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## Woodstock PTA Approved Standing Rules 2009-2010

Name of unit: Woodstock Elementary School PTA

Federal ID #: 93-6039422 National ID #: 0016862

Affiliation: The Woodstock Elementary School PTA is affiliated with the National PTA, the Oregon State PTA and the Portland Council PTA and as such is governed by the Unified Local Bylaws and the Oregon State Bylaws.

Annual Local Unit Dues: \$12.00 individual. \$20/family couple. \$9.00 is payable to the Oregon PTA. Local Unit Dues for new term to be determined each year by incoming Executive Board.

Fiscal Year: July 1, 2009 to June 30, 2010

Regular Meetings for this Association: Shall usually be held monthly on every third Tuesday evening (Sept.-May) at 6:30 pm. Written notice of all PTA meetings shall be given to the school community within 2 weeks but no less than 4 school days prior to a general meeting along with the planned agenda.

Executive Board Meetings: To be held quarterly, Executive meeting minutes shall be posted for the general members.

A Quorum for any regular meeting of this association shall be 12 members.

### Executive Board of the Woodstock PTA 2009-1010

President, Vice President, Assistant Vice-President, Staff Liaison, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary, Fundraising Chair

### Woodstock PTA General Meeting Agenda shall generally be as follows:

Order of Business:

1. Call to order and welcome
2. Distribution of copies of the minutes of previous meeting for approval. Distribution of Reports
3. Principal's report
4. Committee Q&A, volunteer opportunities
5. Guest speakers
6. Unfinished business
7. New Business, discussions, motions, and votes.
8. Announcements and upcoming events

### NOMINATING COMMITTEE PROCEDURE:

**Nominating Committee:** A nominating committee shall be formed at the February PTA general meeting to represent fellow members in identifying, screening and recommending the best potential candidate(s) for the offices of President, Vice President, Treasurer, Secretary, and Staff Liaison. The committee shall consist of either 3 or 5 members, with 2 alternates, and will elect its own chair. The Nominating Committee will review and follow procedures outlined by the Oregon State PTA regarding Nominating Committees in Chapter 4 of the Officer's Handbook.

**Nominations:** The Nominating Committee shall formally present their nominees in their report given at the March PTA general meeting. Additional PTA members may present themselves as candidates for office after all nominating Committee choices have been named. Nominations will be closed at that time but may be reopened by a motion and a majority vote, any time before the actual election. Should there be more than one candidate or recommended candidate for a particular officer position, candidates will run for both the listed officer position as well as for the corresponding assistant officer position. Written notice of all candidates running for office shall be given to the general school community by the Executive Board at least 2 weeks prior to the April meeting.

### ELECTION PROCEDURE:

**Preparation of Vote:** At the March General Meeting, the President shall publicly appoint a Tellers Committee from present PTA members. The Teller's Committee shall consist of 3 members who are not candidates for office, members of the Nominating Committee, or members of the Executive Board. The Tellers Committee will review and follow preparation of ballot procedures outlined by the Oregon State PTA in Chapter 4 of the Officer's Handbook.

**Election Procedure:** Voting shall be held at the April PTA general meeting. The Nominating Committee report is to be read again prior to the casting of ballots, as stated in the Oregon PTA Officer's Handbook. Each PTA current member will receive a ballot upon check-in and will be verified as members from a PTA master membership list. New membership forms will be made available to anyone who wishes to join PTA prior to the vote. The Tellers Committee shall provide ballots and be responsible for conducting the election as outlined in Chapter 4 of the Officer's Handbook.

**Elections:** As stated in the Oregon PTA Bylaws, a majority vote of members present is necessary to elect officers.. Absentee or proxy ballots are prohibited.

Should no nominee for President, VP, Treasurer, or Secretary receive a majority vote, a re-vote will be held in same general meeting until a majority vote for these offices is met. Should more than two candidates be running for a single office, a plurality of votes shall constitute an election.

Should assistant officer or any other positions not receive a majority vote, there will be no revote at that meeting and those positions will remain unfilled, A new motion may be made at any future general meeting to have another voice vote to fill these positions. Future votes may also be motioned. The PTA President will announce the new Executive Board prior to adjournment of the Election meeting.

Included in the minutes shall be statement that as of July 1<sup>st</sup>, the new PTA President is designated approval to be a signer at all banks with a PTA account.

### **NEW OFFICER RESPONSIBILITIES:**

Incoming Executive Officers elected at the April meeting shall receive support and mentoring from the current board members after the April election in order to help them understand their upcoming responsibilities in the new year.

- 1) Incoming Executive Officers may recruit volunteers for the new school year.
- 2) Incoming Executive officers may appoint all Standing and Special Committee members and Chairs for the new term. Current chairs may be re-appointed or new chairs appointed for committee, as determined best by the incoming Executive board.
- 3) Incoming Executive Officers may meet with incoming Chairs to provide assignments and review procedures for preparing and submitting an action plan and budget for future approval in the new term.
- 4) All projected dates of PTA programs, events, and meetings for the new term shall be set by the Incoming PTA President at any time after the April election in coordination with the Principal and Shu Ren chair.
- 5) After the April election, the incoming Executive Board, in conjunction with incoming Committee Chairs, will be responsible for decisions that pertain to any PTA events for the new term except in instances agreed upon by both current and incoming Presidents.
- 6) The incoming board shall be put on the agenda for the May general meeting. This will be an opportunity to request volunteers for events and programs that will take place during the new term. This will also be an opportunity for the new board to solicit parent ideas for new clubs, programs, and events for the new term and to form groups of interested volunteers. The new board may also use this time for any other relevant items pertaining to the new term.

**Audit Procedure:** Up to 3 volunteers shall be appointed by the incoming Executive Board to perform the year's audit. These individuals will be CPA's or be equally qualified to perform this task. It is also recommended that the State PTA be asked to participate in this audit whenever possible. The Audit Committee shall conduct a year-end audit of the financial books and records as required by the Unified Local Unit Bylaws. Audit Committee shall review and follow Audit procedures as outlined by the Oregon State PTA in Chapter 6 of the Officers Handbook. Audit Committee shall complete their report no later than July 30<sup>th</sup> and report will be presented to the general membership at the September general meeting. All financial materials shall be turned over to the incoming Treasurer upon Audit completion (no later than July 30th).

### **Transfer of Leadership:**

Current Secretary shall provide a written copy of the April meeting minutes to the incoming Executive board by April 30<sup>th</sup> for their records. On July 1<sup>st</sup>, the incoming President shall be authorized to become the sole check signer for all PTA accounts, with authorization to remove the previous year's signers and authorization to add 2 new signers to all accounts as determined by the incoming PTA board. General membership shall be given names of all check signers at the September general meeting.

The current PTA Treasurer shall have the final Treasurer's report prepared by July 8<sup>th</sup> and shall provide a copy to the incoming President and Treasurer by that date.

Current Executive board shall provide all procedure books, PTA information and materials to the incoming officers no later than June 30th. (Excludes materials held for the Audit Committee.) Procedure books, information and materials shall be made available to incoming Executive officers and Committee Chairs as requested at any time after the April election.

**Standing Rules: In accordance with PTA bylaws, Standing Rules changes requires a 2/3 vote of the members present at the general meeting if 30-days notice of the change was not given, and a majority vote if 30-days notice was given.**

**These Standing Rules shall be distributed at the first General Meeting of the school year and may be read upon request at any meeting. Standing Rules must be updated yearly.**

