

**Standing Rules
Jennings Lodge/Candy Lane PTA**

Name of Unit	Jennings Lodge/Candy Lane PTA	
Employer ID #	93-1317514	
National PTA #	192820	
Oregon Business Registry #	023162-95	
State Affiliation	Jennings Lodge/Candy Lane 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	
Council Affiliation	Clackamas PTA Council	
Annual Dues	Annual Local unit dues shall be \$10 with \$9.50 to be directed to the Oregon PTA. Membership Year is November 1 to October 31.	
Fiscal Year	July 1 to June 30	
Quorum	General meeting quorum shall be four (4) voting members in good standing.	
Elected Officers	<p>The elected officers of this association shall represent both schools and are: President, Vice-President(s), Secretary, and Treasurer. Co-positions may be held.</p> <p>Election of officers shall be held in May and officers shall assume their duties on July 1 for a two-year term. President and Vice President(s) are elected in odd years and Secretary and Treasurer positions are elected in even years.</p>	
Meetings	<p>General meetings shall be held in the evenings, typically the third Tuesday of every month (excluding December), at Candy Lane Elementary School during the school year.</p> <p>Additional board meetings may be scheduled, as needed. Meeting dates may be cancelled or rescheduled at Board's discretion.</p> <p>Committees may meet as needed and at the discretion of the committee chair. The committee chair, or representative, shall report during general and board meetings the happenings of the committee.</p> <p>Meetings are open to the public (except closed special sessions); however, participation is limited to paid members in good standing during general meetings and limited to the Board of Directors during board meetings.</p>	
Order of Business	The order of Business for General Meetings of this association may be:	
	<ul style="list-style-type: none"> 1) Welcome 2) Guest Speaker(s)/Principal's Update 3) Prior Meeting Minutes Approval 4) Grant Requests 5) Committee Reports 	<ul style="list-style-type: none"> 6) Old Business 7) New Business 8) Announcements/Recaps 9) Adjourn

Standing Rules Jennings Lodge/Candy Lane PTA

Standing Committees	The standing committees of this association may be:	
	<ul style="list-style-type: none"> · Fundraising Committee · Hospitality/Staff Appreciation Committee · Dia del Niño Festival and Auction Committee · Harvest Festival Committee · Grant Committee 	<ul style="list-style-type: none"> · Volunteer Committee · Membership Committee · Staff Liaison · Other Committee(s)
Special Committees	The special committees of this association may be:	
	<ul style="list-style-type: none"> · Nominating Committee · Events (such as Bingo for Books Committee) · Other Committee(s) <p>Special committees go out of existence when the work is completed and the final report is received by the board.</p>	
Council and Convention Delegates	Voting Delegates, in addition to the President, attending the annual meeting of the Oregon PTA and/or Clackamas Council meetings shall be elected at a General Meeting, as deemed appropriate, in January.	
Changes to Standing Rules	These standing rules shall be read at the first general membership 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 a meeting, they may be amended or rescinded by a majority vote.	
Date Approved:	10-15-2019	
President:		
Secretary:		