by a two-thirds vote at any 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.

Howe  
5/26/2016  
M. J. Wood  
5/26/16