

HIGHLAND MAGNET AT KENWOOD SCHOOL PARENT TEACHER ORGANIZATION BYLAWS

Article I – Name

Highland Magnet at Kenwood School Parent Teacher Organization (Highland PTO). Highland PTO shall operate in the city of Bend, in the County of Deschutes, in the State of Oregon.

Article II - Purpose

The Highland PTO is organized for the purpose of enhancing and supporting the education of children at Highland Magnet at Kenwood Elementary School by fostering relationships among the school, parents, teachers, staff and school community.

Article III - Members

General membership. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. Members shall have the right to attend and participate in meetings and activities of the Highland PTO and have the right to vote on all issues before this organization. There are no membership dues.

Faculty Membership. All faculty and staff who currently are employed at Highland Magnet at Kenwood Elementary School may be members in the Highland PTO. Faculty Members shall have the right to attend and participate in all meetings and activities of the Highland PTO. Faculty Members shall have the right to vote on all issues before the membership and to elect officers.

Principal. The Principal retains final approval or veto power of any function, *if* said function will interfere with procedures, policy and/or the best interest of Highland Magnet at Kenwood Elementary School. The Principal shall not be an authorized signatory to Highland PTO checks.

Article IV - Officers and Elections

Section 1. Officers. The officers shall be a president, vice president, secretary and treasurer. The board may appoint other positions as necessary.

a. President. The president shall preside over Highland PTO meetings, prepare the agenda for meetings, handle correspondence, send notice of meetings to the membership, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

b. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.

c. Secretary. The secretary shall keep all records of the organization, take and record minutes. The secretary also keeps a copy of the minutes book, bylaws, rules, and any other necessary supplies, and brings them to meetings.

d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

Section 2. Nominations and Elections. Elections will be held at the second to last meeting of the school year. Nominations for open positions shall be submitted in writing to the president at least one week prior to the meeting. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 4. Terms of Office. Officers are elected for two years and may not serve more than that term if a member is interested in the position. Each person elected shall hold only one office at a time.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal From Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V – Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on the first Tuesday of each month during the school year at 9 a.m., or at a time and place determined by the executive board at least one month before the meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the meetings via written notice at least one week prior to the meeting.

Section 2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members via written notice at least 10 days prior to the meeting.

Section 3. Quorum. The quorum shall be 10 members of the organization.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, principal, and standing committee chairs.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours' notice.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum.

Section 5. Volunteer staff member/teacher participation. A teacher may attend an executive board meeting after he/she provides the PTO president with advance notice. This will allow the teacher to act as a liaison between the other teachers and the Highland PTO. The teacher shall leave the meeting before any official voting takes place.

Article VII – Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the organization: Fundraising, Storyline, Events and Volunteer coordinator.

Section 3. Additional Committees. The board may appoint additional committees as needed.

Article VIII – Finances

Section 1. A tentative budget shall be drafted in the summer before each school year and approved by a majority vote of the members present at the first general meeting.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization.

Section 4. Two authorized signatures shall be required on each check. Authorized signers shall be the president and treasurer.

Section 5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the board.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 7. The fiscal year is July 1 to June 30. This correlates with the school year.

Article IX – Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws. Robert's Rules of Order dictate that changing a policy requires a simple majority vote if notice has been given in advance that the change will be considered. If no notice has been given and the change is made on the spot, a two-thirds majority is required.

Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XI – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting. In the event of dissolution of the Highland PTO, any funds remaining shall be donated to Highland Magnet at Kenwood Elementary School.

Article XII – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.