



BYLAWS of the MILWAUKIE EL PUENTE PARENT TEACHER ORGANIZATION (PTO)

ARTICLE 1 - NAME

Milwaukie Elementary and El Puente Bilingual School are two separate schools, housed in the same building. The PTO functions as one PTO for both schools simultaneously. The organization shall be named Milwaukie El Puente Parent Teacher Organization (PTO); herein referred to as the PTO. Milwaukie Elementary School and El Puente Bilingual School; herein referred to as School.

ARTICLE 2 - MISSION STATEMENT

The PTO is organized for the purpose of supporting and enhancing the educational experiences of the School's students by:

1. Providing an organization through which the parents, School, and teachers can work cooperatively; and
2. Providing financial support for programs funded outside of the annual school budget.
3. Providing enrichment through community building events and activities.

ARTICLE 3 - POLICIES

Section 1: The PTO shall operate for charitable, educational, non-partisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2: The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.

Section 3: The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the PTO.

Section 4: The PTO may cooperate with other PTOs within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control their policies.

Section 5: Any person volunteering at a PTO event or serving in an official PTO position must have



an approved background check through the North Clackamas School District prior to volunteering.

ARTICLE 4 - FISCAL YEAR

The fiscal year of the PTO shall begin on January 1st and end on the following December 31st.

ARTICLE 5 - MEMBERSHIP & DUES

Section 1: Membership. Any parent or guardian of a student at the School, the Principal, or any teacher currently employed at the School may become a PTO Member.

Section 2: Dues. Each member shall pay annual membership dues of TEN DOLLARS (\$10.00) to the PTO. Only members in good standing (who have paid their annual dues at least 14 calendar days prior to a PTO meeting) shall be eligible to vote or serve on the Executive Board. Dues paid shall be good through the current school year of the PTO which shall end on June 30th.

Section 3: Vote. Each individual, paying member shall have one vote. Voting may take place by voice, upon request, or by written ballot.

ARTICLE 6 – OFFICERS

Section 1: Officers. The Officers shall consist of an elected President, Vice President, Secretary, and Treasurer. The position of President, may be a shared position between two individuals, thus acting equally as Co-Presidents. Other elected positions on the PTO are Membership and Volunteer Coordinator.

Section 2: Eligibility. Only Members in good standing (who have paid their annual dues at least 14 calendar days prior to a PTO meeting) shall be eligible to serve as any Officer or in an elected position.

Section 3: Nominations & Elections. Nominations for Officers' positions shall be submitted at the May PTO meeting by the Nominating Committee. At this meeting, additional nominations may also be made by the PTO membership.

Section 4: Term of Service. Voting shall take place by written ballot at the June PTO meeting should multiple nominations exist. Officers shall be elected for a term of one school calendar year (beginning July 1st and ending on the following June 30th) by the general PTO Membership. A person may hold only one Officer's position at a time.

Section 5: In the event the PTO fails to fill all Officer positions at the June PTO meeting, the



incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at any regular meeting.

Section 6: All Officers shall act in the best interest of the PTO.

Section 7: Compensation. No Officer shall be compensated by the PTO for their service.

Section 8: Attendance. Each Officer shall attend monthly PTO meetings and Executive Board meetings. No more than 3 consecutive meetings should be missed before the Executive Board reviews if the position needs to be refilled.

Section 9: Contracts & Purchases. No Officer shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

Section 10: Removal from Office. Any Officer can be removed from office, with or without cause, by a two-thirds vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one week prior to the meeting.

ARTICLE 7 - OFFICER DUTIES

Section 1: President

The President(s) shall:

1. Preside over all meetings of the PTO.
2. Represent the PTO at city-wide meetings or other meetings outside of the organization.
3. Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the general membership.
4. Sign checks, notes, etc. in the absence of the Treasurer.
5. Appoint Special Committees as needed.
6. Announce PTO meetings to the School population at least one week in advance of that meeting.

