



2025 - 2026 Vernon PTA Standing Rules

Employer ID # 94-3039313

National PTA # 0016827

Region # 2

Fiscal Year: July 1, 2025 to June 30, 2026

The Vernon 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 local unit dues shall be \$11.50 + processing fees, per individual or on a sliding scale basis. National PTA and Oregon PTA dues account for the \$11.50.

Quorum for each general meeting shall be three (3) officers and five (5) voting members.

General meetings of this association shall be held the third Thursday of each month at 5:45 pm. The date or time may be adjusted as needed to accommodate for other evening school events and holidays. Meetings will primarily be held by video conference.

Executive Board meetings shall be held prior to the general meetings as scheduled by the officers of the board. Officers need to communicate with the PTA President or Vice President if they cannot attend a board meeting. If they fail to do this two times in the fiscal year, the board has the discretion to dismiss that officer from the board position.

The Executive Board officers of this association shall be: President, Vice President, Secretary, Treasurer, Communications Chair, Advocacy Chair, Diversity Equity & Inclusion Advisory Board Liaison, Volunteer Coordinator, Fundraising Coordinator, Middle Years Program Coordinator, Primary Years Program Coordinator, Families of Black Students Liaison, Las Familias Liaison, LGBTQ+ Families of Vernon Liaison, Neurodiversity Advocacy Group Liaison. Board positions may be shared, with a shared vote, with exception of Affinity Group leaders who share a position, in which case they each get 1 vote to center equity. Should a person hold more than one position, they shall have only 1 vote. A term of office is one year. No office shall be held for more than two consecutive terms. Term limits subject to local unit by-laws, (OR PTA). Elections of officers shall be in May and the officers shall assume their duties on July 1.

The topics of business for general meetings of this association shall be:

Call to order	Old business	Financial report
Announcements	New Business	Affinity Group Reports
Approval of prior minutes	Administration Report	Adjournment

The order of the meeting topics will be presented in the order of the agenda. The agenda will be published on the VernonPTA.org website prior to the meeting.

Committees shall be appointed as deemed appropriate. Special committees go out of existence when the work is completed.

Voting representatives from this association attending the annual meeting of the Oregon PTA shall be appointed by the Executive Board.

These standing rules must be read and voted on by the second general membership meeting of the 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 with two weeks notice or in the call for the meeting.

Date Approved: _____

Marcus Colbert, President

Michael Angulo, Secretary



Financial Policies:

Reimbursement/Payment Policy:

- Turn in [Reimbursement Form](#), along with a receipt or invoice, to the PTA mailbox in the office or online.
- Reimbursement requests should be submitted timely following the date of a purchase, event or fundraiser.
- In order to ensure reimbursement before the end of the fiscal year (June 30th), all reimbursements requests must be submitted three (3) business days before the end of the school year. Reimbursement for any requests submitted later than this may be delayed until the following school year.
- Reimbursements for the prior fiscal year will not be accepted after October 15th of the following fiscal year.
- Treasurer has 2 weeks to process the request
- Only signers on the checking account can sign the checks
- There will be 2 signatures required on checks, unless permitted by bank and Oregon PTA in for e-checks/ACH
- Payments under \$500 and payments approved in the budget only need 2 signatures from the Executive Board.
- Non-budget expenses over \$500 must be approved by majority vote of the General PTA membership when minimum quorum is met.
- All non-budgeted proposals should be presented in a time and manner that provides meaningful notice to, and opportunity for the community to consider the proposed spending and ask questions. This includes consultation with the Diversity, Equity and Inclusion Advisory Group and PTA Executive Board. Refer to VernonPTA.org or e-mail VernonPTA@gmail.com for more information about how to prepare and present a proposal for a vote by the PTA.

Review of bank statements:

- All bank statements received at the school are to be placed in the PTA box
- An officer who is not a signer on the account has 1 week to review the bank statement for any unusual activity and to make sure all returned checks have 2 signatures
- The officer will then initial and date the 1st page of the bank statement to confirm review and forward to the Treasurer box for final reconciliation
- Treasurer will have 2 weeks to reconcile bank statement to financial ledger (or check register)
- This process will take place by a comparable process during times of limited school access such as the COVID-19 pandemic and as state social distancing mandates allow. The Treasurer may need to rely on online bank statements in order to timely reconcile accounts.

Lockbox protocol

- The Treasurer(s) shall carry one key
- The Fundraising Chair shall carry one key
- Additional key copies (4) shall be held in the locked key box in the office, along with a Hold Harmless statement (see bottom) signed each year
- Two PTA Board members who are unrelated and do not live in the same household must be present any time the box is opened
- No funds shall be removed from the box without proper documentation (cash counting worksheet) signed by two Board members; the Cash Counting worksheet must remain in the PTA mailbox
- All funds taken from the lockbox shall be deposited to Umpqua Bank within 24 hours, or on the first business day that the bank is open after the funds are removed from the lockbox.



Procedures for counting cash:

- There should always be dual custody of the petty cash box when in use.
- Use the cash counting worksheet to reconcile all cash and checks.
 - The Cash Counting Worksheet must be turned in to the Treasurers along with cash to be deposited, with worksheet retained for audit.
- 2 cash-counters who are unrelated and do not live in the same household must be present to simultaneously count cash after each fundraiser, and must initial/ sign the form when completed.
- Counted cash shall then be held in the lockbox in the office until it can be deposited.
- Deposits should be made within one business day (that the bank is open) after the counting of the cash. Cash that can't be deposited right away should be kept in the lockbox in the office until deposited.

NSF (Non-Sufficient Funds) Check Policies:

- After receiving notice of an NSF check, PTA will contact the bank to see if that check is good in order to cash it in person.
- If it is not good, then the PTA shall call the person who wrote the check to see if it can be collected.
- PTA should make at least 2 separate attempts to contact the holder of the NSF check to resolve the issue.
- PTA will not release any goods purchased with a NSF check until that check has been made good.
- If the amount is a large one, it will be at the discretion of the PTA membership whether or not to take legal action against the check holder.

Audits:

- Treasurer's books should be audited by November 15th of the following year.
- At least one or two people who are not signers on the checking account can do the audit.
- Audit report should be completed within 48 hours of doing the physical audit.
- Treasurer will hold all current financial records and store past ones in a safe and secure place.