

Tumwater Middle School Parent Teacher Organization Bylaws

ARTICLE I: NAME

The name of the organization shall be Tumwater Middle School Parent Teacher Organization (hereinafter "TMS PTO").

ARTICLE II: OBJECTIVES AND POLICIES

SECTION 1: Objectives

The purpose of TMS PTO is to promote education, communication, and collaboration between the students, families, staff, and community of Tumwater Middle School in the Beaverton School District, Oregon (hereinafter "the school"). TMS PTO will meet its objectives by facilitating familial and community support for the education of every student at the school through volunteerism and fundraising efforts. TMS PTO will enhance and support students' educational experience at the school through student enrichment programs, projects and events.

SECTION 2: Policies

- A. TMS PTO shall be non-commercial, non-sectarian and non-partisan. Neither the name of TMS PTO nor the name of any of its members or officers, in their official capacity, shall be used in connection with any commercial concern, any partisan interest, or for any purpose other than the regular work of TMS PTO.
- B. TMS PTO shall not seek to direct the administrative activities of the school or to control its policies.
- C. No substantial part of TMS PTO shall include electioneering, campaigning or financial support in connection with ballot measures and under no circumstances shall TMS PTO engage in political activity either for or against any candidate for public office.
- D. TMS PTO's membership list shall not be used for any purpose except the business of TMS PTO.

ARTICLE III: MEMBERSHIP

All parents, guardians or other adults standing in loco parentis for a student currently enrolled in and attending the school are members of TMS PTO. All staff associated with the school are members of TMS PTO. All members of TMS PTO are entitled to vote and hold office.

ARTICLE IV: OFFICERS

SECTION 1: Board of Directors

- A. The Board of Directors shall consist of the following officers: President, Vice President, Secretary, Treasurer, Volunteer Coordinator, and Member-at-Large.
- B. The duties of the Board of Directors are:
 - 1. To transact necessary business in the intervals between general TMS PTO meetings and such other business as may be referred to it by the PTO;
 - 2. To create and dissolve standing and special committees;
 - 3. To prepare the annual budget;

4. To review requests for unbudgeted items of amounts up to one percent (1%) of the annual budget;
5. To attend TMS PTO meetings and report PTO activities at the meetings, and;
6. To perform any other activities reasonably required for TMS PTO to accomplish its objectives.

SECTION 2: Term of Office and Elections

- A. All officers shall be elected by the TMS PTO membership.
 1. Elections shall be held at the annual meeting.
 2. The voting right of any member is recognized by attendance at the annual meeting or expressed via email to the TMS PTO President in advance of the annual meeting.
 3. If an officer is running unopposed, the election may be made by voice vote; otherwise, elections shall be conducted by secret ballot.
- B. Nominations for officers shall be made by a nominating committee. The committee head shall be the Vice President, and the committee will include two (2) TMS PTO members. Any member of TMS PTO can recommend to the nominating committee another member for an officer position.
 1. The Vice President shall notify the TMS PTO membership when the nominating committee commences its work and solicit recommendations.
 2. Each nominee must have consented to serve as an officer in the position the nominee is nominated to fill.
 3. The nominating committee must present the slate of candidates to the TMS PTO members at least ten (10) calendar days prior to the annual meeting. Additional nominations may be made from the floor at the annual meeting, provided the consent of each candidate has been obtained before his or her name is placed in nomination.
- C. All officers must be members of TMS PTO.
- D. Any office may be held by one (1) individual or shared by two (2) individuals, to a maximum of nine (9) total Board members.
- E. Officers shall serve a term of one (1) year and may serve no more than three (3) consecutive terms in the same position. In the unlikely event that the position would otherwise become vacant, the TMS PTO Board may vote unanimously to extend the term until a successor is identified.
- F. Officers will assume their official duties the day after the last day of the school year. Outgoing officers shall complete their business by the last day of the school year and deliver all files and records to their successors.
- G. No two (2) family members living in the same household or who are the parent/guardian of a student may serve on the Board of Directors at the same time.
- H. An officer may resign at any time by delivering written notice to the Board of Directors. A resignation is effective immediately, unless otherwise designated in the notice.
- I. TMS PTO members may remove an elected Officer only for cause by a two-thirds (2/3) majority vote of members in attendance at a TMS PTO meeting. Notice of the meeting and the purpose of the meeting shall be provided to the TMS PTO membership at least ten (10) calendar days prior to the meeting.

- J. If a vacancy occurs in an office, the unexpired term shall be filled 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. The term of an officer filling a vacancy expires at the end of the terms which the officer is filling. If an officer fills a vacancy, the officer may complete the unexpired term and thereafter be elected for three (3) consecutive years in the same position.
- K. Should an officer be absent for two consecutive meetings without good cause, the office shall be declared vacant and shall be filled as set forth in Article IV, Section 2 (I).

