

BYLAWS
VOSE ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION

ARTICLE 1: ORGANIZATION NAME

- A. The name of this organization shall be the Vose Elementary School Parent Teacher Organization (herein called the "PTO")

ARTICLE 2: OBJECTIVES

The objectives of the Vose PTO shall be:

- A. To promote education, communication and understanding among the students, parents, faculty, administration, and community of Vose Elementary School (hereafter the "school").
- B. To enhance and augment the basic curriculum through volunteer activities and student enrichment programs.
- C. Supply and facilitate parental and community aid to the school.
- D. To aid the School in projects and public information.
- E. To build a sense of community among the students, families and staff.

ARTICLE 3: POLICIIES

- A. The programs of the PTO will focus on educational enrichment, fundraising and community building.
- B. The PTO shall be noncommercial, nonsectarian and nonpartisan. Neither the name of the PTO nor the names of its members, officers or leadership team members in their official capacities shall be used in connection with any commercial concern or any partisan interest or for any purpose other than the regular work of the PTO.
- C. The PTO shall not seek to direct the administrative activities of the school or control the policies.
- D. The PTO may cooperate with other agencies and organizations active in child welfare such as conference groups or councils, provided that no commitments shall bind the PTO beyond the current year.
- E. No substantial part of the activities of the PTO will include electioneering in connection with ballot measures, and under no circumstances shall the PTO engage in political activity either for or against any candidate for public office.

ARTICLE 4: MEMBERSHIP

- A. All parents, guardians, teachers and staff associated with Vose Elementary are members of the PTO (collectively "PTO Members").
- B. PTO members in good standing are those interested in the objectives of the PTO and willing to uphold its policies and subscribe to its Bylaws.

ARTICLE 5: OFFICERS, LEADERSHIP TEAM AND ELECTIONS

- A. The officers of the PTO shall be President , Vice-President, Secretary and Treasurer (collectively "Officers").
- B. The Leadership Team of the PTO shall consist of Officers, Volunteer Coordinator(s), Fundraising Coordinator(s), Art Literacy Coordinator(s), Interpreter(s), and School Representative (collectively the "Leadership Team").
- C. One or more individual may share any Leadership position. If a position is shared among two or more individuals, than the duties of that position shall be divided among all such individuals. The division of duties of all shared positions shall be stated in writing and maintained by the Secretary. Any such documents shall be made available to all PTO Members that request a copy.
- D. All Leadership Team members must be PTO members in good standing.
- E. Annual elections shall be held each Spring by the last general meeting to elect Officers (President, Vice-President, Treasurer and Secretary). The Leadership Team positions of Volunteer Coordinator, Fundraising Coordinator, Art Literacy Coordinator, and Interpreter will be appointed by the President with a majority Leadership Team approval. The School Representative position shall not be appointed by the PTO Leadership Team but shall be filled by the then current school administrators.
- F. A Nominating Committee shall consist of at least two PTO Leadership members who will select at least one nominee for each Office to be filled. The Nominating committee will report its nomination at the April meeting of the Leadership Team Members. The consent of each candidate must be obtained before their name is placed in nomination. The names of the nominees will be posted on a bulletin board at Vose Elementary School prior to election.
- G. A vacancy occurring during the term of office of any Leadership Team member shall be filled by presidential appointment with the majority approval of the current Leadership Team Members. Appointees shall serve until the next election. If a vacancy occurs in the office of President , the Vice president shall fill out the remaining term of office and a new Vice President shall be appointed until the next election.
- H. Any Officer or Leadership Team member may be removed with or without cause, at a meeting called for that purpose, by a vote of a majority of the members entitled to vote at an election of officers.

- I. Leadership Team Members will assume their official duties at the last general PTO meeting of the School year, after the outgoing Leadership Team members have completed their business and turned the meeting over to the new Leadership Team.
- I. No Leadership Team member shall hold the same position for more than two consecutive years, except for the School Representative whose term shall not be limited. A School year that a Leadership Team member serves less than five (5) months shall not be counted towards the two consecutive year limit.

