

BY LAWS

BEAVER ACRES PARENT-TEACHER ORGANIZATION

of Aloha, OR – Revised October 23, 2017

ARTICLE 1 – NAME

The name of this organization shall be the Beaver Acres Parent-Teacher Organization, Inc. Also known as the Beaver Acres PTO.

ARTICLE 2 – MISSION

The primary purpose of the PTO is to raise funds in an effort to support the students, staff and Beaver Acres Community.

ARTICLE 3 – OBJECTIVES

The Beaver Acres PTO provides vital goods, services and communication in support of the school, students, staff, and community. Working directly with staff, parents, and local organizations we enhance the educational experience for those concerned through volunteerism, fundraising and enrichment activities.

ARTICLE 4 – POLICIES

- a. The PTO shall be noncommercial, nonsectarian, nondiscriminatory, and nonpartisan. Neither the name of the Beaver Acres PTO nor the name of any of the 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 Beaver Acres PTO.
- b. The programs of the Beaver Acres PTO shall be education, fundraising, and social/community activities.
- c. The Beaver Acres PTO shall not seek either to direct the administrative activities of Beaver Acres School or to control its policies.
- d. The Beaver Acres PTO 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 PTO beyond the current school year.
- e. No substantial part of the activities of the PTO will include campaigning in connection with ballot measures, and under no circumstances shall the Beaver Acres PTO engage in political activity either for or against any candidate for public office.

ARTICLE 5 – MEMBERSHIP

Membership in the Beaver Acres PTO shall consist of parents, guardians, staff and community members of Beaver Acres Students who subscribe to the objectives and basic policies of the Beaver Acres PTO without regards to race, color, creed, sex, national origin under the rules and regulations provided by these bylaws.

ARTICLE 6 – BOARD OF DIRECTORS

1. Composition:

The PTO Board shall consist of the following members:

Executive Officers:

- President
- Vice President of Fundraising
- Vice President of Community Events
- Secretary
- Communication Officer
- Treasurer
- Middle School Liaison
- Volunteer Coordinator
- Community Outreach Coordinator

School Principal

Faculty Consultant: appointed by the Principal with the approval of the PTO Board

All elected and appointed officers are equal voting members of the PTO Board.

2. Nomination and Election Procedure:

- a. Nominations for officers shall be made by a Nominating Committee. This committee will consist of at least three but no more than five members and will be chaired by an outgoing Board member.
- b. Nominations for election shall be presented one month prior to the annual election meeting. Only those members who have agreed in advance to serve shall be eligible for nomination.
- c. Annual elections will be held each spring at the May meeting of the membership, but no later than the commencement of summer vacation. The officers shall be elected by a majority of members present and voting.
- d. Officers shall serve for a term of one year or until their successors are elected. No elected officer shall serve more than two consecutive terms in the same office. Officers shall assume their official duties at the last club meeting of the school year. At that time all outgoing officers shall deliver all files and records to their successors.
- e. Vacancies in any office shall be filled for the remainder of the term by a person nominated by the President. In the case of a vacancy in the office of the President, the

Vice-President shall fill out the remainder of the term of office and a new Vice-President shall be appointed until the next membership meeting when a successor may be elected.