Section 2: Vice President

The Vice President shall:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Research, write, and solicit educational grants as deemed important by the PTO.
3. Provide general support to the President per their request

Section 3: Secretary

The Secretary shall:

1. Prepare each meeting's agenda in collaboration with the President.



2. Maintain all records of the PTO including transactions, contracts, and correspondence, as well as related documents e.g. a copy of *Robert's Rules of Order* on hand at each meeting.
3. Record the minutes of the meetings of the Executive Officers and PTO and forward copies to PTO members within two weeks of the recorded meeting.
4. Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting
5. Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location at the School, should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position.
6. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
7. Hold a copy of the PTO Bylaws, Parliamentary Procedures, and current Membership list and make each available upon request to any PTO Member at any PTO or Executive Board meeting.
8. Provide a printed copy of these Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting.
9. Work with the Executive Board and Committee Chairs to prepare a list of nominees to be included on the annual election ballot at the May PTO meeting. This list shall be completed and published to all PTO members two weeks prior to the June meeting.

Section 4: Treasurer

The Treasurer shall:

1. Act as custodian of funds and perform all banking activities of the PTO.
2. Maintain up-to-date, accurate financial records of the PTO.
3. Receive all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.
4. Provide a written and oral financial report of the receipts and expenditures at each PTO and Executive Board meeting and at other times upon request of the Executive Board.
5. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the Executive Officers.
6. Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501(c)3 status, as applicable; and maintain accurate records of such.
7. Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.
8. Submit all requested/required financial data relating to PTO operations to the President within two weeks prior to the close of the fiscal year, for the purposes of the Treasurer's accounts being audited.

ARTICLE 8 - EXECUTIVE BOARD



Section 1: Executive Board. The Executive Board shall consist of the Officers, the School Principal, a Teacher Representative, and the Chairpersons of any Standing Committees.

Section 2: Principal & Teacher Representative. The Principal and the Teacher Representative are not required to pay annual Dues and shall each have one vote. The Principal acts as liaison between the School and the PTO and ensures that all PTO activities are in accordance with School policies and procedures. The Teacher Representative acts as liaison between the School teachers and the PTO.

Section 3: Duties. The Executive Board shall conduct necessary business in preparation for the Regular PTO meetings and shall prepare a proposed budget to be voted upon by the PTO Membership at the first regular PTO meeting of the fiscal year.

ARTICLE 9 - MEETINGS

Section 1: Regular Meetings of the PTO - Shall be held monthly, except during July and August, at the School, on a date and time pre-established by the Executive Board. Dates and times of the monthly meetings shall be presented by the President at the first regular meeting of the school year.

Section 2: Executive Board Meetings - Shall be held quarterly on a date mutually agreed upon by the Officers.

Section 3: Special Meetings of the PTO - May be called at any time during the school year by the President or upon the written request to the Secretary of at least five (5) PTO members in good standing. The objective(s) of such Special meeting must be set forth and presented to the PTO membership at least 10 days prior to the meeting.

Section 4: Quorum. At least 10% of the PTO Membership shall constitute a quorum. A quorum must be met in order for any vote to take place.

Section 5: The newly elected Executive Board shall meet at least once between July 1st and the first PTO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal which shall be presented at that first regular PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting as to either accept or amend the Executive Board's proposed budget. The Executive Board shall also plan and schedule all major events to be approved by the school representative.

Section 6: The final PTO meeting shall take place in June, prior to the close of school.

ARTICLE 10 - FUNDS



Section 1: Use. PTO funds shall be used for programs, events, and items, that directly benefit the students of the School; with the exceptions of the annual Staff Appreciation Luncheon, annual Staff Gifts, etc.

Section 2: Income. All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within five (5) business days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 3: Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

Section 4: Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any PTO member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO. Advance notice of the upcoming vote shall be publicized to the PTO Membership at least 1 week prior to the vote.

Section 5: Reporting. An updated financial report shall be made available in printed form to each PTO member at each PTO meeting.

Section 6: Carry-Over. The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. The annual carry-over amount shall not exceed \$10,000 with the exception of specific financial reserves allocated for special projects i.e. playground or building improvements.

