

**TRILLIUM CREEK PRIMARY PTA
STANDING RULES 2022-2023**

NAME OF UNIT: Trillium Creek PTA

FEDERAL ID NUMBER: 45-5579768 **NATIONAL PTA NUMBER:** 02691216

COUNCIL AFFILIATION: Clackamas Council of Parent Teacher Association

STATE AFFILIATION: Trillium Creek PTA is affiliated with the National PTA and the Oregon PTA and, as such, is governed by The Unified Local Unit bylaws and Oregon PTA bylaws.

MEMBERSHIP/ANNUAL DUES: Annual local unit dues shall be \$15.00 per individual, shall be remitted to the National PTA and \$6.75 to the Oregon PTA per member.

FISCAL YEAR: July 1 to June 30

QUORUM: The quorum for each general meeting shall be six members.

MEETINGS: PTA general meetings of this association shall be held at least every other month, and when voting requires a general meeting. However, there will not be a general meeting in December, and a June general meeting will be scheduled only as deemed necessary by the PTA board. Meeting times will vary. PTA Board meetings will be held when deemed necessary.

PTA BOARD: The members of the PTA Board shall be: President, Vice President, or Co-Vice Presidents, Secretary, Treasurer or Co-Treasurers, and Board Advisor.

In the event that a co-coordinator is needed or requested by a PTA Board Member to share their position, that person may be nominated by the existing PTA Board Member by making the request. Approval must be made by PTA Board. This said co-coordinator shall share all responsibilities and carry the authority of that position when the other co-coordinator is absent. In voting, co-coordinators each carry one vote.

A Board Member's term of office equals one year (July 1- June 30). A Board Member may serve no more than three consecutive terms in the same position.

STANDING COMMITTEES: Standing Committees consist of committees, which are consistently a part of Trillium Creek's PTA yearly agenda they typically include the following; committees will be reviewed yearly. Chairpersons of Standing Committees must be a parent/guardian of a student(s) enrolled at TCPS for the year that they will serve, or a teacher or staff person at TCPS.

Annual Fund	School Directory	Digital Family Workshop
Art Literacy	Green Team	Social Media
Audit – mini monthly	Harvest Happening	Spirit Wear/School Apparel
Backyard BBQ	Hoot ‘n’ Scoot Fun Run	Sponsorship
Bulletin Board	Membership	Spring Fundraiser/Adult Social
Community Rewards	Popsicles	Staff Appreciation
Family Movie Night	Kindergarten Welcome	Webmaster
Forest Flyers	Pizza Bingo Night	Winter Craft Fair
		Yearbook

Standing Committees with an annual budget of \$2,000 or greater will require two co-chairs to oversee the committee or event.

Liaisons: An individual of the PTA Board may, with the approval of other members of the PTA Board appoint a liaison as deemed appropriate. Liaisons are individuals appointed to act as the point of contact for PTA membership or TCPS staff to coordinate volunteers or facilitate, in a limited capacity, a non-PTA sponsored event or to communicate between PTA membership or TCPS staff and the PTA Board. Liaisons do not have a budget or assigned committee. Liaisons are appointed annually and can hold a liaison position for more than one school year.

Book Fair Liaison	Picture Day Liaison	Working Parent Liaison
OMSI Night Liaison		School Supplies

SPECIAL COMMITTEES: The President of the PTA may, with the approval of the PTA Board, appoint special committees as deemed appropriate. Special committees cease when work is completed, and the final report is received by the PTA Board.

PTA BOARD NOMINATING COMMITTEE: The Nominating Committee of the PTA shall consist of up to three members plus one alternate, of which a chairperson and three additional members shall be voted in by General Membership at the March or April general meeting. Nominating Committee members must be current PTA members and are not eligible for nomination to the upcoming PTA Board.

Nominating Committee members shall not serve for more than two consecutive years. The Trillium Creek Principal shall be invited to serve as a non-voting advisor to the Nominating Committee.

The Nominating Committee shall invite and accept nominations and self-nominations from the PTA for all positions on the Board. The committee is charged with collecting these nominations via email or other written form, contacting nominees to verify their willingness to be considered for those positions, and selecting a proposed slate of candidates to be published 7 days prior to voting. The publication is in the form of a slate listed on at least one of the following, TCPS PTA website, TCPS e-newsletter, or The Trillium Tweet. Once the ballot containing the proposed slate of candidates has been published and voted on, the work of the committee is considered complete.

The PTA Board will make a good faith effort to establish a Nominating Committee. If unable to do so, the election process will continue unheeded.

