

Cedar Park Middle School Parent Teacher Club (PTC)
A Nonprofit Corporation

BY-LAWS

1. NAME

The name of the organizations shall be the Cedar Park Parent Teacher Club

2. OBJECTIVES

The objectives of the club shall be

- a. To promote education, communication, and understanding among children, youth, parents, faculty, and community of the Cedar Park School, Beaverton School District 48, and the State of Oregon;
- b. To supply and facilitate parental and community aid to the school;
- c. To aid the school in projects and public information;
- d. To promote the welfare of the children and youth in the home, school, and community;
- e. To promote parental support for and cooperation with the teachers and administrators of the school in the education of the children and youth enrolled in the school; and
- f. To enhance and augment the school's basic curriculum through volunteerism and student enrichment programs.

3. POLICIES

- a. The club shall be non-commercial, nonsectarian, and nonpartisan. Neither the name of the club nor the names of its officers 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 club;
- b. The club shall not seek to direct the administration activities of the school or control its policies;
- c. No substantial part of the activities of the club will include electioneering in connection with ballot measures, and under no circumstances shall the club engage in political activity either for or against any candidate in public office.
- d. Operating guidelines will be presented to the general membership at the first meeting of the school year and voted on by the PTC members.

4. MEMBERSHIP

The membership shall consist of parents or guardians of Cedar Park students, and teachers and staff of Cedar Park School.

5. OFFICERS AND ELECTIONS

- a. The officers shall be the President, Vice-President, Secretary, and Treasurer. They shall be elected by the membership
 - Annual elections should be held each spring at the May meeting of the membership, but no later than commencement of summer vacation
 - Officers shall serve for a term of one year or until their successors are elected. No elected officer shall serve more than three consecutive terms in the same office. Officers shall assume their official duties at the last club meeting of the school year after the outgoing club officers have completed their business and turned the meeting over to them. At that time, all officers shall deliver all files and records to their successors.
 - Only those who are members of the club and who have consented to serve as an officer shall be eligible for nomination.
- b. Nominations for officers shall be made by a nominating committee, appointed by the President by March 1st.
- c. A vacancy occurring in office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Board. In case a vacancy occurs in the office of the President, the executive board member shall fill out the unexpired term of office and a new executive board member shall be appointed to serve until the next membership meeting at which a successor may be elected.

6. EXECUTIVE BOARD

- a. The Executive Board of the Club shall consist of the club officers, including the President, Vice-President, Secretary, and the Treasurer. The Board shall be elected for a term of one year and shall assume their official duties at the last Club meeting of the school year after the outgoing club officers have completed their business and turned the meeting over to them. The board shall serve until their successors are elected or until they resign or are unable to serve.
- b. The duties of the Executive Board shall be (1) to transact necessary business in the intervals between club meeting and business referred to it by the Club, (2) to create standing and special committees, (3) to approve the plans of work of committees, (4) to approve non-budgeted expenditures, (5) to report club activities at the regular business meetings, (6) to review and approve an annual budget and any other activities reasonably required for the Club to accomplish its purposes.

7. DUTIES OF OFFICERS

- a. The President shall preside at all meetings of the Club, shall be member ex-officio of all committees except the nomination committee. The president shall also 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 Club and of the school. President will receive and review monthly bank

statements. After review, these will be forwarded to the Treasurer. The President will maintain an officer notebook.

- b. The Vice President shall assist the President and shall perform the duties of the President in the absence of that officer. In addition, the Vice-President shall be responsible for coordinating fundraising activities. Vice-President will be a member of the audit committee for yearend audit of club records. Vice-President will be responsible for recruiting a Club member for the audit committee. Audit committee will consist of at least three club members (incoming treasurer, current Vice-President, and Club member). Vice-President will be responsible for maintenance of the Vice President notebook.
- c. The Secretary shall keep an accurate record of all business transacted at each meeting of the club and shall have on hand for reference at each meeting a copy of the by-laws, the minutes of the previous meeting, and a list of standing committees and their responsibilities. Secretary shall be responsible for maintenance of the Secretary notebook.
- d. The Treasurer shall receive all monies of the Club, provide for payment of bills, keep an accurate record of receipts and expenditures, prepare an annual budget and assure that the necessary tax forms are files in a timely manner. All funds of the Club shall be maintained in a bank or savings and loan association insured deposit account, as directed by the Executive Board. All checks drawn on the account shall be signed by a member of the Executive Board. Treasurer will insure all large cash deposits as stated in the *Operating Guidelines* (currently \$300 and over) be verified by two Club members. Initials of individuals counting deposits will be noted on a count sheet or other appropriate documentation.
 - A budget shall be prepared annually by the Treasurer, approved by the Executive Board and presented at the annual meeting in May.
 - Non-budgeted expenditures, stated in the *Operating Guidelines* (currently \$300 and over) must be approved by a consensus of the membership attending the Club meeting.
 - At the conclusion of the Treasure's term, all books, records, and reconciliation reports will be reviewed by the Audit Committee. The findings will be presented at a Club meeting.