ARTICLE 6: DUTIES OF OFFICERS AND LEADERSHIP TEAM MEMBERS

A. The President (s) Shall:

- 1) Prepare, request translation , distribute the agenda for, and preside at all meetings of the organization's membership and Leadership Team meetings;
- 2) Represent the organization at all regular meetings of the District parent group meetings;
- 3) Convene Leadership Team meetings when necessary;
- 4) Appoint leadership team members when necessary with majority leadership team approval.
- 5) Notify School families of meetings in advance by flyer, email, posting items in hallway and reader board.
- 6) Prepare monthly Parent and Staff Newsletter sent via email and/or flyer home.
- 7) Serve as a signer on the PTO checking account.
- 8) Performs other duties as assigned by the Leadership Team members.
- 9) Review all Bank Statements for appropriateness of transactions. After reviewing statements, the statements will be signed and forwarded back to the Treasurer. Any discrepancies in the bank statement shall be resolved with the Treasurer prior to signing.
- 10) Serve on Budget Committee.
- 11) Liaison with the principal of the school.

B. The Vice- President (s) Shall:

- 1) Assist the President and perform duties of the President in their absence or inability to serve.
- 2) Serve on Budget Committee
- 3) Assist President with Newsletters
- 4) Perform other duties as assigned by the president or the Leadership Team members.
- 5) Serve as the Chair of the Audit Committee.
- 6) Serve as a signer on the PTO checking account.
- 7) Serve on all PTO committees.

C. The Treasurer (s) 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 Leadership Team, with the provision that all checks must be cosigned by another member of the leadership team;
- 4) Present a financial statement at the monthly leadership team meetings and at the membership meetings during the school year as well as post on school bulletin board.

- 5) Ensure that all organization funds are maintained in a bank or savings and loan association insured deposit account as directed by the leadership Team.
- 6) Chair the budget committee.
- 7) Prepare an annual budget by the last leadership team meeting of the school year for the following year to be approved at the last general meeting of the year.
- 8) Perform other duties as assigned by the President or the Leadership Team.
- 9) Relinquish the books to the new Treasurer after an audit is made. The accounts shall be examined annually by an auditor or auditing committee chaired by the Vice-President, who shall sign a statement attesting to their findings at the end of their report.
- 10) Financial Records shall be kept for a minimum of 5 years and shall be open to examination by the membership at all reasonable times.
- 11) Be responsible for ensuring the filing of annual reports to the Internal Revenue Service and other governmental bodies as required by law, including maintaining registration status with the Oregon Corporate Division and Oregon Department of Justice.
- 12) Responsible for opening PTO mail.
- 13) A signer on the PTO checking account.

D. The Secretary (s) Shall:

- 1) Take minutes of all Member Meetings and Leadership Team meetings. Keep an accurate record of all business transacted at all Members Meetings and Leadership Team Meetings.
- 2) Responsible for having General Meeting minutes translated in Spanish and posting in school hallway.
- 3) Have on hand at all meetings, for reference,; minutes of the previous Members Meeting and Leadership Team Meeting, documents describing the division of duties of any Leadership Team position that is shared among two or more individuals; a list of all committees, committee chairpersons and their responsibilities, and a copy of the Bylaws.
- 4) Responsible for maintaining non -profit status annually.
- 5) A signer on the PTO checking account
- 6) Serves on the Budget Committee

E. The Volunteer Coordinator (s) Shall:

- 1) Serve as a liaison between the School Staff, Volunteers, and the Community in order to maintain a well-coordinated school volunteer program as directed by the Beaverton School District.
- 2) Attend Beaverton School District Volunteer Coordinator Meetings and follow guidelines of the Beaverton School District.
- 3) Responsible for sending home volunteer sign up information in first day of school take home packets.
- 4) Coordinate a volunteer orientation the first month of school.
- 5) Assist various committees with volunteer recruitment for their events.
- 6) Maintain current lists of volunteers and help maintain Help Counter program with up to date volunteer information.

F. The Fundraising Coordinator (s) Shall:

- 1) Review and Present options to Leadership Team
- 2) Set-Up and Organize fundraisers.
- 3) Produce and Send Out Flyers in English and Spanish.
- 4) Check Orders, Count monies and give to Treasurer.

G. The Art Literacy Coordinator (s) Shall:

- 1) Responsible for recruiting Art Literacy Instructors each school year.
- 2) Responsible for holding monthly training meetings covering featured artist and production.
- 2) Purchase all supplies for production to be done by students.
- 3) Attends all Beaverton Art Literacy Coordinator meetings.
- 6) Coordinates picking up/returning artist boxes with other block schools.
- 7) Decorates Main hallway Bulletin Board monthly with current artist.

H. The Interpreter/Translator Shall:

- 1) Assist all Leadership Team members with translation of flyers, agendas, and other communications needed to conduct PTO business.
- 2) Attend all General and Leadership Meetings in the capacity as official interpreter.

