

BYLAWS
CEDAR MILL PARENT TEACHER CLUB
An Oregon Nonprofit Corporation
Revised May 2019

ARTICLE 1—NAME

The name of this organization shall be the Cedar Mill Parent Teacher Club (“the Cedar Mill PTC” or “the 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 Elementary School (“the School”) in the education of children and youth enrolled in the school.
- B. Promote education, communication, and understanding among the students, parents, faculty, administration and community of the School.
- C. Enhance and augment the basic curriculum through volunteerism and student enrichment programs.
- D. Supply and facilitate parental and community aid to the 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 partisan interest, or for any purpose other than the regular work of the PTC.
- B. The Cedar Mill PTC shall not seek to direct the administrative activities of the School or control its policies.
- C. The program of the Cedar Mill PTC shall be education, fundraising, 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 PTC engage in political activity either for or against any candidate for public office.

ARTICLE 4—MEMBERSHIP

- A. All parents or guardians with a student currently enrolled in and attending the School are members of the Cedar Mill PTC.
- B. All teachers and staff associated with the School are members of the Cedar Mill PTC.
- C. A member in good standing is one invested in the objectives of the Cedar Mill PTC, willing to uphold its policies and subscribe to its Bylaws.
- D. 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.
- E. The voting right of any member is recognized by attendance at a Cedar Mill PTC meeting whereupon a vote will be held or expressed via email to the PTC Board President in advance of the meeting.
- F. The School maintains the list of the members of the Cedar Mill PTC. Members of the Cedar Mill PTC do not have the right to inspect or copy the membership list. Any communications to the other members may be made through the School office.

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 Cedar Mill PTC shall consist at a minimum of a President, Vice-President, Secretary, and Treasurer. It is acceptable to have Board positions consist of a primary and co with an overlap of one year.
- C. The Officers and Board members shall serve for a two year term.
- D. The Board members of the Cedar Mill PTC shall consist of the elected Officers, the Ways and Means Coordinator, and Volunteer Coordinator.
- E. Officers will assume their official duties at the end of June, after the outgoing officers have completed their business and turned the meeting over to new officers or whenever there is a vacancy that needs to be filled.
- F. No Board member shall hold the same position for more than two consecutive terms. If a Board member fills a vacancy, the Board member may complete the unexpired term and thereafter be elected for two full consecutive terms.
- G. All new Board members must review the Bylaws.

Section 2: Nominations and Elections

- A. Any member of the Cedar Mill PTC, including the PTC Board, can recommend or nominate another member for Officer and Board positions.
- B. Nominations may be made in writing to the current Board prior to the election meeting or from the floor at the election meeting, provided the consent of each candidate has been obtained before his/her name is placed in nomination.
- C. The elections of new Officers and Board members for the coming school year shall occur before the end of the preceding school year.

A vacancy occurring in any office shall be filled for the unexpired term by a person nominated by the President and confirmed by majority vote of the remaining Board members. 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 majority vote at the next PTC meeting. The term of an Officer or Board member filling a vacancy expires at the end of the unexpired term which the Officer or Board member is filling.

ARTICLE 6 – DUTIES OF OFFICERS AND BOARD MEMBERS

- A. The President shall:
 - a. Preside at all meetings of the Cedar Mill PTC and PTC Board Meetings. The President shall be an informal member of all committees.
 - b. Coordinate 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.
 - c. Review bank statements monthly for appropriateness of transactions.
 - d. Ensure representation of the School at District meetings when necessary.
- B. The Vice President Shall:
 - a. Assist the President and perform the duties of the President in his/her absence.
 - b. Be responsible for coordinating and keeping record of the student enrichment programs coordinated by the PTC, including, but not limited to, Artists in Residence, before and after school programs, lunchtime clubs, and enrichment assemblies.
 - c. Preside over the Audit Committee.
- C. The Secretary shall:
 - a. Prepare minutes of PTC meetings.
 - b. Keep an accurate record of business transacted at all PTC meetings and authenticate PTC records.
 - c. Have on-hand at each meeting, for reference, a copy of the Bylaws, minutes of the previous meeting, and list of all Committees and their responsibilities.
 - d. Perform such other duties as may from time-to-time be delegated to him/her by the President.
 - e. Maintain a list of committees and their general duties.
- D. The Treasurer shall:
 - a. Receive and deposit all monies of the Cedar Mill PTC in a timely fashion, keep an accurate record of PTC receipts and expenditures, and pay out funds in accordance with the approved budget as authorized by the PTC.
 - b. Present a financial statement at every Cedar Mill PTC meeting.
 - c. Receive and reconcile the bank statements for appropriate transactions.
 - d. 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.
 - e. Serve on the Budget Committee as the immediate Past Treasurer to provide continuity and support to the incoming Treasurer.