ELECTION OF PTA BOARD MEMBERS:

Elections shall be held during the May general meeting from the proposed slate of candidates. Candidates for the PTA Board must be a parent/guardian of a student(s) enrolled at TCPS for the year that they will serve, or a teacher or staff person at TCPS. Candidates for the PTA Board must be current PTA members and renew their PTA membership each year of Board service. The newly elected PTA Board shall assume their duties on July 1st and will serve until the following June 30th.

VACANCIES: A President who resigns mid-term shall be succeeded by the Vice President. The PTA Board shall make appointments to fill other positions and vacancies that may occur mid-term.

ORDER OF BUSINESS: The order of business for PTA general meetings shall be:

- | | |
|---|--------------------------------|
| 1. Call to Order | 6. Unfinished Business |
| 2. Approval of Prior Meeting Minutes | 7. New Business |
| 3. Acknowledgements/Guest Speakers | 8. Principal and Staff Reports |
| 4. Reports of PTA Board | 9. Announcements |
| 5. Reports of Standing and Special Committee
Chairpersons and Liaisons | 10. Adjournment |

CONVENTION DELEGATES: Delegates (voting representatives) from Trillium Creek PTA attending the annual meeting of the Oregon PTA (Convention) shall be appointed at a meeting of the PTA Board in March. Each PTA unit shall be entitled to be represented at the annual convention by its newly elected president and one (1) newly elected PTA Board member for every 25 members, as determined by the membership records on file with the Oregon PTA office as of April 1. If the convention falls before the election of the new PTA board, current PTA Board members will attend.

STANDING RULES: Any changes to these Standing Rules will 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 the meeting, Standing Rules may be amended or rescinded by a majority vote.

VOTING: Only PTA members in good standing, and present in person, may vote on any PTA issue. Voting can occur virtually and does not require an in-person meeting. Issues regarding the PTA Budget or Standing Rules will be decided by a two-thirds vote of eligible members in attendance (except as provided in the Standing Rules section above). All other issues will be decided by a simple majority. Per Oregon PTA by-laws, voting on budget issues may be presented and voted on at the same general meeting. Budget changes/funding requests must be presented to the PTA Board before the general meeting for voting.

ETHICAL AND FIDUCIARY RESPONSIBILITIES: All PTA Board Members and Standing and Special Committee Chairpersons and Liaisons must be PTA members in good standing. They further agree to abide by the Standing Rules and carry out their responsibilities in a manner reflecting the principles of the Trillium Creek PTA Mission Statement.

Only PTA Board Members and Standing and Special Committee Chairpersons and Liaisons acting within the scope of their responsibilities may enter into contracts on behalf of the Trillium Creek PTA. Contracts valued at more than \$500 must be signed on behalf of the Trillium Creek PTA by unanimous PTA Board Member.

The designated bank signatories shall be determined by the PTA Board Members.

All Standing and Special Committee Chairpersons and Liaisons shall abide by the approved budget for their event or area of focus. Prior PTA Board approval must be received for any expenditure, which would cause the budget for that event or budget expense line item to exceed the approved budget. The PTA Board is authorized to spend an additional \$500 per line item, including non-allocated funds, beyond what is approved in the budget, upon the completion and submission of the Request for Funds form by requestor and if funds are available. PTA Board must unanimously approve these additional spends by written approval. Any funding request greater than \$500 will continue for a vote by the PTA general membership.

Any parties or events donated through the Adult Social and Auction are considered donations to TCPS PTA. No TCPS PTA funds or gift cards given to TCPS PTA will be used for these types of events.

PTA Funds will not be used directly for Gift Cards for TCPS Staff.

STATEMENT OF FUNDRAISING PARTNERSHIP POLICY

This Fundraising Partnership Policy is set forth to define the relationship, agreed-on fundraising procedure, and business promotion opportunity between the Trillium Creek PTA and company(ies) and/or individual(s) interested in fundraising on behalf of the Trillium Creek PTA.

The Fundraising Partnership Policy has been developed as follows:

