

**BY-LAWS OF THE PARENT ORGANIZATION OF SCHOLLS HEIGHTS, INC.**  
**January 2025**

**ARTICLE 1: ORGANIZATION NAME**

**Section 1.1:**

The name of this organization shall be the Scholls Heights Parent Teacher Organization (hereafter referred to as the Organization).

**ARTICLE 2: GENERAL PURPOSES**

**Section 2.1:**

To promote the total well-being of each student, and to enhance their learning experience at home and at school.

**Section 2.2:**

To promote volunteerism and to foster teamwork among families, teachers, staff, and students so as to provide a healthy and constructive learning environment for each student.

**Section 2.3:**

To establish and promote open communication among families, teachers, staff and students so as to better facilitate community involvement and commitment.

**Section 2.4:**

To support and enhance on a continuous basis, the core values of Scholls Heights Elementary School.

**Section 2.5:**

To aid the school in public information and to raise funds for projects beyond the regular school budget.

**ARTICLE 3: POLICIES**

**Section 3.1:**

The programs of the Organization shall be educational, fundraising, or social and shall be developed through conferences, committees and projects.

**Section 3.2:**

The Organization shall be non-commercial, non-sectarian and non-partisan. The name of the Organization and its officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any other purpose other than the regular work of the Organization.

**Section 3.3:**

The Organization may not seek to direct the administrative activities of the school or to control its policies.

**Section 3.4:**

The Organization may cooperate with other agencies and organizations active in child welfare such as conference groups or coordination councils, provided they make no commitments that blind the Organization beyond the current year.

**Section 3.5:**

No part of the activities of the Organization will include electioneering in connection with ballot

measures and under no circumstances shall the Organization engage in political activity either for or against any candidate for public office.

**Section 3.6:**

The Organization will adhere to and follow all rules and regulations placed upon it by the Beaverton School District and the State of Oregon.

**Section 3.7: (Amendment added 2004-2005 school year)**

No person shall chair a committee, be elected to an Executive Board position, or be assigned as a classroom representative if they have shown to have mismanaged Organization monies.

Mismanagement of money includes, but is not limited to:

1. Receipt of Organization funds without proper substantiation for full or partial expenditures.
2. Failure to reimburse committee members and/or classroom parents for their allowed expenditures in thirty days.
3. Theft or embezzlement of funds.
4. Expenditures for non-approved items using any of the Organization’s vendor accounts
5. Any unauthorized withdrawal of monies from any of the Organization’s bank accounts. After a written request has been made to make the person aware of the problem and provide an avenue to resolve the issue, said individual shall be notified in writing of their ineligibility to serve as committee chairperson, classroom representative, or executive board position by the President or Vice- Presidents.

**Section 3.8: (Amendment added 2024-2025 school year)**

Contract signing authority is limited to the President or the Vice President. The Vice President, when utilized, must follow approved parameters prior to signing a contract.

**ARTICLE 4: MEMBERSHIP**

**Section 4.1:**

Membership of the Organization shall be open to all families and guardians, teachers, and staff of Scholls Heights Elementary School, and persons interested in the objectives of the Organization. Membership shall not be denied, influenced, or determined by race, ethnicity, national origin, language, gender, gender identity or expression, sexual orientation, age, religion, socioeconomic status, or ability.

**Section 4.2:**

A member in good standing is one interested in the objectives of the organization, willing to uphold its policies, including the code of conduct, and subscribe to its Bylaws.

**Section 4.3:**

All members in good standing shall be voting members.

**Section 4.4:**

The membership year shall coincide with the school year.

**ARTICLE 5: OFFICERS AND ELECTIONS**

**Section 5.1:**

If practicable, the officers of the organization shall be two Co-Presidents, two Co-Vice Presidents, two Co-Secretaries, two Co-Treasurers, and two Co-Volunteer Coordinators. They shall be elected by a majority vote of the membership in attendance at the election meeting.

**Section 5.2:**

Annual elections shall be held in May.

