

BYLAWS
CEDAR MILL PARENT TEACHER CLUB, INC.
An Oregon Non-Profit Corporation
Revised June 2008
Final Copy

ARTICLE 1 – NAME

The name of this organization shall be the Cedar Mill Parent Teacher Club, Inc., also known as the Cedar Mill PTC.

ARTICLE 2 – OBJECTIVES

The objectives of the Cedar Mill PTC shall be:

- A. Promote parental support for and cooperation with the teachers and administrators of Cedar Mill School in the education of the children and youth enrolled in the School;
- B. Promote education, communication, and understanding among the students, parents, faculty, administration, and community of Cedar Mill School (“School”);
- C. Enhance and augment the basic curriculum through volunteerism and student enrichment programs;
- D. Supply and facilitate parental and community aid to Cedar Mill School;
- E. Aid the School in projects and public information.

ARTICLE 3 – POLICIES

- A. The Cedar Mill PTC shall be noncommercial, nonsectarian, and nonpartisan. Neither the name of the Cedar Mill PTC nor the name of any of its members or officers in their official capacity shall be used in connection with any commercial concern, or with any partisan interest, or for any purpose other than the regular work of the Cedar Mill PTC.
- B. The Cedar Mill PTC shall not seek either to direct the administrative activities of Cedar Mill School or to control its policies.
- C. The program of the Cedar Mill PTC shall be education, fund raising, and social and community activities.
- D. The Cedar Mill PTC may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided that no commitment shall bind the PTC beyond the current school year.
- E. No official part of the activities of the Cedar Mill PTC will include electioneering in connection with ballot measures, and under no circumstances shall the Cedar Mill PTC engage in political activity either for or against any candidate for public office.

ARTICLE 4 – MEMBERSHIP

- A. All parents, teachers, and staff associated with the School are members of the PTC.
- B. A member in good standing is one interested in the objectives of the PTC, willing to uphold its policies and subscribe to its Bylaws.
- C. The voting right of any member or Board member who is also an employee of the Beaverton School District shall be subject to District policy.

ARTICLE 5 – ELECTIONS: OFFICERS AND BOARD MEMBERS

Section 1: Officers, Board Members, and Terms of Office

- A. All Officers and Board members must be members of the Cedar Mill PTC.
- B. The Officers of the PTC shall consist of a President, Vice-President, Secretary, and Treasurer. One or more persons may share any position.
- C. The Board members of the PTC shall consist of the elected Officers, the Ways and Means Coordinators, and the Volunteer Coordinators.

The Officers and Board members shall be elected by ballot and shall serve a term of one to two years. If there shall be but one candidate for any office, the election may be made by voice.

- D. Officers will assume their official duties at the end of the May or second to last meeting of the school year, after the outgoing officers have completed their business and turned the meeting over to the new officers.
- E. No officer shall hold the same position for more than two consecutive years.

Section 2: Nominations and Elections

- A. A nominating committee shall make nominations for officers and Board members. This committee shall consist of at least two members. The chairman of the committee shall be one of the Volunteer Coordinators. The members in attendance at the February PTC meeting shall select nominating committee members.
- B. The nominating committee shall report to the PTC membership prior to the election meeting, the name of a candidate for each office to be filled. Additional nominations may be made from the floor at the election meeting, provided the consent of each candidate has been obtained before his/her name is placed in nomination. Candidates shall be selected by the April PTC meeting.

- C. The nominating committee shall submit the names of the nominees for publication in the PTC Newsletter prior to the election.
- D. The elections of new officers and Board members for the coming school year shall occur at the May PTC meeting. If there shall be but one candidate for any office, the election may be made by voice.
- E. A vacancy occurring in any office shall be filled for the un-expired term by a person nominated by the President and confirmed by a majority vote of the remaining members of the Board, notice of such an election having already been given. In the case of a vacancy occurring in the office of the President, the Vice-President shall be nominated by the Board and elected by a majority vote at the next regular PTC Board Meeting.

ARTICLE 6 – DUTIES OF OFFICERS AND BOARD MEMBERS

- A. The President shall:
 - 1. Preside at all PTC meetings of the Cedar Mill PTC and at all PTC Board Meetings. The president shall be an informal member of all committees
 - 2. Coordinate the work of the officers and committees and shall perform other duties as may be necessary and proper for the operation and well being of the PTC and the School.
 - 3. Receive the monthly bank statements from the bank. After reviewing the statements for appropriateness of transactions, the statements will be forwarded to the Treasurer.
 - 4. Represent the school at District meetings.
 - 5. Coordinate the publication of the PTC Newsletter, with assistance as needed from the Secretary.
 - 6. Serve on the Budget Committee.
- B. The Vice-President shall:
 - 1. Assist the President and perform the duties of the President in his/her absence.
 - 2. Be responsible for coordinating and keeping a record of the student enrichment programs funded by the PTC including but not limited to Artists in Residence, before and after school programs, lunchtime clubs, and enrichment assemblies.
 - 3. Shall preside over the Audit Committee.
 - 4. Serve on the Budget Committee.

C. The Secretary shall:

1. Keep an accurate record of business transacted at all PTC meetings.
2. Have on-hand at each meeting, for reference, a copy of the Bylaws, minutes of the previous meeting, and the list of all committees and their responsibilities.
3. Perform such other duties as may from time to time be delegated to him/her by the President.
4. Serve on the Newsletter Committee.
5. Serve on the Budget Committee.