I. The School Representative (s) Shall:

- 1) Represent the faculty of Vose Elementary School and act as a liaison between the faculty and the organization.
- 2) Aid in coordinating activities involving the school and this organization.
- 3) Be a faculty voice for the activities promoted by this organization
- 4) shall be a member of the faculty of the Vose Elementary School.

J. All Leadership Team Members Shall:

- 1) Attend all Leadership Meetings and Members Meetings or notify the President if they are not able to attend a meeting. Leadership Team members shall not miss more than (3) Members Meetings and three (3) Leadership Meetings per School Year, except that missed Emergency meetings shall not be considered.
- 2) Perform the duties prescribed in the Bylaws and any additional duties, which may be assigned to them from time to time.
- 3) Be responsible for all appropriate correspondence and acknowledgement within their area of responsibility.
- 4) Deliver to their successors all the paper, files, and records pertaining to their duties and responsibilities at the final members meeting of the school year, or in the case of the Treasurer, at the end of the PTO's fiscal year.

ARTICLE 7: COMMITTEES

- A. The president and the Secretary shall keep a list of all committees, committee chairpersons, and their general duties.
- B. Committees may be created, changed, or dissolved throughout the school year by the majority vote of the leadership team members or the PTO members as necessary. All creation, changes, and termination of any committee shall be documented in writing, including reasons for any change or termination.
- C. Standing committees consist of a Nominating Committee (see Article 5 F in these bylaws), Audit Committee and Budget Committee (see Article 8A in these bylaws).
- D. An Audit Committee chaired by the Vice-President and one other PTO leadership team member (not to include the outgoing Treasurer) will review bank statements by the end of the fiscal year June 30th). When satisfied that the Treasurer's report and records are in order, the Audit Committee will sign a statement to that effect.

ARTICLE 8: BUDGET AND TREASURY

- A. A proposed budget shall be presented annually by the Budget Committee, chaired by the outgoing Treasurer and consisting of all the incoming and outgoing Leadership Team members. They shall meet and review the last year's budget and prepare a proposed budget for the coming year to be available to membership at least 14 days subsequent to the June organization meeting and voted on at the June members meeting.
- B. Unbudgeted expenditures up to \$100 must be approved by a majority vote of the leadership team.
- C. Unbudgeted expenditures over \$100 must be approved by a majority vote of the membership in attendance at an organization general meeting or a leadership team meeting whichever is sooner.
- D. The President, Vice-President, Secretary and Treasurer shall have signature authority for organization checks. All checks must bear two of the signatures.
- E. All funds secured by donation, program, project, or event shall be deposited into the PTO bank account, as soon as is practical, but in no case more than five (5) after receipt of said funds.
- F. The fiscal and corporate year of the PTO will be August 1st through July 31st.
- E. All expenditures of PTO funds must be properly authorized by PTO leadership Team and documented by a valid receipt, check request or a checkbook entry. Expenditures incurred without proper authorization will not be the responsibility of the PTO.

- F. All funds of the PTO shall be maintained in a federally insured deposit account in a bank or savings and loan institution.
- G. A minimum of one thousand dollars (1,000) shall remain in the treasury each year as a contingency fund to be passed to the new Leadership Team in order to provide operating funds to begin the PTO's activities for the next school year.
- H. If a check with non-sufficient funds is received in payment for goods or services, the payer will be notified with a request for reimbursement of all bank processing fees accrued with the processing of the check, along with the purchase price of the product. If a check with non sufficient funds is received as a donation, the donor will be notified for reimbursement of the bank processing fees accrued with the processing of the check.

ARTICLE 9: MEETINGS

A. Members Meetings:

- 1) The President with the approval of the leadership team will set the calendar for members meetings by June 30th for the following school year. All PTO members shall be provided with the calendar for the year in the 1st day of school packets sent home and given at least one reminder notice before each meeting. Any changes to the regular scheduled Members Meetings shall be sent by notice to all PTO members, except for cancellation due to unforeseen school closure.
- 2) A majority of the Leadership Team constitutes a quorum and shall be required for the transactions of business and voting at all Members Meetings. Only the total number of PTO members present at a meeting where voting is taking place, shall be considered in determining a majority or any other portion of the PTO members.
- 3) A motion shall be passed by a majority of the PTO members present, unless otherwise specifically stated in these bylaws or the Articles of Incorporation.