3. Duties and Powers of the PTO Board and of Individual Members of the Board:
 - a. **The President** shall preside at all meetings of the PTO and at all Board meetings. The President shall be a member ex officio of all committees except the nominating committee. The President shall be the official representative of the PTO, and shall act on behalf of the PTO in connection with the Administration of the school. 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 PTO and the school. The President will receive and review all monthly bank statements. After reviewing the statements for appropriateness of transactions, these will be forwarded to the Treasurer.
 - b. **The Vice President of Fundraising** shall assist the President when call upon and shall perform the duties of the President in his/her absence. The Vice President of Fundraising shall coordinate all Beaver Acres PTO fundraising projects. The Vice President of Fundraising shall delegate the actual fundraising efforts to appropriate committees. The Vice President of Fundraising shall be an ex officio member of all fundraising committees. These fundraising projects must be approved in advance by the Board. The Vice President of Fundraising will work with the Treasurer for timing of fundraising events, to meet budget requirements.
 - c. **The Vice President of Community Events** shall assist the President and shall perform the duties of the President in the absence or in ability of that officer to act on behalf of the PTO. The Vice President of Community Events shall act as liaison with new families and maintain the school bulletin board(s). The Vice President of Community Events shall also oversee, jointly with other members of the Board, all student/academic enrichment efforts by the PTO. The Vice President of Community Events shall delegate the actual student/academic enrichment and community events efforts to appropriate committees. The Vice President of Community Events shall be an ex officio member of all student/academic enrichment and community events committees. The Vice President of Community Events shall also perform other duties as may be delegated by the board.
 - d. **The Secretary** shall keep an accurate record of all meetings of the PTO and the Executive Board and work with the Communication Officer to ensure minutes/etc. is sent to school parents. The Secretary shall maintain for reference at each meeting a copy of these Bylaws, and the list of all standing committees and their responsibilities. The Secretary shall also perform such other duties as may be delegated by the Board.
 - e. **The Treasurer** shall receive all monies of the PTO, keep an accurate record of the PTO receipts and expenditures, and pay out funds in accordance with the approved budget as authorized by the PTO. The Treasurer shall present a current financial statement at every PTO meeting of the members. The treasurer shall be responsible for ensuring the

filing of annual reports to the Internal Revenue Service and other governmental bodies as required by law.

All funds of the Organization shall be maintained in an insured deposit account in a bank or savings and loan institution as directed by the President. All checks drawn on the Organization account shall be signed by two of the three following Board Members; the Secretary, the President or Vice President. There will be no debit card assigned to this account.

The budget committee, members of which shall consist of both the incoming and outgoing board members as well as interested PTO members meet each year before the May Organization board meeting to review the past year's budget and to prepare a proposed budget for the coming year to be presented at the May board meeting. This budget, with any changes or amendments adopted at the May meeting, shall be presented to the PTO membership at large at the next September general PTO meeting.

- f. **The Communications Officer** shall be responsible for overseeing communication of PTO events and announcements which will include (but not limited to); Email communications, PTO Website, Photography and recurring school newsletter. The Communications Officer shall delegate events/efforts to appropriate committees. The Communications Officer will record all school and club events.
- g. **The Volunteer Coordinator** shall serve as a liaison between school staff and school volunteers in order to maintain a well-coordinated school volunteer program. The coordinators will recruit and assist in training volunteers, work in scheduling and placing volunteers working – with other committee chairs when appropriate and filling staff requests for volunteers. The coordinators shall keep accurate records of the school's volunteer program.
- h. **Middle School Liaison** shall serve as a liaison between Beaver Acres School and the middle schools, coordinate 5th grade fundraisers, assist Volunteer Coordinator recruiting middle school volunteers for PTO events (carnival / field day). The Middle School Liaison will represent the PTO at all 5th assemblies or events about graduating and transitioning to middle school and update District Volunteer Program to move the parents to the appropriate middle school and scrub our member database.
- i. **The Community Outreach Coordinator** shall serve as a liaison between school staff and non-English speaking volunteers in order to maintain family engagement and a well-coordinated, inclusive school volunteer program. The coordinator will assist the Volunteer Coordinator in training non-English speaking volunteers, scheduling, placing volunteers, working with other committee chairs when appropriate, and filling staff requests for volunteers. The Community Outreach Coordinator will be responsible for coordinating the resources needed for interpreting during monthly PTO meetings, and at any Family events at Beaver Acres translating all PTO documents.

It shall be the responsibility of each officer to attend PTO meetings and PTO events.

