

STANDING RULES - Chapman Elementary PTA, Portland, OR

Federal ID Number: 93-1009176
Council Affiliation: Portland

National PTA Number: 016866
Region: #2

State Affiliation: The Chapman 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.

Annual Dues: Annual local unit dues shall be \$15 per individual and \$25 per couple which includes \$2.25 to National PTA, \$6.25 to Oregon PTA, \$1.00 to the Portland PTA Council and \$1.50 to the local unit.

Fiscal Year: July 1st - June 30th

Quorum: Quorum for each general meeting shall be nine voting members. Quorum for each executive board meeting shall be three officers and/or committee chairs. Quorum for each Extended Board meeting shall be a simple majority of all voting members present at the meeting.

Meetings: General Membership meetings of this association shall be held following the Friday Round-Up Assembly at least twice per academic year.

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

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|---|------------------------|
| 1. Call to order | 6. Committee reports |
| 2. Approval of minutes (if not approved over email) | 7. Unfinished business |
| 3. Principal's report | 8. New Business |
| 4. Teacher's report | 9. Announcements |
| 5. Financial report | 10. Adjournment |

The Executive Board/Committee meetings shall be held monthly or as needed at a time to be determined by consensus of the board members.

Officers: The elected officers of this association shall be President, Secretary, Treasurer, and Treasurer-Elect. These officers constitute the Executive Board. Elections of officers shall be in May and the officers shall assume their duties on July 1st.

Standing Committees: The President of this association may, with the approval of the Executive Board, appoint special committees as deemed appropriate. Special committees go out of existence when the work is completed and the final report is received by the board.

These standing rules shall be 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 They may be amended or rescinded by a two-thirds vote at any general meeting. If notice of the proposed action is given at a previous meeting or in the call for the meeting, they may be amended or rescinded by a majority vote.

Date approved: September 8, 2015

President: Rosie Platt

Secretary: Sarah Groom