ARTICLE 11 – COMMITTEES

Section 1: Standing Committees. The following Standing Committees shall exist for the purpose of carrying out a specific set of relative duties: *Fundraising, Community Building, Membership, Volunteer Coordination, Web Communication, Yearbook/Publicity, Marketing/Communication, Playground, Translation, and Finance Audit.* Additional Special committees may be formed at any time either at the request of the President or by a majority vote of the PTO membership.

Section 2: Chairpersons. Chairpersons of Standing Committees shall be elected annually by the PTO membership. Nominations shall be submitted at the May PTO meeting. Elections shall take place at the June PTO meeting. An Officer may also act as Chair of up to two Standing Committees.

Section 3: The Chairperson of each committee shall keep a written record of the activities of his/her



committee in a manner that would allow these records to be passed along to future Chairs. These records should be turned over to the Secretary who will maintain a comprehensive file of all events planned by the PTO and make them available to future Chairs.

Section 4: Committee Members. Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

Section 5: Contracts & Purchases. No Committee Chair shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

Section 6: Term of Service. All committee chairs elected at annual meeting in June.

Section 7: Attendance. Committee Chairpersons shall attend Executive Board and/or monthly PTO meetings to report on the activities of his/her committee.

Section 8: Each Standing Committee Chair shall assist in the nomination of the incoming Chairperson of their respective committee.

ARTICLE 12 - COMMITTEE DUTIES

Section 1: Fundraising Chair(persons)

Fundraising Event Chair(persons) shall:

1. Research options, plans, and anticipated profits and expenses for assigned fundraising projects and present suggestions to the Executive Board.
2. Prepare and execute fundraising projects as approved by the Executive Board.
3. Work closely with Volunteer Coordinator to solicit volunteers to assist with each Fundraiser.
4. Work closely with Marketing & Communications Chair to ensure school wide email/text notifications about events.
5. Report Fundraising activities, expenses, and profits at monthly PTO meeting.
6. Maintain confidential records of all contributions, working closely with the treasurer to properly document.
7. Maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.
8. Create marketing material (i.e. poster and flyers) for the event. Decorate and maintain the PTO bulletin board in the School lobby to reflect a positive and informative display, as well as distribute take-home information to all classrooms/students.
9. Oversee and execute the following school-wide fundraising events:
 - Jog-a-Thon
 - Read-a-thon
 - Winter Sale (Wreaths, Poinsettias, etc)
 - Cookie Sales



- Community Fundraising Programs (i.e. Dining for Dinero)
- Savings Programs (i.e. Box Tops, Fred Meyer Rewards, Amazon Smile, etc.)
- School Apparel/Merchandise Sales

Section 2: Community Building Chair(persons)

The Community Building Chair(persons) shall:

1. Plan and implement all not-for-profit social/community building events/activities for School students and their families; including, but not limited to:
 - Carnival
 - Bingo Night
 - Movie Nights
 - Spirit Weeks
2. Create marketing material (i.e. poster and flyers) for the event. Decorate and maintain the PTO bulletin board in the School lobby to reflect a positive and informative display, as well as distribute take-home information to all classrooms/students.
3. Work closely with Volunteer Coordinator to solicit volunteers to assist with event, if needed.

Section 3: Membership Chair

The Membership Chair shall:

1. Work alongside the Volunteer Coordinator Chair to recruit new PTO members at Fall back-to-school event(s).
2. Maintain up to date records regarding membership details, and be prepared to provide a verbal report at monthly PTO meeting.
3. Work closely with treasurer to communicate receipt of membership dues.

Section 4: Volunteer Coordinator Chair

The Volunteer Coordinator Chair shall:

1. Work closely with Membership Chair at Fall back-to-school event to recruit new PTO members.
2. Provide ongoing support to all event Chair(persons) in the development and execution of a volunteer recruitment plans.
3. Provide new volunteers with an orientation regarding the processes of the PTO and how they align with the school environment and provide Volunteer Training video as provided by the North Clackamas School District, as needed.
4. Coordinate the Staff Appreciation luncheon in the fall, Staff Appreciation week in Spring, etc.
5. Coordinate annual volunteer sign up for snacks/refreshments at the monthly PTO meetings and other PTO functions.
6. Work closely with school secretaries as needed to recruit volunteers for misc. school events i.e. dental van, school pictures.