- 1) The Trillium Creek PTA Fundraising Partnership has been established to maintain quality and a standard of partnership with all levels of fundraising partners.
- 2) Primary fundraising opportunities are to be held in conjunction with the three (3) anchor fundraising events: **Annual Fund** , **Adult Social Auction** and **Hoot 'n' Scoot** .
- 3) Lesser fundraising opportunities, such as collecting donations for Staff Appreciation lunches and local restaurant fundraisers are to be approved by the Trillium Creek PTA Board on a case-by-case basis, while being mindful of the purpose of the Annual Giving Fund "one and done" donation concept
- 4) Procedure for being a part of the Trillium Creek PTA Fundraising Partnership:
 - a. All fundraising partnerships must be pre-approved by the Trillium Creek PTA Board Members 7days before the anchor fundraising event occurs. Approval is granted by presenting to the committee Board Liaison who will then present the partnership to the complete PTA Board. Annual Fund, Adult Social Auction and Hoot 'n' Scoot Committee chair(s) and Sponsorship chair(s) must also abide by the Fundraising Partnership Policy. All anchor fundraising committees must have sponsorship level opportunities/guidelines set by sponsorship agreement form.
 - b. Sponsorship levels (i.e., donation amounts) and privileges afforded thereby shall be proposed by the relevant Standing Committee and approved by the Trillium Creek PTA Board following the time frame and approval process outlined in Fundraising Partnership Paragraph 4(a).
- 5) Any donation received will go directly into the PTA General Fund to be allocated by the PTA Board and voted/approved by the General Members. Donations cannot be directed by donor.
- 6) This policy is to be reviewed on an annual basis and any changes to the Fundraising Partnership must be approved by the General Members and Board Members of the Trillium Creek PTA.

STATEMENT OF INVESTMENT POLICY

This Investment Policy is set forth to define the use and limitations of Trillium Creek PTA's Investment Account. The intent is to create a clear understanding among the general members and all board members of the nature, purpose, and goals of the investment account on behalf of the Trillium Creek PTA.

The Investment Policy has been developed as follows:

- 1) The Trillium Creek PTA investment account has been established for the purpose of accepting and liquidating donated financial securities (i.e., stock donations) and to retain funds in a Trillium Creek PTA's investment account or transfer them to Trillium Creek PTA's checking account.
- 2) Further, the Investment account needs to be able to accept stock donations and liquidate the stocks and when possible, earn interest on the funds.
- 3) Upon receipt of any stock donation, these securities will be liquidated as soon as reasonably possible, but every effort should be made to liquidate within the time frame of 1 to 5 business days. The stock price will not be a factor of when to sell the stock. There will be times during school vacations when the board members will not be available to sell the stock. In such circumstances, the stock will be liquidated as soon as possible.
- 4) At times, the Trillium Creek PTA will have reserve funds. With board approval, these funds can be invested in FDIC bank certificate(s) of deposits (CDs) as the board is not authorized to invest the funds into stocks or bonds. The CD's should have a maturity date of no less than 30 days and no longer than 18 months.
- 5) At no time, will Trillium Creek PTA funds be invested by the Board into stocks or bonds. Certificates of deposits are the only allowed financial instruments under this policy.
- 6) This policy is to be reviewed on an annual basis and any changes to the investment mandate must be approved by the general members and board members of the Trillium Creek PTA.

STATEMENT OF WEBSITE AND SOCIAL MEDIA POLICY

This Website and Social Media Policy is set forth to define the relationship between the Trillium Creek Primary School PTA (TCPS PTA) and its website and any social media accounts (ie Facebook and Instagram) named/managed by TCPS PTA. The intent is to create a clear understanding, among general members, Chairpersons, Liaisons, and Board Members, of the purpose of the website and any social media accounts, social media use while representing TCPS PTA, and to assign responsibility for the management and content of these outlets.

The Website and Social Media Policy has been developed as follows:

- 1) The TCPS PTA website and TCPS PTA-named social media accounts have been created with the purpose of communicating TCPS PTA-relevant content, including but not limited to TCPS PTA sponsored events and volunteer opportunities, General Meetings and Board Meetings dates/times, General Meeting minutes, TCPS PTA documents and forms, TCPS PTA fundraising activities, acknowledgment of TCPS PTA member PTA-related achievements and successes, and providing quality PTA-related content.
- 2) The TCPS PTA website and TCPS PTA-named social media accounts will post content that is always clean and professional.
- 3) The TCPS PTA website and all TCPS PTA-named social media accounts are considered a Standing Committee and are assigned to a TCPS PTA Board Member for oversight and accountability.
- 4) Content is determined by TCPS PTA Board Members and committee members.

- 5) PTA Board Members and Chairpersons and Liaisons will sign a social media use agreement annually.
- 6) This policy is to be reviewed on an annual basis and any changes to it must be approved by the general members and board members of the TCPS PTA.

ORPTA E-Commerce Policy

A PTA's membership must vote to authorize one or more of the following e-commerce options. The PTA must include the corresponding language in their standing rules or adopt a separate policy. PTAs that are adopting this language as a separate policy should note that all standalone policies must be reviewed and adopted annually. Please choose one or more of the following e-commerce options that may apply to the PTA:

The PTA needs to determine who has online access to the account. The Treasurer and President should have full access, and if possible, the additional authorized signers and non-signer bank statement reviewer should have read-only access. PTA accounts cannot link to any individual accounts. No transfers of any kind should be allowed including wire transfers from account to account.