D. The Treasurer shall:

1. Receive all monies of the Cedar Mill PTC, keep an accurate record of PTC receipts and expenditures, and pay out funds in accordance with the approved budget as authorized by the PTC.
2. Present a financial statement at every Cedar Mill PTC meeting.
3. Receive and reconcile the bank statements after they have been reviewed by the President for appropriateness of transactions.
4. 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. This includes, but is not limited to CT-12 and 990 – EZ.
5. Serve on the Budget Committee.

E. The Ways and Means Coordinators shall:

1. Be in charge of Cedar Mill PTC fund raising projects. The PTC must approve the projects in advance. All funds secured by this committee shall be turned over to the Treasurer as soon as practical, for deposit in the PTC treasury.
2. Have the help of a committee two or more members to coordinate responsibilities in the fund-raisers.
3. Keep track of the PTC Donation Log Notebook and report status at PTC meetings.

- F. The Volunteer Coordinators shall:
1. Serve as a liaison between school staff, school volunteers, and the community in order to maintain a well-coordinated school volunteer program as directed by the Beaverton School District.
 2. Attend District Volunteer Coordinator Meetings and follow District Guidelines.
 3. Maintain and update in a timely manner the Volunteer log-in computer.
 4. Preside over the Nominating Committee.

- G. All Officers and Board Members shall:
1. Attend all PTC meetings or contact the President if unable to do so.
 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 acknowledgements within their area of responsibility.
 4. Deliver to their successors all papers, files, and records pertaining to their duties and responsibilities at the final meeting of the school year, or in the case of the Treasurer, at the end of the PTC's fiscal year (June).

ARTICLE 7 - APPOINTED POSITIONS

- A. The Cedar Mill PTC Webmaster shall be appointed by the Officers and Board members of the PTC. The Webmaster shall be responsible for the timely updating of current information to the Cedar Mill PTC website (www.cedarmillptc.org), administering and maintaining the site and its sub domains with reasonable technology, and administering email accounts assigned to the Cedar Mill PTC Board members and Committee members. The webmaster is appointed a 1 year term, June 1 to June 1 of a school year. The website, its sub domains, and email accounts are the property of the Cedar Mill PTC. The Cedar Mill PTC is responsible for its website content.

ARTICLE 8 – COMMITTEES

- A. The President and the Secretary shall keep a list of committees and their general duties.
- B. Committees may be created or dissolved from time to time by the President, PTC Board, or the PTC membership as necessary.

ARTICLE 9 – BUDGET AND TREASURY

- A. The immediate past Treasurer shall be the chairperson of the budget committee. This committee will consist of both the incoming and outgoing officers. The proposed budget shall be prepared by the budget committee and reviewed by the PTC. The proposed budget shall be published in the PTC Newsletter prior to being voted upon. It will be presented and voted upon at the June or final meeting of the year.
- B. The approved budget shall be included in the student information packet before the first PTC meeting at the beginning of each new school year.
- C. All funds of the PTC shall be maintained in an insured deposit account in a bank or savings and loan institution.
- D. Any large cash deposits (exceeding \$50.00 [fifty American dollars]) must be verified by two PTC members.
- E. The Treasurer or the President shall sign all checks drawn on the PTC account. Amount and receipts must be verified before signing.
- F. Any non-budgeted expenditures over \$50.00 (fifty American Dollars) must be approved in advance by the PTC.
- G. Checks will not be pre-signed for emergency use.
- H. The accounts of the PTC may be examined at any time but shall be examined at the end of each school year, between June 30 and July 31, by an Audit Committee. The committee will include the incoming Treasurer, the immediate past VP and at least one other PTC (non – board) member appointed by the PTC and approved at the final meeting of the year.
 - a. When satisfied that the Treasurer’s report is correct, the Audit Committee shall sign a statement to that effect at the end of the report. The report will be completed and will become a part of the PTC records at the first meeting of the next school year.
- I. A minimum of \$2,000.00 (two thousand American dollars) shall remain in the treasury each year as a contingency fund to be passed to the new PTC board in order to provide administration funds and PTC's activities for the start of a school year.
- J. The fiscal and corporate year of the PTC shall be July 1 through June 30.
- K. If PTC raises funds over the budgeted amount by \$10,000 or more, a committee will be formed from the Parent Teacher Club (PTC) Board, Site Council, Local School Committee (LSC), to determine how best to spend the extra money. The purpose of the committee shall be to solicit input from the entire school community considering the school's needs in all areas.

ARTICLE 10 – MEETINGS

- A. The President and the Principal will schedule PTC general meetings during the school year. The Officers, Board members, committee chairpersons, and all interested members will attend meetings.
- B. The President, as necessary, may call other meetings from time to time.
- C. PTC meetings conducted for the purpose of voting on any issue or election shall be conducted on public property.
- D. A majority of the PTC board constitutes a quorum.
- E. A motion shall be passed by a majority of the members present **AND** a majority of the PTC Board.
- F. The rules of procedure for PTC meetings, as to matters not expressly governed by the Bylaws or the Articles of Incorporation, shall be those prescribed in Robert's Rules of Order, Revised.

ARTICLE 11 - AMENDMENTS

- A. These Bylaws may be amended at any Board meeting by a majority of the members present and voting, provided there has been two to four weeks' notification of the proposed amendment to all members.

ARTICLE 12– DISSOLUTION

- A. In the event that the PTC is dissolved, all of its assets shall be distributed in accordance with the decisions or plans made therefore by the previous year's board and consistent with these Bylaws and Articles of Incorporation.