

BYLAWS

WEST TUALATIN VIEW ELEMENTARY SCHOOL PARENT-TEACHER CLUB

ARTICLE I – NAME

The name of this organization shall be the West Tualatin View Elementary School Parent-Teacher Club, also known as the West TV PTC.

ARTICLE II – STATEMENT OF PURPOSE

The objectives of the WEST TV PTC shall be:

- A. To promote parental and community support for, and in cooperation with, the teachers and administrators of West Tualatin View Elementary School for the education of the children enrolled in the school.
- B. To promote education, communication, and understanding among the students, parents, faculty, administration, and community of West TV.
- C. To enhance and augment the basic curriculum through volunteerism and fundraising for enrichment programs.
- D. Fundraising for West TV.

ARTICLE III – POLICIES

- A. The programs of West TV shall be educational, fund-raising and social activities, which shall be developed through events, committees and projects.
- B. The PTC shall be non-commercial, nonsectarian, and nonpartisan. Neither the name of the organization 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 PTC.
- C. The PTC shall not seek to direct the administrative activities of the School or to control its policies.
- D. The PTC may cooperate with other agencies and organizations active in the child welfare provided that no commitments shall bind the PTC beyond the current year.

- E. No substantial part of the activities of the PTC will include electioneering in connection with ballot measures and under no circumstances shall the PTC engage in political activity either for or against any candidate for public office.

ARTICLE IV – MEMBERSHIP

Membership is open to all parents/guardians of the students enrolled in West TV School, to all faculty, staff, and administrators of the School, and any person interested in the objectives of the PTC, without regard to race, religion, gender, ethnicity, or sexual orientation.

ARTICLE V – OFFICERS AND BOARD MEMBERS

Section 1: Officers, Board Members, and Terms of Office

- A. The Officers of the PTC shall be President, Vice President, Secretary, Ways and Means Treasurer, and Treasurer of the Budget. Any office may be shared, but will be nominated as a team.
- B. No person shall hold more than one office at a time.
- C. The Board Members of the PTC shall consist of the elected Officers and the Volunteer Coordinators.
- D. Officers will assume their official duties at the end of the June PTC meeting, after the outgoing Officers have completed their business and turned the meeting over to the new Officers.
- E. No Officer shall hold the same position for more than two consecutive years unless slated by the Nominating Committee.

Section 2: Nominations and Elections

- A. Nomination of Officers shall be made by the Nominating Committee. The Nominating Committee shall consist of three members to be selected from the PTC general membership or Standing Committee Chairs and appointed by the Executive Board no later than the March PTC meeting. The Nominating Committee shall prepare a slate of nominees for the offices of President, Vice President, Secretary, Ways and Means, and Treasurer and shall report them to the PTC membership at the regular April PTC meeting.

- B. Nominations from the floor may be added to the proposed slate. All nominations must have the consent of the person being nominated.
- C. The elections of new Officers and Board Members for the coming school year shall occur at the May PTC meeting. If there shall be but one candidate for any office, the election may be made by voice for that office.
- D. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the majority vote of the remaining members of the Executive Board, except if a vacancy in the office of President occurs, in which case it shall be filled by the Vice President.

ARTICLE VI – DUTIES OF OFFICERS AND BOARD MEMBERS

- A. The President shall:
 - a. Preside at all meetings of the PTC and the Executive Board.
 - b. 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 PTC and School.
 - c. Will receive and sign monthly bank statements and return them to the Treasurer.
 - d. Represent the School at District meetings as needed.
- B. The Vice President shall:
 - a. Assist the President, shall perform the duties of the President in the absence of that Officer, and shall keep the Bylaws up to date.
 - b. Shall preside over the Audit Committee.
- C. The Secretary shall:
 - a. Record the minutes of each meeting of the PTC and Executive Board and shall have on hand for reference at each meeting a copy of the Bylaws, the minutes of previous meetings and a list of standing committees and their responsibilities.
 - b. Help coordinate the newsletter and/or other information as needed with the President.

- c. Will distribute minutes to all PTC members and post on the West TV website.
- D. The Ways and Means Treasurer shall:
 - a. Be in charge of the West TV PTC fundraising projects. The PTC must approve the projects in advance.
 - b. Report status of fundraising activity at PTC meetings.
- E. The Treasurer of the Budget shall:
 - a. Receive all monies of the PTC, provide for payment of bills, keep an accurate record of receipts and expenditures, and report at every PTC and Executive Board meeting or as requested.
 - b. Receive and reconcile the bank statements after the President has reviewed them.
 - c. 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.
- F. The Volunteer Coordinators shall serve as liaisons between school staff, school volunteers, and the community in order to maintain a well-coordinated school volunteer program as directed by the Beaverton School District. They shall attend District Volunteer Coordinator meetings as needed.
- 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 in 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.
 - d. Deliver to their successors all papers, files, and records pertaining to their duties and responsibilities at the final meeting of the year.
 - e. All shall serve on the Budget Committee.