All officers shall:

- i. Perform the duties prescribed in the Bylaws and any additional duties which may be assigned to them from time to time; and
- ii. At the final meeting of the school year, deliver to their successors all papers, files, and record pertaining to their duties and responsibilities.
- iii. A position will be considered vacant if the Officer misses three consecutive meetings. A vacancy occurring in an office position, during an officer's term, shall be filled by majority vote of the PTO Board. In case a vacancy occurs in the office of the President, the First Vice President shall serve as the President and a new First Vice President shall be elected. In the case of a vacancy of the treasurer the First or Second Vice Present shall take their place until another nominee is elected.

ARTICLE 7 – STANDING and SPECIAL COMMITTEES

Standing Committees shall be created by the PTO Board to promote the objectives, carry on the work of the Organization, and be chaired by a PTO member chosen at the Spring Planning Meeting. The chairperson of each Standing Committee shall present plans of work and budgets to the Organization for approval. No committee work should be executed without the consent of the Board. Each committee will have a PTO board member as an ex officio member. Standing Committee chairpersons shall be present at all meetings and present status reports when deemed necessary by the Organization. Their appointments shall be for that current school year or until the PTO Board dissolves the committee. Additional Special Committees can be added at any point by the President.

Beaver Dash (Jog-a-thon): Coordinate with Staff: shirt orders for school, organize school assembly, obtain prize donations, work with chosen fundraising company to set up the school's online pledge account, send out pledge paperwork, coordinate packet returns, and the counting of monies for deposits. Coordinate set-up on the event day, including water and post-event treat for students.

Carnival: Plan and carry out the event. Responsibilities include coordinating volunteers, working with staff for booth ideas, set-up, rental or creation of equipment needed, coordinating silent auction baskets, and clean up.

Field Day: Coordinate with staff volunteers for set-up on event day, including water and post-event treat for students.

Volunteer Membership Drive: Coordinate the recruitment of new PTO members.

Book Fair: Serves as liaison for Beaver Acres PTO and Scholastic. Coordinates volunteers, set-up, and clean-up of inventory to be returned to Scholastic. Obtain monetary donations/book vouchers for teachers to pass-on to selected students participating in free or reduced lunch program.

SCRIP: Coordinates SCRIP sales, collects payments, and prepares deposits as per Monetary Policy. Submit a copy of deposits to the Treasurer and distributes SCRIP to purchasers.

Box Tops/Campbell's Soup Labels: Collect and redeem all box tops for education and Campbell's soup labels turned in to the school. Coordinate the annual Box top competition.

Customer Spirit Wear: Work with print shop to create an affordable Custom School order form with styles approved by the Board for the Community and Students. Process all orders and organize the deposits and shirt delivery to purchasers.

Student Store: Coordinate volunteers to staff the store and coordinate the purchase of all sale items.

Clothes Closet: Coordinate the volunteers to staff the Clothes Closet as scheduled for Beaver Acres Elementary School and maintain the lost and found area. This includes coordinating with the Beaver Acres Office staff to return labeled and identifiable items to the owners/students prior to donating to the Clothes Closet.

Family Nights: Plan and coordinate family nights. Responsibilities include coordinating the set-up, obtaining equipment needed, volunteers, items and snacks to be sold, and clean up.

Movie Nights: Coordinate which movies to be shown, obtain licenses for viewing, equipment needed, volunteers, items and snacks to be sold, and clean-up.

Dining Nights Out: Coordinate monthly dining out locations, promote within school and community, organize special events at specific locations, greet parents and students, obtain final fundraising check from the hosting restaurant for deposit.

Art Literacy: Coordinate monthly class presentation of art/artists as outlined by the School District. Responsibilities include a monthly bulletin board display, monthly meeting of the volunteer presenters.

Budget Committee: The immediate past Treasurer (if applicable and/or available) shall be the chairperson of the budget committee, members of which shall consist of the incoming and outgoing Presidents, Vice Presidents, Secretaries, and Treasurers. The budget committee shall meet each year before the June PTO Board meeting to review the past year's budget and to prepare a proposed budget for the coming year, to be presented at the June Board meeting, shall be presented to the PTO membership at the following September's general PTO meeting.

