

Standing Rules

July 2025 to June 2026

Name of Unit Boise-Eliot/Humboldt PTA

EIN (from IRS) 26-3462821 **National PTA Number** 02077382

Council Affiliation Portland Council **Oregon PTA Region #** 2

State & National PTA Affiliation Statement

Boise-Eliot/Humboldt 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 for one person and \$25 for a couple which includes \$3.25 to National PTA, \$8.25 to Oregon PTA, and \$3.50 to the local unit.

Fiscal Year

July 1st to June 30th

Quorum

Quorum for each general meeting shall be 8 voting members. The quorum for each board meeting shall be 3.

Meetings

Regular (general) meetings of this association shall be held the second Wednesday of each month at 5:30 pm. Executive board/committee meetings of this association shall be held the first Wednesday of each month (if applicable) at 5:30 pm. The general meetings are held online: <https://tinyurl.com/BEH2526>

Order of Business

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|--------------------------------------|-------------------------------|
| 1. Call to order | 7. Unfinished Business |
| 2. Approval of prior month's minutes | 8. Event Recaps |
| 3. Guest presentation (if scheduled) | 9. New Business |
| 4. Principal's Report | 10. Upcoming Events |
| 5. Treasurer's Report | 11. Announcements (if needed) |
| 6. Funding Requests | 12. Adjournment |

Executive Committee – See below

Standing Committees

The standing committees created by the executive board of this association are: Run for BEH, Clothes Closet, Backpack Program, Holiday Food Drive, Mississippi Street Fair, Volunteers, Fundraising. Chairs of Standing Committees will be elected by the Executive Committee and will serve on the Board of Directors.

- **No Standing Committee shall have more than \$1000 in their budget at any time. If there is a point where a standing committee happens to have more than \$1000 in their budget, the Executive Committee and Board of Directors will vote to determine how to allocate the additional funds.**

Board of Directors

Elected Officers (Executive Committee) and Standing Committee Chairs. All board members must be members in order to be elected and serve.

Special Committees

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

Convention Delegates

Delegates (voting representatives) from this association attending the annual meeting of Oregon PTA (convention) shall be (elected *OR* appointed) at a meeting of the general membership in March.

Financial Procedures

- The bank account signers will be the current Treasurer and President.
- Reimbursements need to be accompanied by receipts and a check request form.
- Deposits are processed twice a month (if necessary).
- Any incoming cash from fundraisers need to be counted by two people.
- Monthly bank statements need to be reviewed by a member other than the treasurer or any member of their household.
- Funding requests under \$500 may be reviewed and approved by the Executive Committee.
- Contingency fund for emergency situations such as the board can adjust up to \$500 between meetings but must present such action to members at the following general meeting.
- Non-Sufficient fund checks will be charged back to the submitter with a \$25 charge.

New Business

New business or suggestions can be introduced anytime during the month via email or during the New Business section in the general meeting.

Procedure Books

Each officer/committee chair shall keep a procedure document that is the property of the association and should be handed to the next officer/committee chair as they take office. Housed in the PTA Google Drive.

Other Policies

Volunteers for any school activity must fill out and pass the Portland Public Schools background check (renewal every three years).

These standing rules shall be presented 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: 9/9/25

President: Kristin Olson-Huddle

Vice-President: TBD

Executive Committee:

Kristin Olson-Huddle, Courtney Dang, Megan Bulger