

2011-2012 Lewis Elementary School PTA Standing Rules

Name of Unit: Lewis Elementary PTA **National PTA ID#:** 02679337

IRS Status: 501 (c)(3) Non-Profit Organization **Tax ID #:** 45-3185149

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

State Affiliation: The Lewis PTA is affiliated with National PTA and Oregon PTA and as such is governed by the Unified Local Unit Bylaws and Oregon PTA Bylaws.

Annual Dues: Annual Lewis PTA dues shall be \$11.00, which includes \$9.50 to National PTA and Oregon PTA.

Fiscal Year: July 1st to June 30th

Quorum: Quorum for each general meeting shall be 8 voting members.

Meetings: Regular general meetings of this association shall be held the first Tuesday of each month at 6:30 pm.

Executive/Board meetings of this association shall be held at the discretion of the PTA Board.

Officers: The officers of this association shall be:

President/Co-Presidents	Treasurer
Vice-President	Fund raising Coordinator
Secretary	Auditor

Elections: Elections of officers shall be held in April of each school year and the officers will assume their duties on July 1 of the same year. Term of office shall be no longer than 2 consecutive years.

Order of Business: The order of business for General Meetings of this association shall be:

1.Call to order	6.Announcements
2.Reading of minutes and approval	7.Unfinished Business
3.Programs/Speakers	8.New Business
4.Committee Reports	9.Adjournment
5.Financial Report	

Standing Committees: The standing committees of this association include but are not limited to:

Holiday Bazaar	T shirt
Garden Fair	Staff Appreciation Week
Book Fair/Sales	Family Dance
Box Tops/Soup Labels	Script

Money Matters: All money matters pertaining to this Association must be completed with two (2) PTA Members present. The treasurer is authorized to pay for routine expenses covered in the approved budget. If a check written to Lewis PTA is returned for non-sufficient funds, any officer can request that the account holder to reimburse Lewis PTA for the check amount and any bank fees it incurs as a result.

Special 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 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 They may be amended or rescinded by a two-thirds vote at any general meeting.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.

September 2011