- E. The Ways and Means Coordinator shall:
 - a. Oversee Cedar Mill PTC fundraising projects. The PTC must approve the projects in advance.
 - b. All funds secured by the Fundraiser Committee shall be turned over to the Treasurer as soon as practical for deposit in the PTC treasury.
 - c. Ensure that funding needs are managed in accordance with Beaverton School District risk management guidelines.
 - d. Have help of a specific Fundraiser Committee, with two or more members, to coordinate responsibilities in the fundraisers.
 - e. Ensure Committee members are tracking donations received and can report status at PTC Meetings.
- F. The Volunteer Coordinator shall:
 - a. Serve as a liaison between the School staff, school volunteers, and the community in order to maintain a well-coordinated school volunteer program as directed by the Beaverton School District.
 - b. Ensure District Volunteer Coordinator meetings are attended as needed.
 - c. Follow Beaverton School District volunteer guidelines.
 - d. Maintain and update in a timely manner the District mandated volunteer coordinating application as well as necessary procedures and training guides used by the School Volunteers.
- G. All Officers and Board Members shall:
 - a. Attend all PTC meetings or contact the President if unable to do so.
 - b. Serve on the Budget Committee.
 - c. Perform the duties prescribed by the Bylaws and any additional duties, which may be assigned to them from time-to-time.
 - d. Be responsible for all appropriate correspondence and acknowledgements within their area of responsibility. See Article 11 for details regarding published communications.
 - e. Follow Beaverton School District risk management guidelines.
 - f. Deliver to their successors relevant papers, files, and records, including electronic, 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 Webmaster shall be appointed by the Officers and Board members of the PTC. The Webmaster shall:
 - a. Timely update current information to the Cedar Mill PTC website (www.cedarmillptc.org).
 - b. Administer and maintain the site and its subdomains with reasonable technology.
 - c. Administer email accounts assigned to the Cedar Mill PTC Board members and Committee members.

- B. The Editor/Proofreader shall be appointed by the Officers and Board members of the PTC. The Editor/Proofreader shall:
 - a. Proofread and edit external PTC communications.
 - b. Approve all external communication represented as coming from the PTC before distribution.

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 by the President, the PTC Board, or the PTC members as necessary.
- C. Committee chairs shall:
 - a. Ensure the activities needed to achieve committee deliverables are completed.
 - b. Work with the Ways and Means Board member and the PTC to secure budget funds when needed to support activities.
 - c. Adhere to the Beaverton School District risk management guidelines.
 - d. Review and acknowledge understanding of Section 9 (Budget and Treasury) and Section 11 (Communications) to the PTC President and Secretary.

ARTICLE 9—BUDGET AND TREASURY

- A. The Proposed budget shall be prepared by the Treasurer and reviewed by the PTC Board. This proposed budget shall be made available to the PTC members at least one week prior to being voted upon. It will be voted upon at the June or final meeting of the year.
- B. The approved budget shall be distributed annually at the beginning of the school year or as determined by the Board.
- 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 US Dollars) must be verified by two PTC members.
- E. The Treasurer or President shall sign all checks drawn on the PTC account. The amount of the check and receipts must be verified before signing.
- F. Any non-budgeted expenditures over \$50.00 (fifty US dollars) must be approved in advance by the PTC Board.
- 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 the Audit Committee. The Committee will include the Board members, the Immediate Past Treasurer, and at least one other PTC (non-Board) member appointed by the PTC and approved at the final meeting of the year.
- I. 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 year.

- J. A minimum of \$2,000 (two thousand US dollars) shall remain in the treasury each year as a contingency fund to be passed to the new PTC Board in order to provide for administrative funds and the PTC's activities for the start of the school year.
- K. The fiscal and corporate year of the PTC shall be July 1 through June 30.
- L. If the PTC raises funds over the budgeted amount by \$10,000 or more, the PTC Board and any members in attendance at the next PTC meeting will determine how best to spend the extra money or add it to the reserves.

ARTICLE 10—MEETINGS

- A. The President and the School 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 may call other meetings as necessary.
- 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. After a PTC meeting, the Board will review and approve meeting minutes. The Board may vote and approve minutes electronically.
- G. The rules and procedure for PTC meetings, as to matters not expressly governed by the Bylaws or Articles of Incorporation, shall be those prescribed in Robert's Rules of Order, Revised (www.rulesonline.com).

ARTICLE 11—EXTERNAL COMMUNICATION

- A. One PTC Board member or designee will be appointed as the Editor/Proofreader.
- B. All external communication represented as coming from the PTC must be approved by the Editor/Proofreader before distribution. Examples of external communication are (but not limited to):
 - a. Fliers, whether distributed via paper copy or electronically.
 - b. Web content.
 - c. Mass emails to parents or staff.
 - d. Letters to parents.
 - e. Order forms.
- C. All external communication must be submitted via email to the Editor/Proofreader at least 24 hours before distribution. The Editor/Proofreader will approve any submission via email within 24 hours of submission.
- D. In the event the Editor/Proofreader is unavailable for an extended period of time, he/she will designate another PTC member to act as Editor/Proofreader in the interim.

- E. Whenever possible, letters or informational fliers shall be on the Cedar Mill PTC letterhead.
- F. The website, its subdomains, and email accounts are the property of the Cedar Mill PTC. The Cedar Mill PTC is responsible for its website content.

ARTICLE 12—AMENDMENTS

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

ARTICLE 13—DISSOLUTION

In the event that the Cedar Mill 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.