**Section 5.3:**

Officers shall assume their official duties at the close of the last membership meeting of the school year and shall serve for a term of two (2) years or until their successors are elected. **Newly elected members must attend the Nominating and Election Meetings (Addition 2010) unless excused by exception, or until their successors are elected.**

No member shall hold more than one officer position simultaneously. When possible, no member shall serve more than two consecutive terms in the same position. Additionally, no officer may be a current member of the Beaverton School Board or the Community Partnership Team.

**Section 5.4:**

Nominations for officers shall be made by the Nominating Committee. If practicable, one of the nominees for Co-President shall have served on the Executive Committee during the previous year.

**Section 5.5:**

The Nominating Committee shall consist of at least three (3) members with not more than two (2) from the Executive Committee. The Nominating Committee shall be appointed by the Executive Committee. The Chair shall be selected by a majority vote of the Nominating Committee.

**Section 5.6:**

The Nominating Committee shall report the names of the candidates for offices to be filled at the April Membership Meeting, with the vote to be taken at the May Membership Meeting. The names are to be posted to the Organization's website and parent communication channels at least one week prior to the election, and if practicable, published in the school newsletter. Additional nominations may be made from the floor by organization members, providing there is a second on the nomination. All nominees must consent to their nomination.

**Section 5.7:**

A vacancy occurring during the term of office of any elected officer shall be filled by Presidential appointment with the approval of the Executive Committee. Appointees shall serve until the next election. If a vacancy occurs in the office of Co-President, the Executive Committee shall select one of the Co-Vice Presidents to fill out the remaining term of office and a new Co-Vice-President shall be appointed to serve until the next election. The Executive Committee can choose to leave a position vacant provided at least one officer remains in the other co-position.

**ARTICLE 6: DUTIES OF OFFICERS**

**Section 6.1:**

The Co-Presidents shall:

1. Approve meeting agendas prepared by the Secretary, and preside at all meetings of the Organization membership and Executive Committee.
2. Represent the Organization at all regular meetings for parent groups within the Beaverton School District
3. Convene Executive Committee meetings when necessary
4. Appoint pro-tem officers when necessary; and
5. Perform other duties as assigned by the Executive Committee.

**Section 6.2:**

The Co-Vice Presidents shall:

1. Coordinate activities of the committees and recruit committee chairperson(s)
2. Perform other duties as assigned by the Co-Presidents or the Executive Committee
3. Maintain and update the Organization bulletin board (amendment 2004 - 2005) and;
4. Perform the duties of the President in the absence or inability of that officer to act

**Section 6.3:**

The Co-Secretaries shall:

1. Keep an accurate record of the business transacted at each meeting of the Organization membership and Executive Committee, including a list of members in attendance.
2. Have on hand for reference at each meeting a copy of the bylaws, the minutes of the previous meetings, and a list of all standing committees and their responsibilities as delegated by the co-Vice Presidents
3. Prepare and distribute the minutes of their respective meetings to members of the Executive Committee
4. Post a copy of the minutes on the website within 5 working days;
5. Minutes shall be kept for a minimum of 5 years and shall be available for examination by the membership on the Organization's website
6. Support social, newsletter and other communications formats, as necessary
7. Provide support for social media, newsletters, and other communication formats as needed, and;
8. Perform other duties as assigned by the Co-Presidents or the Executive Committee.

**Section 6.4:**

The Co-Treasurers shall:

1. Receive all moneys of the Organization
2. Keep an accurate record of all disbursement requests, receipts, and expenditures
3. Pay out funds in accordance with the approved budget as authorized by the Executive Committee, with the provision that all checks must be cosigned by another member of the Executive Committee. Checks cannot be pre-signed for convenience or emergency use.
4. Present a financial statement at Executive Committee meetings and at membership meetings during the school year.
5. Ensure that all Organization funds are maintained in a bank or savings and loan association insured deposit account as directed by the Executive Committee
6. Chair the budget committee, members of which shall be appointed by the Executive Committee
7. File all required financial forms with the IRS and other governmental agencies as required by law
8. Relinquish the books to the new Treasurer(s) after an audit is made. The accounts shall be examined manually by an auditor or auditing committee of not fewer than three (3) members, appointed by the Executive Committee
9. Financial records shall be kept for a minimum of 5 years and shall be open to examination by the membership by appointment with the Treasurer, and;
10. Forward reconciled bank statements with computer printout showing reconciliation to the President(s) for review within 3 weeks of the statement date; and,
11. Perform other duties as assigned by the Co-Presidents or the Executive Committee.