8. APPOINTED POSITIONS

- a. Webmaster: The webmaster shall be appointed by the Officers and Board members of the Cedar Park PTC. The Webmaster shall be responsible for the timely updating of current information to the Cedar Park PTC website, administering and maintaining the site and its sub domains with reasonable technology, and administering e-mail accounts assigned to the Board members and Committee members. The Webmaster should serve a term of at least a year, July 1 to June 30 of a school year. The website, its sub domains, and e-mail

accounts are the property of the Club. The Club is responsible for the website content.

- b. Volunteer Coordinator: At Cedar Park, the Volunteer Coordinator is voted onto the Executive Board on an annual basis. The Volunteer Coordinator promotes and encourages volunteer activity, plans and delivers the Volunteer Orientation in the fall and inputs data into the Beaverton School District volunteer data base. Once information is collated, the Volunteer Coordinator sends volunteer information to appropriate staff and committee chairs. These individuals then take on the responsibility of these designated volunteers. The Volunteer Coordinator remains available throughout the year to answer volunteer related questions and find additional volunteers for any unexpected or unscheduled events.

9. STANDING COMMITTEES AND NON-ELECTED POSITIONS

- a. Standing committees shall be created or dissolved by the President and the Executive Board as necessary. Standing committee chairs shall be approved by the Executive Board and their terms shall extend from the time of appointment to the end of the school year
- b. Standing committees may include but not be limited to: School Jog-a-thon, School Parties, Lunch Room Duty, Student Store, Staff Appreciation, Art Literacy. Standing chairs are expected to attend regular monthly meetings and give reports if pertinent. Committee Chairs maintain a committee notebook.
- c. Special committees may be created at the direction of the Executive Board, the President or the membership at a general meeting to satisfy a specific short-term objective.
- d. The school principal or appointed administrative representative shall be encouraged to attend all regular Club meetings and shall provide counsel when appropriate for Club activities and programs.

10. BUSINESS MEETINGS

- a. Membership meetings for the school year shall be scheduled and called by a majority of the Executive Board. An annual meeting of members shall be held in May, the exact date to be determined by a majority of the Executive Board. At the annual meeting voting members shall:
 - Elect officers
 - Adopt a budget
 - Transact such other business as may be necessary
 - A notice of the members shall be published in a method specified by a majority of the Executive Board no later than two weeks prior to the Annual Meeting. This notice shall include the date, time, and place of the Annual Meeting, the slate of proposed officers, and the agenda.
- b. Special meetings of the membership may be called by a majority of the Executive Board on not less than ten days' notice to the membership.

- c. The members in attendance at a duly called membership meeting shall constitute a quorum of the membership.
- d. All notices required to be given to members may be given by notice distributed through the school.
- e. Meetings shall be conducted with a prepared agenda, in a timely fashion following an orderly procedure.
- f. The privilege of holding office, of introducing motions, and of voting shall be limited to members of the Club.

11. FISCAL YEAR

The fiscal year of the Club shall begin on the first day of July and end on the last day of June in each year.

12. AMENDMENTS

These By-Laws may be amended at any membership meeting by the majority vote of the members present providing there has been one month notification of the proposed amendment to all members.

13. PARLIAMENTARY AUTHORITY

The rules of procedure, as to matters not expressly governed by these By-Laws or the Articles of Incorporation shall be those prescribed in Roberts Rules of Order, Revised.