ARTICLE VII – EXECUTIVE BOARD

The PTC's duly elected Officers and its Volunteer Coordinators shall be known as the Executive Board.

The duties of the Executive Board shall be:

- A. Transact necessary business in the intervals between PTC meetings and business referred to it by the PTC membership.
- B. Create Standing or Special committees and to appoint chairpersons.
- C. Approve the plans of the work committees.
- D. Present reports at regular PTC meetings.
- E. Prepare and submit a written annual budget to the general PTC membership for approval along with the budget committee.
- F. Facilitate appropriate relationships between West TV parent community and the West TV staff/faculty.

ARTICLE VII – COMMITTEES

- A. Standing committees shall be created and dissolved by the Executive Board as necessary. Standing committees will carry over from one school year to the next. Chairpersons of the Standing committee shall be appointed by the Executive Board for a term of one year. Their selection will be announced at the general PTC meeting in May. No committee work shall be undertaken without the consent of the Executive Board.
- B. Special committees may be created by the President, Executive Board or members at a general PTC meeting as deemed necessary to satisfy a specific short-term objective. Special committees will not carry over from one school year to the next, but must be reinstated at the beginning of the school year. No committee work shall be undertaken without the consent of the Executive Board.

ARTICLE IX – MEETINGS

- A. The President and Principal will schedule PTC general meetings during the school year. The Officers, Board Members, Committee Chairpersons and all interested members will attend meetings. A monthly meeting of members shall be held on not less than 10 days notice to the membership.

- B. The President, as necessary, may call other meetings from time to time to be held on not less than 10 days notice to the membership.
- C. PTC meetings conducted for the purpose of voting on any issue or election shall be conducted on public property.
- D. The members in attendance at a duly called general membership meeting shall constitute a quorum. A majority of the Executive Committee shall constitute a quorum of the committee.
- E. A motion shall be passed by majority of the members present.
- F. The rules of procedure for PTC meetings, as to matters not expressly governed by the Bylaws or the Articles of Incorporation, shall be prescribed by Robert's Rule of Order, Revised.
- G. Executive Board meetings may be called by the President or a majority of the Executive Board upon reasonable notice to Board members.
- H. All notices are required to be given to members shall be given by mail, telephone, fax, email, or by notices such as the monthly school newsletter and WTC website with a ten-day notice.

ARTICLE X – BUDGET

- A. The proposed budget shall be prepared by the Treasurer and reviewed by the Executive Board and approved at a general PTC meeting.
- B. The approved budget shall be included in the student information packet before the first PTC meeting at the beginning of the year.
- C. All funds of the PTC shall be maintained in an insured FDIC deposit account in a bank or savings and loan institution.
- D. Any large cash deposits (exceeding \$50.00) must be verified by two PTC members.
- E. Expenditures not included in the annual budget must be approved in advance by the PTC or Executive Board. Expenditures exceeding \$500.00 must additionally be approved by the PTC membership at a general PTC meeting.
- F. The Treasurer and a second Executive Officer shall sign all checks exceeding \$300.00 drawn on the PTC account. Amount and receipts must be verified before signing.

- G. Checks will not be pre-signed for emergency use.
- H. The account of the PTC may be examined at any time, but shall be examined at the end of each school year, between June 30th and September 30th by an Audit Committee.
- I. The Audit Committee will include the incoming and outgoing Treasurer, the immediate past VP and at least one other PTC (non-board) member.
 - a. When satisfied that the audit report is correct, the Audit Committee shall sign a statement to that effect at the end of the report. Following the completion of the report it shall be presented and will become part of the PTC records at the first meeting of the next school year.
- J. A minimum of \$5,000.00 shall remain in the treasury each year as a contingency fund to be passed to the new PTC Board in order to provide operating fund to begin the PTC's activities for the next school year.
- K. The fiscal and corporate year of the PTC shall be July 1st through June 30th of the next year.

ARTICLE – XI – AMENDMENTS

- A. These Bylaws may be amended at any general PTC meeting by a majority of the members present and voting, provided there has been a one-month notification of the proposed amendment to all members.