Section 5: Web Communication Chair

The Web Communication Chair shall:

1. Work closely with Office Staff to maintain accurate information about the PTO on School website.



2. Maintain the PTO website with current events and information.
3. Work closely with the Committee Chairs to publicize School events on the website and Social Media Page.
4. Work closely with translator to ensure all verbiage is accurate in English/Spanish.
5. Maintain communication with head school secretary to ensure publications of student photos align with parental consent forms, if necessary.

Section 6: Yearbook/Publicity Chair

The Yearbook Chair shall:

1. Coordinate the development of the school yearbook beginning in the Fall which includes: design, collecting photographs, and coordination with yearbook company for printing in May/June.
2. Work closely with school staff person assigned to manage school photo drive.
3. Create marketing material (i.e. poster and flyers) for the event. Decorate and maintain the PTO bulletin board in the School lobby to reflect a positive and informative display, as well as distribute take-home information to all classrooms/students.
4. Take photos at school events per collaboration with Event Chairs. Provide photographs to the following Chairs for schoolwide publications: Web Communications Chair, Marketing & Communications, and school staff person assigned to manage school photo drive.

Section 7: Marketing/Communications Chair

The Marketing & Coordinator Chair shall:

1. Design, create, and maintain the PTO bulletin board display in the main school entryway, ensuring that all information is up to date.
2. Design and maintain the PTO display case keeping it relevant with current PTO events, per information received from event Chair(persons).
3. Work closely with head school secretary to send out school wide text/email notifications about events, referring to event chairperson(s) for detailed information pertaining to each event.
4. Write a summary of each event for publication in the School newsletter and/or website for the purposes of informing School parents that the event was sponsored by the PTO.

Section 8: Playground Chair

The Playground Chair shall:

1. Work closely with the Executive Board to coordinate fundraising for maintenance and improvements of the School's playground equipment and grounds, more specifically soccer area maintenance.
2. Research and present playground maintenance and improvement plans as deemed necessary by the PTO.
3. If needed: purchase equipment, supplies, and services necessary to maintain and improve the playground equipment and grounds as approved (by vote) by the PTO membership.

Section 9: Translation Chair

The Translation Chair shall:



1. Provide all English-Spanish translation per request of all committee members for event related materials i.e. posters, flyers, website, etc.
2. Provide verbal translation at PTO meetings as needed.

Section 10: Finance Audit Chair

The Finance Audit Committee shall be made up of up to three PTO members that do not currently serve on the Executive Board. The Finance Audit Chair shall audit the financial records of the PTO and prepare a fiscal year-end audit report. Report should be provided to the Officers prior to the new fiscal year.

ARTICLE 13 - PARLIAMENTARY AUTHORITY

Section 1: Rules. The rules contained in **Robert's Rules of Order**, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and be made available at each meeting.

Section 2: Bylaws Committee. A Special committee may be appointed to submit a revised set of Bylaws by majority vote at a regular PTO meeting.

Section 3: Bylaws Amendment. These Bylaws may be amended under the following conditions:

- Either the Bylaws Committee or at least 5 PTO Members shall submit the revision request to the Secretary; and
- At least 14 calendar days prior notice shall be given to the PTO Membership that a vote will be taken at the next scheduled Regular PTO meeting; and
- A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
- All approved amendments shall become effective immediately and recorded by the Secretary.

ARTICLE 14 - DISSOLUTION

Section 1: Dissolution. The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

Section 2: Remaining Funds. Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

1. a vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or



2. the remaining funds be held in escrow by the Principal for use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.

###

SECRETARY'S CERTIFICATE

I, the Secretary of the above-entitled Nonprofit, do hereby certify that the foregoing is a true and correct copy of the Nonprofit Bylaws as adopted by the Executive Board of the PTO.

Karla Branson, Secretary

Date

