

STANDING RULES

Name of Unit: Abernethy Parent Teacher Association
 Abernethy Elementary School
 2421 SE Orange Avenue
 Portland, OR 97214

National PTA Number: 016880

Council Affiliation: Portland

State Affiliation: The Abernethy PTA is affiliated with the National PTA and the Oregon PTA and as such is governed by the Unified Local Unit Bylaws (dated April 2014) and the Oregon PTA Bylaws except as modified below.

ANNUAL DUES: Dues shall be as listed below and includes \$2.25 for National PTA and \$7.25 for Oregon PTA. A small fund (approximately \$150) will be held in reserve for families that cannot afford the membership dues.

Basic Member: \$11 = one individual membership/one vote

Family Member: \$22 = two individual memberships/two votes

Silver Member: \$26-41 = one individual membership/one vote + one Chinook Book (print version, mobile app, or both)

Gold Member: \$37-52 = two individual memberships/two votes + one Chinook Book (print version, mobile app, or both)

Platinum Member: \$57-72 = two individual memberships/two votes + one Chinook Book (print version, mobile app, or both) + \$20 donation to the Abernethy PTA

FISCAL YEAR: September 1, 2016 to August 31, 2017

MEETINGS: COMMUNITY MEETINGS shall be held the third or fourth Thursday of each month at 6:00 pm, as noted on the Abernethy school calendar. Meetings may be scheduled on an alternate day or cancelled due to conflict with other school events. BOARD MEETINGS shall be held the second Tuesday of each month at 7:00 pm unless otherwise noted on the Support Abernethy website. Meetings may be scheduled on an alternate day or cancelled due to conflict with other school events.

QUORUM: Quorum for each community meeting shall be nine (9) voting members. Quorum for each board meeting shall be 5 (five) voting officers.

ORDER OF BUSINESS:

The Order of business shall include:

Call to Order
 Approval of Minutes
 Officers & Committee Reports
 Unfinished Business
 New Business
 Announcements
 Program/Speaker
 Open Forum
 Adjournment

OFFICERS: The elected officers of the PTA shall be: President, Vice President, Finance Committee, Secretary, Fundraising Chair, Volunteers in Portland Public Schools (VIPPS) Coordinator, Communications Chair, Membership Chair, School Kitchen Garden (SKG) Chair, and New Family Connection.

The Finance Committee consists of an Accounts Receivable position, an Accounts Payable position, and a General Ledger/Treasurer position. The Finance Committee will have one voting position on the PTA Board represented by a Finance Committee Liaison. The positions roles and responsibilities are:

- Accounts Receivable: will be responsible for collection and reception of income and financial donations, for tracking of incoming funds, and for depositing funds into the PTA bank account.
- General Ledger/Treasurer: will be responsible for cash flow reconciliation of received funds, expensed funds, and the balance of the PTA bank accounts.
- Accounts Payable: will be responsible for payments for PTA expenses and reimbursements, for tracking of expensed funds, and for maintaining the PTA checkbook.

Each officer position will be entitled to only one vote, therefore, voting appointees must be designated for each Officer position when the position is held by more than one person. Each Officer will keep an Officer's Manual for their position duties up to date and accessible by all officers as per National PTA guidelines. The duties of each Officer are as described in the Oregon PTA Officer's Manual 2014-2015. In addition, the Fundraising Chair shall oversee committees principally involved in raising operating funds. The VIPPS (Volunteers in Portland Public Schools) Coordinator shall recruit volunteers to meet school or PTA needs and shall keep a record of these activities. The Membership Chair shall assist in collecting and providing information about membership to the Board and Oregon PTA and in recruiting new members. The Communications Chair shall oversee PTA communications including the annual directory and newsletter. Responsibilities are further described in each Officer's Manual to be provided to all incoming Board members.

Each Officer shall be required to attend a majority of PTA board meetings or the position may be considered vacant and up for re-election.

Each member will serve 1 term with the option of an additional second term. Term shall be defined as the following: One (1) term is 1 year except in the following: VIPPS term will be two (2) years. Membership term will be two (2) years. and Co-President term will be two (2) years. The Vice President term will be one (1) year and then will transition into the Co-President role the following year.