B. Leadership Team Meetings

- 1) Leadership Team Meetings may be called by the President, as necessary, at any reasonable time (including during school breaks, if necessary) after proper notice of meeting is given to all leadership team members. All Leadership team members shall attend any schedule leadership meeting. Monthly meetings at least one week prior to the general meeting to establish the agenda and allow time for translation is recommended.
- 2) Emergency Leadership Team Meetings may be called by the President on less than two weeks notice to discuss specific issues that cannot reasonable wait for two weeks notice period of a regularly scheduled meeting.

- 3) PTO members that are not Leadership team members may attend a leadership team meeting and shall be allowed to participate in all discussions that take place at meeting but they shall not be permitted to vote on any issue. Notice of leadership team meetings are not required to be given to the general PTO members
- 4) A majority of the Leadership Team constitutes a quorum and shall be required for the transaction of business and voting at all leadership meetings. Only the total number of PTO members holding a leadership position at the time a vote or meeting takes place, shall be considered in determining a majority or any other portion of the leadership team.
- 5) Leadership Team members may communicate and vote via email or phone if unable to meet in person.

ARTICLE 10: PARLIAMENTARY AUTHORITY

- A. Business at any PTO meeting shall be transacted according to the “Robert’s Rule of Order” document, which is attached to these Bylaws as(Appendix A).

ARTICLE 11: AMENDMENTS

- A. These bylaws may be amended at any general membership meeting or Leadership Meeting by the majority vote of the members present, providing there has been at least one (1) month notification of the proposed amendments to all organization members.

ARTICLE 12: COMMUNICATION GROUND RULES

- A. Ground Rules will be reviewed and revised each fall in the PTO leadership Team and General PTO meeting.(Ground Rules can cover but are not limited to rules for respectful communication, how to submit a grievance, procedures for resolving conflict between PTO Leadership Members, PTO members and/or Staff members of Vose Elementary, and procedures for communication between leadership team members each year (i.e. email, weekly meetings, how we stay up to date on PTO business).

ARTICLE 13: DISSOLUTION

- A. Upon the dissolution of the organization, assets shall be distributed in accordance with the decisions or plan made by the previous year’s leadership team and consistent with these bylaws and the Articles of Incorporation

**Vose Elementary PTO Bylaws
Appendix A**

Vose Elementary PTO Business Protocol

A motion must be made in any case where the transaction of the PTO business requires a vote. There are four basic Steps to a motion:

1. Making a Motion:

A motion can be made in two ways. The chair can ask, "Do I have a motion--?" or a member can say "I move...." If the motion comes from the floor, the Chair should restate the motion to make sure that all members present heard and understood it. The motion is then said to be "on the floor".

2. Seconding the motion:

Once a motion is on the floor, there must be a second. Another member may say "second" or "I second the motion" as part of the general flow of the meeting, or the chair may ask, "Do we have a second?" If there is no second, the "question" (topic addressed by the motion) cannot be discussed or considered further at that time. The motion can be made again at a subsequent meeting.

3. Discussion:

After a motion has been seconded, a "call for discussion" is issued by the chair. The Chair should "state the question" by again restating the issue or motion.

This is a time for all sides of an issue to be addressed. Usually the person who originates the motions should speak first. The Chair should act as a facilitator to ensure that all sides are heard and, if there is controversy associated with the decision that the debate does not get out of hand. If there is a large number in attendances, a timekeeper can be designated and time limits can be placed on speakers.

It is not always necessary or even advisable to make a formal decision on a motion during the meeting in which the motion is raised. More information may be needed, or there may be controversy associated with the particular issue. The chair may call for a "Motion to Table the Discussion". There must be a motion, second, and vote on this motion. If a motion is tabled, it must be the first item discussed under old business at the next meeting. If there is not a second on the call to table the motion, the discussion should continue until there is either a vote on the main motion or another call to table the motion.

4. Taking the Vote:

If it appears that discussion on the issue has run its course, the chair asks, "Is there further discussion?" If not, the chair should again restate the motion (especially if the vote is being taken at the meeting after the one where the original motion was made). The Chair then takes a voice vote, called "putting the question". The affirmative vote is taken first. The Chair says, "all in favor, say, Aye," pauses, then says, "all opposed, say 'no'".

If the voice vote is inconclusive, the Chair or any member present can call for a counted vote.

The motion is either approved or lost. If the motion is lost, there is no further discussion unless the issue is raised again at a subsequent meeting.