

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

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 parents, 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 parents, 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, fund raising, or social and shall be developed through conferences, committees and projects.

Section 3.2:

The Organization shall be non-commercial, non-secretarian 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 bind 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 2004-2005 school year)

No person shall chair a committee, be elected to a SHPTO Executive Board position, or be assigned as a classroom representative if they have shown to have mismanaged SHPTO monies. Mismanagement of SHPTO monies includes, but is not limited to:

1. Receipt of SHPTO 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 SHPTO vendor accounts
5. Any unauthorized withdrawal of monies from any SHPTO 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.

ARTICLE 4: MEMBERSHIP

Section 4.1:

Membership of the Organization shall be open to all parents and guardians, teachers, and staff of Scholls Heights Elementary School, and persons interested in the objectives of the Organization.

Section 4.2:

A member in good standing is one interested in the objectives of the organization, willing to uphold its policies 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)**

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 five (5) 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 General Meeting, with the vote to be taken at the May General Meeting. The names are to be posted on a bulletin board at Scholls Heights 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 off 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. Prepare and distribute the agenda for and preside at all meetings of the Organization membership and Executive Committee.
2. Represent the Organization at all regular meetings of the District Parent Group
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. Perform the duties of the President in the absence or inability of that officer to act; and
4. Report to the President(s) on committee activities and progress.

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
3. Prepare and distribute copies of the minutes of their respective meetings to members of the Executive Committee
4. Post a copy of the minutes at the school within in 5 working days;
5. Perform other duties as assigned by the Co-Presidents or the Executive Committee
6. Minutes shall be kept for a minimum of 5 years and shall be open to examination by the membership during school hours; and
7. Maintain and update the Organizations bulletin board (**Additional 2004-2005**)

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 presigned for convenience or emergency use – addition**)
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 require by law
8. Perform other duties as assigned by the Co-Presidents or the Executive Committee
9. 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
10. 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;
11. Forward reconciled bank statements with computer printout showing reconciliation to the President(s) for review within 3 weeks of the statement date.

Section 6.6:

The Co-Volunteer Coordinators shall:

1. Oversee the volunteer programs that directly assist school staff and act as the liaison between volunteers, the principal, SHPTO, and the District Volunteer Services Director;
2. Be responsible for assisting with the preparation of Back To School packets, volunteer interest form compilation, and volunteer orientation.
3. Input new volunteer information and maintain volunteer hours on the volunteer database
4. Assign Classroom Representative and support Classroom Representatives when necessary
5. Report volunteer hours to the district no later than January 31st and again by June 27th
6. Coordinate volunteers for school-wide activities when necessary; 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 at the school.

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 it 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:

No member of the Executive Committee may be a current member of the Local School Committee

Section 8.5:

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 8.6:

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

Section 8.7:

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

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 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 Executive Committee, and no committee work shall be undertaken without the approval of the 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 proposed budget shall be presented annually by the Budget Committee, chaired by the outgoing Treasurer(s) and consisting of all incoming and outgoing Executive committee members. They shall meet and review the last year's budget and prepare a proposed budget for the coming year to be available to the membership at least 14 days prior to the first organization meeting and voted on at the first organization meeting.

Section 10.2

Unbudgeted expenditures up to \$100.00 must be approved by a majority vote of the Executive Committee.

Section 10.3

Unbudgeted expenditures over \$100.00 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.

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.

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.