

SABIN SCHOOL PTA STANDING RULES (Updated September 2, 2019; Approved September 18, 2019)

Name of Unit: Sabin Elementary School PTA

Federal 501(c)(3) Tax ID Number: 93-1037650

National PTA Number: 00014050 / **State Unit Number:** 016881 / **Region:** 2

Affiliation: The Sabin Elementary School PTA is a member of the National PTA and Oregon PTA and as such is governed by the National PTA Bylaws, Oregon State PTA Bylaws, and the Unified Local Unit Bylaws (see: <https://www.oregonpta.org/pta-leaders/bylaws>).

Contact Information: SabinPTApresident@gmail.com

Mission: To make every child's potential a reality by engaging and empowering families and communities to advocate for all children; and by strengthening and unifying school communities through volunteerism and cooperation. Sabin School PTA prides itself serving this mission and membership is open to anyone who would like to be involved.

Annual Individual Membership Dues:

Annual membership dues are \$10.00 per individual, which includes \$9.50 that goes to the National PTA and the Oregon PTA (\$2.25 and \$7.25 respectively). Membership allows voting privileges during meetings. Sabin PTA has scholarships for membership each year. This request is made by checking the \$0 option on the PTA membership form. No other test or financial investigation shall be required.

Fiscal Policies:

Fiscal year: July 1-June 30. All PTA checks require TWO signers. Receipts must be submitted for PTA reimbursement. All PTA bank statements must be sent to the home address of a non-signer on the PTA bank accounts. An audit of all PTA income and expenses must be conducted (for the previous fiscal year) by a PTA elected Audit Committee by November 30th of each year. (See also: Treasurer Role section.)

Quorum:

General Meetings must have 7 PTA members present for quorum. A majority of the Board constitutes quorum for the Executive Board Meetings. Quorum is necessary to conduct any business.

General Meetings:

The schedules for General Meetings and Executive Board Meetings are posted for the current academic year on the Sabin PTA website (<http://www.sabinpta.com/>). All meetings are for conducting general PTA business. New Board elections occur in May, which is typically the last meeting of the school year. Final PTA Budget approval occurs in May.

Anyone is invited to be involved with or attend PTA meetings or activities, but only those who are members (i.e., those who have turned in membership form and dues have been paid)) have voting rights during meetings. Voting rights begin immediately after turning in the membership form and the payment of membership dues.

Order of Business at General PTA Meetings:

- 1. Introductions and Mission Statement**
- 2. Old Business**
 - Review previous meeting's minutes
 - Any unfinished business from the previous meeting(s)
- 3. Principal's or Vice Principal's Report**
- 4. Announcements and Upcoming Events and Activities**
- 5. Other Updates, Business, and Discussion Items**
 - Sabin PTA members can request time in this time slot
- 6. Adjournment**

Committees / Committee Chairs / and Committee Chair Elections:

Committees are the working machinery of the PTA, and each addresses a specific need. Each committee is comprised of a Chair, who coordinates the work of the Committee, and any other interested members. The PTA President and President-elect are *ex officio* members of all committees. The Chair also prepares committee updates for PTA membership as needed and notifies the Board Secretary when planning to give a verbal report at a General Meeting. Committees may be created by the Executive Committee as necessary (e.g., the Budget Committee during the annual budget process, and the Nomination Committee during the election process). Committee Chairs are elected by the Executive Committee.

Sabin Foundation:

Sabin is fortunate to have both a PTA and Foundation to support the school with fundraising and volunteer power. The PTA fundraisers support teachers and community events for the school, as well as ad hoc needs and requests. The Sabin Foundation, another parent-led non-profit fundraising operation, raises money to fund additional teachers and educational staff positions at the school. Both groups are comprised of volunteer parents. The Sabin Foundation is part of the larger Fund for Portland Public Schools, which promotes philanthropic investments to Portland Public Schools generally. Local schools like Sabin keep two-thirds of the funds that its Local Foundation raises to be used towards staffing. One-third of the funds raised by each Local Foundation like Sabin (after the first \$10,000) is redistributed to PPS in the form of PPS Parent Grant Funds. For more information see: <https://fundforpps.org/about3>.

The Foundation Committee (and/or the Foundation Committee Chairperson) will be the primary liaison between the Sabin School Foundation and the Sabin School PTA. The Foundation Committee Chair will share updates for PTA meetings as needed and keep PTA membership apprised of how they can be involved in Sabin School Foundation fundraising efforts like the Spring Art Show. Both the PTA and the Foundation facilitate fundraising efforts for the school, though with slightly different tactics.

Executive Committee (EC) and Executive Board:

The Executive Committee (EC) consists of the elected officers of the Sabin PTA (i.e., the President, President-elect, Treasurer, and Secretary). The duties of the EC include the election or appointment of the Chairs of the Standing Committees.

The Executive Board is comprised of the elected officers of the PTA and Chairs of any standing committees (e.g., Community Outreach, Fundraising, Volunteer Coordinator, Parent Teacher Coordinator). The duties of the Board include transacting necessary business in the intervals between General Meetings, and approving expenditures within the limits of the budget, among other things.

Executive Board Meetings generally convene before the General Meetings. Executive Board Meeting times and locations will be posted on the Sabin PTA website (www.sabinpta.com). Special meetings may be called by the President or by a majority of the respective members of the Executive Board, with appropriate notice given. All PTA members are welcome to attend Executive Board Meetings.

