

## Standing Rules

<b>Name of Unit</b>	D.A. Grout Elementary School PTA											
<b>Employer ID Number</b>	93-6039312	<b>National PTA Number</b> 00016883										
<b>Council Affiliation</b>	<b>Portland Council</b>	<b>Region #2</b>										
<b>State Affiliation</b>	Grout Elementary School PTA is affiliated with National PTA and Oregon PTA and as such is governed by the Unified Local Unit Bylaws (Portland PTA) and Oregon PTA Bylaws.											
<b>Annual Dues</b>	Annual local unit dues shall be \$10.00, which includes \$2.25 to the National PTA, \$7.25 to the Oregon PTA, and \$.50 to the DA Grout PTA.											
<b>Fiscal year</b>	July 1 to June 30											
<b>Quorum</b>	Quorum for each general meeting shall be (5) five voting members.											
<b>Meetings</b>	Regular meetings of this association shall occur monthly <a href="#">during the school year</a> from 6:30pm to 7:30pm as scheduled in conjunction with the school's principal and calendar.  Executive board/committee meetings of this association shall be held as needed.											
<b>Officers</b>	The officers of this association shall be: President, Secretary, Treasurer. <a href="#">Additional members shall include Volunteer Coordinator, Communication Coordinator and Member at Large when occupied.</a>  Elections of new officers shall be in May and the officers shall assume their duties on June 1. The first executive board meeting shall be held annually in August (prior to the school year starting) or as soon as all officers are identified.											
<b>Order of Business</b>	The order of business for meetings of this association shall be: <table><tr><td>1. Call to Order</td><td>6. Unfinished Business.</td></tr><tr><td>2. Reading of minutes and approval</td><td>7. New Business</td></tr><tr><td>3. Financial Reports</td><td>8. Programs</td></tr><tr><td>4. Additional Officer's Reports</td><td>9. Announcements</td></tr><tr><td>5. Correspondence.</td><td>10. Adjournment</td></tr></table>		1. Call to Order	6. Unfinished Business.	2. Reading of minutes and approval	7. New Business	3. Financial Reports	8. Programs	4. Additional Officer's Reports	9. Announcements	5. Correspondence.	10. Adjournment
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<b>Special Committees</b>	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.											

Association expenses and reimbursements will be made only up to [amount in approved or amended budget](#). [Adjustments up to 10 % with a maximum of \\$100 over can be made by decision of the Executive Board.](#)

These standing rules shall be read at the [first general membership meeting](#) of the school and may be read by request at any meeting. Standing rules may be amended or rescinded by two-thirds vote at any meeting. If notice of the proposed action is given at a previous meeting or in the call for a meeting, they may be amended by majority vote.

Date approved: \_\_\_\_\_ Date sent to Oregon PTA \_\_\_\_\_

President \_\_\_\_\_ Secretary \_\_\_\_\_