ARTICLE 8 – MEMBERSHIP MEETINGS

- a. Membership meetings for the school year will be scheduled by the Board. Board meetings will be attended by the Board, committee chairs and any other interested members of the PTO. Board meetings may be rescheduled, cancelled or additional Board meetings may be called by the Board as necessary, with not less than ten days prior notice to the PTO membership. Communication of the meetings will be posted on the Beaver Acres PTO website.
- b. An annual membership meeting will be held in the spring as determined by a majority of the Board. At the annual meeting the voting members shall elect officers, adopt a budget, set

calendar dates, and other business as determined by the Board for the following school year.

- c. One half day meeting to be held in late Spring to plan for the Summer and early Fall PTO sponsored activities. One half day meeting to be held in Winter to plan for the Spring and early summer PTO sponsored activities.
- d. Special meetings of the membership may be called from time to time by the Board as necessary, with not less than ten days prior notice to the PTO membership.
- e. A majority of the directors in attendance at a meeting of the Board shall constitute a quorum. A vote of a majority of the directors in attendance at such meeting shall pass any motion before the meeting.
- f. Meetings will be conducted with a prepared agenda, in a timely fashion following an orderly procedure.
- g. The rules contained in Robert's Rules of Order, Newly Revised shall be used to govern this organization.

ARTICLE 9 – FINANCIAL ADMINISTRATION

The Beaver Acres PTO is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of a future federal tax code.

No part of the net earnings of the Beaver Acres PTO shall inure to the benefit of, or be distributable to its members, board, or other private persons except that they will be reimbursed or incurred expenses.

Budget and Treasury

- a. The budget Committee shall discuss and outline a preliminary budget at the April PTO meeting each year. Using information from these preliminary budget discussions, the Budget Committee shall prepare a proposed budget. The Board shall review and approve the proposed budget at its May meeting each year. If there are any changes, they shall be made and the final budget shall be presented to the Board and voted upon at its June meeting.
- b. The Treasurer shall maintain all funds of the PTO in an insured deposit account in a bank or savings and loan institution. All checks drawn on the account shall be signed by two of the three elected officers: President, Vice President or Secretary. Three officers will be authorized to sign on the PTO savings and/or checking accounts.
- c. Any non-budgeted expenditures over \$25.00 must be approved in advance at a meeting of the Board or the members of the PTO. The President will provide written authorization for non-budgeted expenditures over \$500.00.
- d. A minimum of \$5000.00 shall remain in the treasury each year as a contingency fund to be passed to the new Board in order to provide operating funds to begin the next school year.
- e. The PTO's financial records may be examined at any time but shall be examined at the end of each school year by an Audit Committee designated by the Board. The Committee shall include at least two people, and shall include the incoming Treasurer and at least one other member who is not a Board Member.
- f. The fiscal and corporate year of the PTO shall be July 1 through June 30.

- g. Cash handling procedures: Cash collected by the PTO shall be counted by a minimum of two PTO Officers. Cash from on-site events (at the school) shall be counted on-site and stored in a locked box or safe until the cash can be deposited the next business day. Cash from on-site events shall not be stored in private homes. Cash from off-site events shall not be stored in private homes. Cash from off-site events shall be counted in the presence of a minimum of two PTO Officers and deposited the next business day. Coin Corral monies shall be sorted on-site into paper money, checks, and coins by a minimum of two PTO Officers and taken the same day to be counted by a no-charge coin counting machine at an FDIC insured bank or NCUA insured credit union.

ARTICLE 10 – AMENDMENTS

These Bylaws may be amended at any meeting of the Board by a majority of the members present and voting at such meeting, provided there has been a one-month prior notice of the proposed amendments to all members of the PTO.

ARTICLE 11 – DISSOLUTION

In the event that the PTO is dissolved, all of its assets shall be distributed in accordance with the decisions or plans made by the previous year’s Board and consistent with these Bylaws and the Articles of Incorporation.