**Section 6.5:**

The Co-Volunteer Coordinators shall:

1. Oversee the volunteer programs that support school staff and serve as the liaison between

- volunteers, the principal, the Organization, and the District Volunteer Services Director
2. Assist with preparing volunteer information, compiling interest forms, planning social events, and organizing orientations
  3. Input new volunteer data and track volunteer hours in the database
  4. Welcome volunteers, introduce them to activity chairs or committees based on their interests and manage the recognition of volunteers
  5. Maintain the volunteer opportunities page (based on current Beaverton School District requirements)
  6. Coordinate volunteers for school-wide activities when necessary and collaborate with approved outside organizations for additional support, and,
  7. Perform other duties as assigned by the Co-President or the Executive Committee.

## **ARTICLE 7: MEETINGS AND FISCAL YEAR**

### **Section 7.1:**

The number and dates of membership meetings shall be determined by the Executive Committee

### **Section 7.2:**

By the last membership meeting of the school year, annual reports shall be received from the Chairs of the Standing Committees and new officers installed. The newly installed Co-Presidents shall close the meeting.

### **Section 7.3:**

A minimum of 5 members must be present to constitute a quorum.

### **Section 7.4:**

Motions shall be carried by a majority vote of the Organization members present at a membership meeting.

### **Section 7.5:**

The fiscal year of the organization shall begin on August 1st and end on the succeeding July 31st.

### **Section 7.6:**

The administrative year of the Organization shall begin on the day of the last membership meeting of the current year and end at the last membership meeting of the succeeding school year.

### **Section 7.7:**

All organization members shall be given at least 10 days notice of each membership meeting. Notice will be given by posting on our website and parent communication channels.

## **ARTICLE 8: EXECUTIVE COMMITTEE**

### **Section 8.1:**

The Executive Committee shall consist of the elected officials of the Organization, the Faculty Representative, and the Scholls Heights Principal.

### **Section 8.2:**

The Executive Committee shall:

1. Transact necessary business in the intervals between Executive Committee and membership meetings and such other business as may be referred to by the Organization.
2. Create standing and special committees;

3. Approve the work plans and receive the final reports of the standing and special committees.

**Section 8.3:**

Special meetings of the Executive Committee may be called by the Co-Presidents or by a majority of the members of the Executive Committee and shall be given three (3) days notice.

**Section 8.4:**

Decisions of the Executive Committee shall be carried by a majority vote of the members present. A minimum of five (5) members are required for a quorum. Only elected officers shall have voting rights at executive meetings.

**Section 8.5:**

All Executive Committee meetings shall be open to the membership of the Organization.

**Section 8.6:**

The Faculty Representative shall:

1. Represent the faculty of Scholls Heights Elementary School and act as a liaison between the faculty and the Organization
2. Aid in coordinating activities involving the school and the Organization
3. Be a faculty voice for activities promoted by this Organization
4. Shall be a member of the faculty of Scholls Heights Elementary School; and

**ARTICLE 9: STANDING AND SPECIAL COMMITTEES**

**Section 9.1:**

Standing committees shall be created or disbanded by the Executive Committee. The chairs and members of the standing committees shall be selected and approved by the Executive Committee, except for the Budget Committee, which shall be chaired by the Treasurer(s).

**Section 9.2:**

The chair of each standing committee shall present a work plan to the Executive Committee and no committee work shall be undertaken without the approval of the Executive Committee.

**Section 9.3:**

The chair of each standing committee shall act as the secretary of the committee. The chair shall submit a final written report, including a summary of expenses, to the Co-Vice Presidents and/or Executive Committee prior to the final membership meeting of the school year.

