

**BYLAWS**  
**CEDAR MILL PARENT TEACHER CLUB**  
An Oregon Nonprofit Corporation  
Revised May 2018  
Final Copy

**ARTICLE 1—NAME**

The name of this organization shall be the Cedar Mill Parent Teacher Club, 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 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 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 Cedar Mill Elementary 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 Cedar Mill 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 Cedar Mill Elementary.
- B. Teachers and staff associated with Cedar Mill Elementary are members of the Cedar Mill PTC.
- C. A member in good standing is one invested in the objectives of the 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 of PTC meetings whereupon a vote will be held or expressed via email to the PTC Board President in advance of the meeting.

## **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 Board members of the Cedar Mill PTC shall consist of the elected Officers, the Ways and Means Coordinator, and Volunteer Coordinator.
- D. 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.
- E. No officer shall hold the same position for more than two consecutive years.
- F. All new board members must review the Bylaws.

### Section 2: Nominations and Elections

- A. Any member of the 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.
- D. 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 members of the Board, notice of such an election 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 majority vote at the next PTC meeting.

## ARTICLE 6 – DUTIES OF OFFICERS AND BOARD MEMBERS

- A. The President Shall:
  - a. Preside at all PTC 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 wellbeing of the PTC and school.
  - c. Review bank statements monthly for appropriateness of transactions.
  - d. Ensure representation of the school at district meetings when necessary.
  - e. Support coordination of publishing the PTC Newsletter, with the Secretary and webmaster.
  - f. Serve on the Budget Committee.
- 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.
  - d. Serve on the Budget Committee.
- C. The Secretary shall:
  - a. Keep an accurate record of business transacted at all PTC meetings.
  - b. 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.
  - c. Perform such other duties as may from time-to-time be delegated to him/her by the President.
  - d. Create the PTC Newsletter on a regular basis with contributions from other PTC members.
  - e. Maintain a list of committees and their general duties.
  - f. Serve on the Budget Committee.
- 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. 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.
  - d. 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 this committee shall be turned over to the Treasurer as soon as practical for deposit in the PTC treasury.
  - c. Ensure that funds need 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. Serve on the Budget Committee.
- F. The Volunteer Coordinators 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 Cedar Mill Elementary School Volunteers.
- G. All Officers and Board Members shall:
- a. Attend all PTC meetings or contact the President if unable to do so.
  - b. Perform the duties prescribed by the Bylaws and any additional duties, which may be assigned to them from time-to-time.
  - c. Be responsible for all appropriate correspondence and acknowledgements within their area of responsibility. See Article 11 for details regarding published communications.
  - d. Follow Beaverton School District risk management guidelines.
  - e. 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. Webmaster shall:
- a. The Cedar Mill PTC Webmaster shall be appointed by the Officers and Board members of the PTC. The Webmaster shall be responsible for:
    - i. The timely updating of current information to the Cedar Mill PTC website ([www.cedarmillptc.org](http://www.cedarmillptc.org)).
    - ii. Administering and maintaining the site and its subdomains with reasonable technology, administering email accounts assigned to the Cedar Mill PTC board members and committee members.
    - iii. 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 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, PTC Board, or the PTC Membership 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 PTC to secure budget funds when needed to support activity.
  - 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 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 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. Amount 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.
- 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 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.
  - 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 year.
- I. 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 PTC's activities for the start of the school year.
- J. The fiscal and corporate year of the PTC shall be July 1 through June 30.
- K. 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 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. 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](http://www.rulesonline.com)).

#### **ARTICLE 11—EXTERNAL COMMUNICATION**

- A. One PTC board member or designee will be appointed as the PTC 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 or she will designate another PTC member to act as editor/proofreader in the interim.
- E. Whenever possible, letters or informational fliers shall be on Cedar Mill PTC letterhead.

#### **ARTICLE 12—AMENDMENTS**

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

#### **ARTICLE 13—DISSOLUTION**

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.