Electronic Banking

Online Account Access Password for online accounts should be changed:

- at least once a year, or
- when there is a change in the signer.

Online Statement Review

Banking and debit card statements may be reviewed online. The non-signer bank statement reviewer must e-sign (with the applicable company) a copy of the statement once reviewed and forward the signed copy of the bank statement to the Treasurer.

Use of Debit Cards

- Cards are issued to authorized signers, including the name of the PTA, and should be the same signers as on the PTAs bank account. The cards are in the possession of the Treasurer and are used via a checkout log only. The log is to be reconciled monthly to the statement.
- Before the use of the debit card, a funds request should be completed and submitted to the treasurer. Following the purchase, the receipt should be given to the Treasurer and attached to the funds request form and the debit card returned.
- The debit card limit should not exceed more than \$500.00; transactions that require a larger purchase amount must be requested through a pre-authorized funds request form and the limit increased by the treasurer on an as-needed basis.
- Absolutely, No cash transactions are allowed. (ATM, CASH, Withdrawals, Cashback from retailer)
- A change in signer on the checking account will require a return and destruction of the debit card. A financial reconciliation will be performed. This applies when fraud or misuse of the card has also been discovered.
- If the card is lost or stolen, the account must be reconciled.

Fraudulent Transactions

Upon routine monthly and yearly audits if fraudulent transactions have been discovered the executive board will meet within 24 hours and discuss the next steps forward in reporting to the appropriate agencies involved.

ACH/Electronic Payments

One-time payments to the following are allowed by ACH or eCheck. Wire transfers are never allowed.

Proper documentation should still be followed including signed check request forms and any other required documentation. All expenditures (other than escrowed items) must be budgeted.

- Oregon PTA
- Secretary of State – Incorporation Fee
- Oregon Department of Justice – Annual CT-12 Reporting
- AIM for insurance policy renewal

Recurring Payments

Recurring payments for PTA expenses must be set up to be deducted directly from the bank account. At the first Membership meeting of the year, a motion would be made to approve the recurring payment for one fiscal year.

Online Payment Collection Systems

- The PTA membership must approve the use of an online payment collection system(s).
- The online payment collection system (web-store, etc.) must be in the PTA's name. It should not be attached to an individual.
- Associated fees are budgeted as an expense line item and must be accounted for and reported on the financial statement. The PTA must ensure that they are checking for these fees monthly to ensure that the financial statements are accurate.
- All revenue must be accounted for and reported in every financial report in the budgeted income category.
- Online Payment collection system reconciliations must occur on a monthly basis, and should a manual transfer be required from the third-party processing company, documentation of the transfer should be filed with the reconciliation.

Accepting Payment by Debit\Credit Card

- The third-party processing company (PayPal/Square/Stripe/Venmo etc) account must be in the PTA's name. Not an individual.
- Third-party processing company (PayPal/Square/Stripe/Venmo etc) statements must be clear with detailed and accessible on a real-time basis. The PTA must have immediate access to know who has paid, the purpose of the payments, and the expected transaction amount.

- The third-party processing company must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS). Reference the Discover, MasterCard and Visa list of Compliant Service Providers before the PTA signs or electronically agrees to the agreement.
- Third-party deposits are processed the same as a traditional bank deposit.
- Proper documentation is required for each deposit. Events must reconcile with the applicable money counting worksheet.
- Attach a copy of the online transaction to the deposit form.
- For daily deposits, a weekly summary of the deposits may be documented on a single deposit form.
- Associated fees are budgeted as an expense line item and reported on the financial report.
- For swiped transactions, the PTA will receive training from your third-party processing company on handling cards that do not read correctly.
- Card numbers must not be written down for any reason. Only swiped or chip transactions that are immediately authorized (via internet or phone access) will be accepted.
- The PTA will not swipe or store transactions for later settlement. Disputes of Debit\Credit transactions
- PTA will confirm with the third-party processor that only the PTA Treasurer may confirm a refund to the customer. Confirming a refund requires the same approvals and documentation as required for a request for a check to be issued for disbursement.
- The authorized refund must be recorded in the check registry before processing.
- The third-party processing company must provide the PTA guidance on challenging a disputed payment.
- Any challenge of payment must be responded to promptly and accurately.
- If merchandise has not already been provided, goods and services will be withheld until the dispute is cleared.
- If the dispute is not resolved favorably, treat this action in the same manner as a nonsufficient funds check.

SIGNATURES OF AGREEMENT BY THIS YEAR’S PTA BOARD:

President: _____

Co-Vice Presidents: _____

Secretary: _____

Co-Treasurers:

Advisor: _____

**DATE APPROVED BY GENERAL MEMBERSHIP:
DATE SUBMITTED TO THE OREGON PTA:**