Officers and Elections of Officers:

The Sabin PTA officers include a President, President-elect, Treasurer, and Secretary. Per: generally accepted parliamentary practice and Oregon PTA Bylaws, only one person may be elected to serve as President. Other positions may be established as needed to support that role (e.g., Vice President(s)). Each officer must be a current member of the PTA.

Each year, a Nominating Committee is formed, which consists of at least three PTA members and is introduced at the March General Meeting. Nominations for open Board positions are open until the May Meeting when elections occur. PTA members may self-nominate for positions. Board positions shall be elected by ballot vote by the members present at the

May meeting. Board positions shall assume their term on June 1st. A person is not eligible to serve more than 2 consecutive terms in the same office, and no person should serve in more than 1 elected position at a time. A person elected into the role of President first serves as President-elect for a year, shadowing the President, and then in the second year serves as President (and a new President-elect is elected).

In the case of a vacant officer position at any time during the year, the position may be filled with a Special Election held during a General Meeting. Prior notice of a minimum of 14 days of such election must be given.

Board and Officer Duties

President (Required)

PTA President in their second year (unless elected as allowed by these standing rules, will have served the previous year as President-elect) serves as the primary PTA representative and liaison to Sabin staff and the parent community. Communicates with Principal on a weekly (or more) basis, and coordinates with Sabin staff as needed. Works on a parent leadership team comprised of Foundation Chair and Site Council Chair. Ensures that PTA remains in good standing with Oregon PTA. Enforces Sabin PTA Bylaws and Standing Rules. Sets agenda and presides over all Board meetings (includes Executive Committee meetings) and shall be an *ex-officio* member of all committees, except any nominating committee. Recognizes Board member contributions. May call special meetings of the Board and/or Executive Committee.

President-elect (Required)

PTA President-elect, in their first year, shadows the President, learning the requirements of the President role. Fills in for the President as needed and upon request and presides at all meetings of the PTA including the Executive Committee if the president is unavailable. Oversees the enforcement or amendment of PTA Bylaws and Standing Rules. Serves as the primary liaison between all PTA Committees and SUN School, and the PTA Executive Committee. President-elect shall be an *ex-officio* member of all committees, except any nominating committee.

Secretary (Required)

Records and posts minutes from all PTA executive and general meetings. Conducts all necessary correspondence from the Executive Committee to membership and outside organizations. Compiles agenda items between meetings and by request. One week before meetings sends a draft agenda to the president and PTA officers. Prepares final meeting agendas based on Board feedback and prepares copies for each meeting. Takes minutes and records action items during meeting including all attachments, original copies of requests and other such materials as are necessary for a complete record. Helps keep meeting moving forward. Coordinates and collects PTA general membership information, submitting it to Oregon PTA's database.

Treasurer (Required)

Performs the fiduciary duties as described in State and Local PTA Unit Bylaws. Maintains PTA bank accounts including checking and merchant account(s). Prepares and presents monthly "budget to actual" or other financial reports at monthly PTA meeting, reconciles monthly bank statements, maintains the PTA checkbook (all checks require two signatures), disperses payments and reimbursements as requested (and approved by the PTA), prepares and maintains files for annual audit. This position requires background check. Responsible for all regulatory filings including tax returns, DOJ reports, and the annual report with the Oregon Secretary of State's Office. Leads a Financial Committee of PTA members to prepare a recommended budget to submit first to the Executive Board and then ratified at the June general PTA meeting. The estimated expenditures should be determined by examining the previous years' expenses and the yearly plan proposed by each standing committee chairperson. PTA bank statements will be mailed to a Board member other than the Treasurer.

Chair(s) of Community Outreach and Volunteer chair

Provides ongoing communication with students, families, and community members about Sabin School and its curriculum, student and family activities, academic goals and community service opportunities. Promotes school events in an appealing

and accessible way. Ensures school information is communicated in multiple ways to reach all families. Fosters and develops school-community partnerships. Coordinates some school-wide events, including Back to School Night. Also helps collect and organize information about parent volunteer interest and ability and facilitate connections between parents and community members and volunteer opportunities at Sabin. Committees and teachers/room parents will continue to coordinate and schedule their own volunteers. Assist with the identification of volunteers for school-requested tasks/events and PTA standing commitments.

Parent Teacher Coordinator(s)

Oversees the room parent system and assists in the promotion of activities as directed by classroom teachers. Helps to improve and sustain positive parent-teacher relationships. Works to increase parent involvement at Sabin. Works with the Communications Chair of the PTA and school staff to ensure information about school priorities, events and community involvement opportunities is clearly communicated. Assists committee chairs with soliciting parent involvement for school-wide events such as Run for Sabin School. Works with grade levels to identify committee chairs for school-wide events.

Communications Chair(s)

Oversees electronic communication to school staff and PTA membership via website, e-mail announcements and social media. Manages SabinPTA.com website content. Coordinates, as needed, with Sabin School administration regarding Sabin staff and parent email distribution lists. Sends information to Room Parent Chair for class parent distribution list. Creates posters, flyers and other “take home” communications for PTA events and notifications. Oversees school parent directory (optional, based on volunteer availability).

Fundraising Chair(s)

Coordinates and runs school-wide fundraisers endorsed by the PTA Board, which may include such things as book fairs, restaurant/retail fundraisers, and so on. Coordinates fundraising calendar of activities with all PTA committees and school administration.

**These Standing Rules must be presented 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 2/3 vote of PTA members present at any General Meeting. If notice of the proposed action is given at the previous General Meeting, they may be amended by a simple majority vote of PTA members present.*