SECTION 3: Duties of Officers

A. President

- 1. The President shall prepare meeting agendas and preside at all TMS PTO Board and community meetings.
- 2. The President shall coordinate the work of the officers and committees. The President shall be an informal member of all committees.
- 3. The President shall review monthly bank statements for appropriateness of transactions. The President shall be a co-signer on any TMS PTO financial account.
- 4. The President shall act as a liaison between TMS PTO and the principal of the school, with at least one (1) private meeting annually. The President shall be the official representative for TMS PTO to the administration of the school and, under direction of the general membership, shall act on behalf of TMS PTO with the administration of the school.
- 5. The President shall perform other duties as may be necessary and proper for the operation of TMS PTO.

B. Vice President

- 1. The Vice President shall assist the President and shall perform the duties of the President in the absence of the President.
- 2. The Vice President shall be responsible for coordinating fundraising activities.
- 3. The Vice President shall ensure proper acknowledgements to all sponsors, including in-kind donations.
- 4. The Vice President will lead the nominating committee. (See Article IV, Section 2 (B).)
- 5. The Vice President will lead an Audit Committee.
 - a. The Audit Committee will consist of the Vice President and two (2) non-Officer members of TMS PTO who are not related or sharing residence with a member of the current or outgoing Board No two (2) family members living in the same household or who are the parent/guardian of a student may serve on the Audit Committee at the same time.

C. Secretary

- 1. The Secretary shall keep an accurate record of all business transacted at each TMS PTO meeting. When needed, the Secretary shall authenticate TMS PTO records.
- 2. The Secretary shall, for reference, have on-hand at each TMS PTO meeting a copy of the bylaws, the minutes from the current school year, and a list of the standing committees and their chairs.
- 3. The Secretary shall make available to TMS PTO members all minutes from each community meeting within a reasonable time after each meeting.

4. The Secretary shall be responsible for coordinating communications with the TMS PTO membership, including overseeing the TMS PTO website and social media.
5. The Secretary shall preside over elections, ensure that each election is conducted in a fair manner and, if needed, create a ballot.

D. Treasurer

1. The Treasurer shall receive and deposit all monies of TMS PTO in a timely fashion, provide for payment of bills, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approved budget.
2. The Treasurer shall receive and reconcile monthly bank statements. The Treasurer shall be a co-signer on any TMS PTO financial account.
3. The Treasurer shall prepare an annual budget for the Board of Director's review.
4. The Treasurer shall present a financial statement at each TMS PTO Board and community meeting.
5. The Treasurer shall ensure that annual reports, necessary tax forms, and other legally required forms are filed in a timely manner, including registration status with the Oregon Secretary of State.
6. The Treasurer shall ensure that internal financial controls are managed in accordance with Beaverton School District risk management guidelines.

E. Volunteer Coordinator

1. The Volunteer Coordinator shall serve as the primary liaison between school staff and volunteers in order to maintain a well-coordinated school volunteer program as directed by the Beaverton School District.
2. The Volunteer Coordinator shall be responsible for identifying and filling volunteer positions.
3. The Volunteer Coordinator shall oversee the use of the Beaverton School District's volunteer management software for the school.
4. The Volunteer Coordinator shall maintain and update in a timely manner the Beaverton School District mandated volunteer application and other necessary procedures and training guides for volunteers.
5. The Volunteer Coordinator shall attend Beaverton School District Volunteer Coordinator meetings and follow District guidelines.
6. The Volunteer Coordinator shall coordinate with the Secretary to effectively communicate TMS PTO volunteer and event needs.

F. Member-at-Large

1. The Member-at-Large position shall remain vacant until all other Board of Director positions are filled.
2. The Member-at-Large position shall review monthly bank statements for appropriateness of transactions. If no Member-at-Large is serving, this will be designated to another non-signing Officer.
3. The Member-at-Large shall support the Board of Directors as needed and perform duties as may be delegated by other Officers.

ARTICLE V: COMMITTEES

- A. Standing and special committees shall be created or dissolved by the Board of Directors as necessary.
- B. Committee chairs will be appointed by the Board of Directors.
- C. Standing committees may include, but are not limited to, fundraising, webmaster, staff appreciation, art literacy, student directory, Clothes for Kids, OBOB, welcome events, communications, and eighth grade celebration.

