

Jefferson High School PTSA
Standing Rules
2025-26
APPROVED

Name of unit: Jefferson High School Parent Teacher Student Association

Tax ID Number: 93-6039345

National PTA Number: 00033510

Council Affiliation: Portland Council Region 2

State Affiliation: The Jefferson High School PTSA is affiliated with the National PTA and Oregon PTA and as such is governed by the Unified Local Unit Bylaws and the Oregon PTA Bylaws

Annual Dues: \$14.00 (with \$3.25 going to National PTA, \$8.25 to Oregon PTA, and \$2.50 to our local unit)

Fiscal Year: July 1 to June 30

Budget: Association expenses and reimbursements will be made up to amount, in approved or amended budget. Budget amendments require membership approval. Adjustments up to 10% with a maximum of \$100 over can be made by decision of the Executive Board (officers). The Executive Board can authorize expenses up to \$750 for the year on unauthorized items that are time sensitive and deemed urgent or necessary. The Executive Board must inform the membership at the next meeting when such an expenditure occurs.

Quorum: Quorum for each general meeting shall be 5 voting members.

Meetings: General meetings shall be held on the second Wednesday of every month at ~~6:00~~ 6:30PM during the school year, unless otherwise announced – changes will be communicated in advance through email (some schedule changes are needed due to conflicts with school events and the school calendar)

Officers: The officers of this association shall be: President, Vice President (optional), Secretary, Treasurer, and up to 4 student representatives. Additional officers may be proposed and voted on by the membership. Officers will serve a term of one year. Officers are limited to two terms in any position. Election of officers shall be in May with responsibilities commencing July 1.

Order of Business:

1. Call to Order
2. Secretary's Report: Reading and approval of minutes
3. Committee and other reports
4. Principal's Report

5. Treasurer's Report
6. Unfinished Business
7. New Business
8. Announcements
9. Adjournment

Standing Committees: The Standing Committees of this association shall be: Community Engagement (including membership, volunteers and advocacy), Staff Appreciation, Food Pantry, and Gear. **ADD Fundraising Committee**

Special Committees: The President of this association may, with approval of the Executive Board, appoint special committees as deemed appropriate such as Senior Celebration. Special committees are dissolved when the work is completed and a final report is received by the board.

Nominating Committees: The Nominating Committee of this association shall consist of three members and shall be elected by general membership at the January meeting. Members elected are eligible to serve for two years. The report of the Nominating Committee is required at the March general meeting. Once the report has been received, the work of the committee is complete.

Convention Delegates: Delegates from this association attending the annual convention of the Oregon PTA shall be elected or appointed at the general meeting in March.

These standing rules shall be distributed at the October general membership meeting and may be read by request at any meeting. They may be amended by majority vote at any general meeting.

Date approved: _____

President Signature _____

Secretary Signature _____