**Section 9.4:**

Special committees may be created by the Executive Committee and appointed for a specific purpose. The chair of each special committee shall present a work plan to the Co-Vice Presidents and no committee work shall be undertaken without the approval of the Co-Vice Presidents and/or Executive Committee. Such a special committee is automatically dissolved when its work is completed, and its final written report is submitted to the Executive Committee.

**ARTICLE 10: EXPENDITURE OF FUNDS**

**Section 10.1:**

A tentative budget for the following school year shall be drafted at an Executive Board meeting in the spring (April/May), involving all incoming and outgoing elected officials. The draft must be approved by a

majority vote of the members present. This proposed budget will be made available to the membership at least 14 days before the first organization membership meeting and presented for final approval by a majority vote at that meeting.

**Section 10.2:**

Unbudgeted expenditures up to \$250.00 must be approved by a majority vote of the Executive Committee.

**Section 10.3:**

Unbudgeted expenditures over \$250.00 must be approved by a majority vote of the membership in attendance at a General Meeting.

**Section 10.4:**

Both Co-Presidents and both Co-Treasurers shall have signature authority for Organization checks. All checks must bear two of the noted signatures.

**Section 10.5: (Amendment added 2024-2025 school year)**

All electronic dispersal of funds, including but not limited to ACH payments, bank withdrawals and bank transfers must be approved by two members with signatory authority.

**Section 10.6: (Amendment added 2024-2025 school year)**

Officers with signature authority are not permitted to sign checks made payable to themselves.

**ARTICLE 11: PARLIAMENTARY AUTHORITY**

**Section 11.1:**

The rules of procedure pertaining to matters not expressly governed by these bylaws or the articles of incorporation shall be those prescribed in "Robert's Rules of Order, Revised."

**ARTICLE 12: AMENDMENTS**

**Section 12.1:**

These bylaws may be amended at any general meeting by the majority vote of the members present, providing there has been thirty (30) days notification of the proposed amendment(s) to all Organization members. A minimum of five (5) members is required for a quorum.

**Section 12.2:**

Provision for recall of officers will require a two-thirds vote of members present at any general meeting, providing there has been thirty (30) days notification of the proposed recall(s) to all Organization members.

**Section 12.3: Procedure for removal (Amendment added 2024-2025 school year)** An elected official or organization member may be removed from their position or duties if they fail to uphold the guidelines and responsibilities set forth for members of the Organization. Grounds for removal may include but are not limited to:

1. Failure to perform duties as outlined in the bylaws, code of conduct or board policies.
2. Engaging in conduct detrimental to the mission or reputation of the Organization.
3. Breach of confidentiality or other ethical standards required of the Organization.
4. Repeated absenteeism or failure to participate in meetings and organizational activities without valid reason.

Any elected official or organization member may bring forth a request for the removal of an elected official or organization member.

1. The request must be submitted in writing and presented at either a regular membership meeting or special meeting of the executive committee. The requestor can choose to remain confidential. In such cases, their identity will only be disclosed to members of the executive committee, as necessary, to investigate and address the request.
2. The member in question shall be given the opportunity to address any concerns raised in writing to the executive committee and general membership within 30 days of the removal request.
3. The request for removal and any response from the member in question will be presented by an elected official at either the next regular membership meeting or a special meeting of the executive committee. The member in question must be allowed to be present at the meeting.
4. Provision for recall of officers or organization members will require a two-thirds vote of members present at any general membership meeting, providing there has been thirty (30) days notification of the proposed recall(s) to all Organization members. The vote may be conducted by confidential ballot, if requested.
5. An elected official removed from their position shall immediately relinquish all duties and authority granted by their office.

**Section 12.4:**

The Organization must review and update the bylaws where necessary at least every three years or sooner, as determined by the executive committee.

**ARTICLE 13: DISSOLUTION**

**Section 13.1:**

In the event that the Organization is dissolved, all of its assets shall be distributed in accordance with the decisions of plan made by the previous years Executive Committee and consistent with the provisions in the Article of Incorporation.

\*\*\*\*

These bylaws were adopted on January 8, 2025, by a majority vote of the Scholls Heights Parent Teacher Organization members.