ARTICLE VI: MEETINGS

- A. The President may call meetings of the Board of Directors as necessary to conduct the day-to-day business of TMS PTO. The President shall give Officers at least three (3) calendar days' notice prior to the meeting, with notice in either physical or electronic form. A quorum of the Board of Directors consists of a majority of the Officers. A quorum of the Board of Directors must be present in order to hear a motion and vote on matters before the Board. If a quorum is present when a vote is taken, the vote of a majority of the Officers present when the vote is taken is the act of the Board of Directors. An affirmative vote consists of fifty percent (50%) of the Officers present plus one (1) additional vote.
- B. TMS PTO meetings will be scheduled during the school year by the President. All officers and interested TMS PTO members shall attend. Notice of scheduled meetings, in either physical or electronic form, shall be provided to the TMS PTO membership at least ten (10) calendar days prior to the meeting. A draft agenda shall be made available to the TMS PTO membership at least three (3) calendar days prior to a meeting.
- C. An annual meeting shall be called in May or June prior to the end of the school year.
 - 1. The budget for the following school year will be finalized and approved at the annual meeting. The Treasurer shall make the proposed budget available to the TMS PTO members at least ten (10) calendar days prior to the annual meeting.
 - 2. Elections for officers for the following school year will be held at the annual meeting. The nominating committee must present the slate of candidates to the TMS PTO members at least ten (10) calendar days prior to the annual meeting.
- D. Members in attendance at a TMS PTO community meeting shall constitute a voting quorum and motions shall be carried by a majority vote. A majority is fifty percent (50%) of the members present plus one (1) additional vote.
- E. Any motion for which a vote would result in a policy change, including changes to these bylaws or the Articles of Incorporation, or an expenditure of TMS PTO funds above one percent (1%) of the annual budget, and not previously approved as a part of the budget, shall be brought before the membership at a community meeting, with at least ten (10) days' notice given to the community, in either physical or electronic form.
- F. The rules of procedure for meetings, as to matters not expressly governed by these bylaws or the Articles of Incorporation, shall be those prescribed by Robert's Rules of Order.

- G. After a meeting, the Board of Directors will review and approve meeting minutes by voice vote or email prior to the next scheduled meeting and no later than one (1) month after the meeting.

ARTICLE VII: FINANCIAL POLICIES

- A. The fiscal year is July 1 to June 30.
- B. All funds shall be kept in a financial account in the name of TMS PTO and require at least two (2) Officers' signatures. The financial account shall be in an insured deposit account, such as FDIC or NCUSIF.
- C. Unbudgeted items of amounts up to one percent (1%) of the annual budget must be approved in advance by the Board of Directors. Any expenditure over one percent (1%) will require community approval, with notification requirements outlined in Article VI, Section E of these bylaws.
- D. Checks will not be pre-signed for emergency use. All transactions drawn on the TMS PTO account shall be approved in advance by two Officers other than the Treasurer.
- E. Any cash deposits exceeding one hundred dollars (\$100.00) must be verified by two (2) TMS PTO members, at least one (1) of whom is an Officer.
- F. A minimum of ten percent (10%) of the annual budget shall be maintained in the treasury at the end of the fiscal year as a contingency fund in order to provide for administrative funds and TMS PTO's activities at the start of the next school year.
- G. The financial accounts of TMS PTO may be examined by any Officer at any time but the previous year's transactions shall be examined annually by the Audit Committee in conjunction with the current Treasurer. The audit shall occur no earlier than July 1 and be completed no later than August 31. The Audit Committee shall generate a signed report that will be presented to the Board of Directors, made available to community members, and kept with other corporate records.
- H. If TMS PTO raises funds in excess of budgeted revenue and expenses, the Board of Directors will engage with the TMS PTO membership on how best to spend the extra money or designate it to remain in the reserve.
- I. Additional expenditures can be proposed and approved (with required notice) throughout the fiscal year. If the PTO's net assets exceed \$10,000 at the time of the annual meeting, the surplus amount will be used to fund special projects in the next fiscal budget, or be designated to remain in the reserve.
- J. All TMS PTO members are expected to act responsibly, professionally and truthfully when incurring and submitting costs for reimbursement. TMS PTO will reimburse members for reasonable expenses on pre-approved business.
 - 1. The original or a picture of an original receipt is required for reimbursement of all expenses.

2. Reimbursement submissions are recommended to be submitted within thirty (30) days of purchase.
 3. Reimbursement submissions must be received within the current fiscal year.
 4. If the Treasurer submits for reimbursement, another Officer in addition to the President must approve that the proper documentation was submitted before reimbursement can occur. If the President submits for reimbursement, two Officers not including the Treasurer must approve that the proper documentation was submitted before reimbursement can occur.
- K. During events, cash boxes shall be monitored at all times by two (2) non-related TMS PTO members. Counting after the event shall be performed by two (2) non-related TMS PTO members.
- L. No TMS PTO member shall receive financial remuneration or in-kind contributions in exchange for his/her/their role in facilitating the business of TMS PTO.
- M. TMS PTO may not make a loan, guarantee an obligation, or modify a pre-existing loan or guarantee to or for any TMS PTO member.

ARTICLE VIII: INSPECTION

Any TMS PTO member is entitled to inspect any of the TMS PTO records upon five (5) days written notice, at a reasonable time and location.

ARTICLE IX: AMENDMENTS TO THE BYLAWS

These bylaws may be amended at any TMS PTO meeting by the majority vote of the members present. A majority is fifty percent (50%) of the members present plus one (1) additional vote. Notice that amendments to these bylaws will be considered at the meeting and the proposed amendments shall be provided to TMS PTO members at least fifteen (15) calendar days prior to the meeting.

ARTICLE X: DISSOLUTION

In the event that TMS PTO is dissolved, all of its assets shall be distributed in accordance with these bylaws and the Articles of Incorporation. Remaining funds shall be used to pay any outstanding bills prior to any other distribution of assets.