Election of Officers shall be in May and these Officers shall assume their duties on August 1st.

NOMINATIONS: A Nominating Committee may be recommended by the Board. If a Nominating Committee is formed, it shall consist of members of this association and be appointed by majority vote of the Officers in attendance at the meeting where such approval is sought at the February or March Board Meeting.

The Nominating Committee report shall be delivered to the Executive Officers by the April Board Meeting. When the report is received this Committee's work is complete. Any PTA General member may seek nomination for an open officer position prior to the May general vote.

COMMITTEES: The Standing Committees may include:

Annual Appeal	School Supplies	Basketball
Tour de Ladd	Battle of the Books	Chili Cook Off
Auction	Carnival	Communications
Garden After School	Grounds	Holiday Shoppe
Kindergarten Roundup	Fun Run	Yearbook
Harvest Social	Safe Routes to School	Spanish Program
School Kitchen Garden		

The President may, with the approval of a majority vote of the Officers in attendance at the meeting where such approval is sought, appoint Special Committees as deemed appropriate. Special Committees go out of existence after work is completed and the Board receives a report.

FUNDRAISERS: The annual fundraisers may include:

Auction
Fun Run
Tour de Ladd
Annual Appeal

Additional fundraisers may be initiated as needed by a majority vote at a Community Meeting.

BUDGET: Each year, the Board shall approve a budget prepared by the General Ledger/Treasurer for the following school year. The budget shall be reviewed and approved by June 1st. The PTA board will approve in June any expense (such as school supplies for teachers, garden assistant salary and any consulting fees we may incur) to be paid prior to the beginning of the next school year. Up to 10% of the total budget will be considered discretionary for the purpose of amending it. Such amendments will be based on formal requests to the Board and approval by a majority of Board members. Approval may be conducted at a regular Board meeting or via e-mail communication by individual Board members.

At a Community Meeting during a school year, the General Membership may elect to grant the PTA board the authority so that when school is not in session it may transfer funds to other fundraising Abernethy organizations if consensus is reached among the Abernethy Principal and PTA Board. The limit for discretionary spending changes by the PTA Board, by such authorization by the General Membership, shall be raised from 10% to 20% of the total budget.

VOTING: Each PTA member is entitled to one (1) vote according to their membership level. A general member vote may be required for the PTA to establish a new fundraiser, allocate PTA funds to a special project, accept a special project or advocacy effort requiring PTA activity, fill officer vacancies, or approve Standing Rules and the annual PTA budget.

Each PTA Officer position is entitled to one (1) board member vote. Topics for board member voting throughout the year may include proposals to be taken to general membership, board position nominations, appointing standing committee chairs, or special committee creation.

In both general member voting and officer voting, votes may be conducted at meetings as defined in the PTA Local Unit Bylaws and Robert's Rules of Order (e.g. voice vote, ballot vote, etc.). Where votes are required outside of meeting times and do not require ballots, a Co-President may call for a vote via email. In the case of general member votes, voting requests will be sent to the Abernethy PTA member listserv. In the case of PTA Board votes, voting requests will be sent to the Abernethy PTA Board listserv. Voting requests will include a deadline for votes that will not be less than 48 hours. Voting results will be valid only if the number of votes received meets or exceeds quorum for general/board meetings.

These Standing Rules shall be distributed at the first General Meeting of the year and shall be posted on the PTA bulletin board at all times. These rules may be read aloud by request at any meeting.

These Standing Rules shall remain in effect until properly modified by subsequent Executive Committees. They may be amended at any General Meeting by a 2/3-majority vote of those members present. Proposed amendments shall be written and signed by a member in good standing. The amendment shall be submitted to the Secretary ten (10) days before the Community Meeting. The Secretary shall post and distribute the proposal at least four (4) days before the Community Meeting to allow members to examine the proposal.

James Kohler
Abernethy PTA Co-President

Date Approved

Lisa Delaney
Abernethy PTA Co-President

Date Approved

Date sent to Oregon PTA