

**Hiteon Elementary Parent-Teacher Club By-Laws**

**Table of Contents**

**Article I Name.....PAGE 1**

**Article II Purpose .....PAGE 1**

**Article III Membership.....PAGE 1**

**Article IV Officers .....PAGE 1**

**Article V Executive Board .....PAGE 2**

**Article VI Committees.....PAGE 3**

**Article VII Parliamentary Authority.....PAGE 3**

**Article VIII Amendment of By-Laws.....PAGE 4**

**Article IX Dissolution.....PAGE 5**

**Article X General Polices.....PAGE 5**

**Article XI Financial Polices.....PAGE 5**

**CERTIFICATION.....PAGE 6**

# ***Hiteon Elementary Parent-Teacher Club By-Laws***

## **ARTICLE I - Name**

The name of the Organization shall be the Hiteon Elementary Parent-Teacher Club.

## **ARTICLE II - Purpose**

The purpose of this Organization shall be:

- to promote the education of Hiteon Elementary students and enrichment of school opportunities;
- to promote positive interaction between teachers, parents and Hiteon Elementary students; and
- to model positive organizational skills and behaviors to Hiteon Elementary students.

## **ARTICLE III - Membership**

All parents and/or guardians of students attending Hiteon Elementary are automatically voting members of the Organization as long as they have one or more students attending Hiteon Elementary. All current Staff members of Hiteon Elementary are automatically voting members of the Organization. All members must be willing to uphold the purpose, policies and rules of the Organization. The Organization shall not require payment of dues by any member.

## **ARTICLE IV - Officers**

**Section 1.** The officers of the Organization shall be a President, a First Vice President, a Second Vice President, a Secretary and a Treasurer. Offices can be co-held by more than one person. The officers shall perform the duties prescribed by these By-Laws and by the parliamentary authority adopted by the Organization.

**Section 2.** Open positions for the following fiscal year will be posted at the general membership meeting held in March. Interested parties will be voted on at the May general membership meeting of the current fiscal year. If an officer is running unopposed, the election may be made by voice; otherwise, election is by ballot. The normal term of office shall run concurrently with the next fiscal year. Should no candidate for an office receive a majority on the first election, the Organization shall immediately hold a second election of the top two candidates.

**Section 3.** If a vacancy occurs in the office of the President, the First Vice President shall immediately become President, resulting in a vacancy of the First Vice President. A vacancy occurring in an office shall be filled for the remainder of the term at the next general membership meeting by open nomination and election. If any officer misses three or more consecutive meetings, board and general combined, a majority of the Executive Board may declare the position vacant and the position shall be filled at the next general membership meeting. If a vacancy occurs in the office of the Treasurer, the President shall immediately appoint another officer as Treasurer Pro-Tem until the vacancy is filled.

**Section 4.** All officers must be members in good standing. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two

consecutive terms in the same office. No officer may be a current member of the Beaverton School Board, the Community Partnership Team, the Hiteon Local School Committee, or the Hiteon Site Council.

#### **ARTICLE V - Executive Board**

- Section 1.** The Executive Board shall consist of the officers of the Organization, the Volunteer Coordinator(s) and the Principal.
- Section 2.** The Executive Board shall perform general supervision of the affairs of the Organization, coordinate activities of the standing committees, fix the day, hour, and place of Executive Board and General Membership meetings, and make recommendations to the Organization. The Executive Board shall perform other such duties as are specified in these By-Laws or as requested by the President of the Organization. The Executive Board shall be subject to the orders of the Organization and none of its acts shall conflict with action taken by the Organization.
- Section 3.** The Executive Board shall meet a minimum of six times from September to June, inclusive. The Executive Board shall meet at the call of the President in July or August. Special meetings of the Board may be called by the President or upon the request of two members of the Executive Board. Four members of the Executive Board shall constitute a quorum.
- Section 4.** It shall be the duty of the Executive Board to prepare a recommended budget for the next fiscal year. The budget for the next fiscal year is to be reviewed and approved at a general membership meeting prior to the end of the current fiscal year. It shall also be the duty of the Executive Board to monitor variance in the budget.
- Section 5.** The President shall be the principle executive officer of the Organization. It shall be the duty of the President to preside over Executive Board and General Membership Meetings. The President shall in general supervise and monitor all activities of the Organization and is subject to monitoring by the Executive Board and the direction of the membership.
- Section 6.** It shall be the duty of the First Vice President to coordinate and oversee all fundraising activities.
- Section 7.** It shall be the duty of the Second Vice President to serve as a liaison to all committees of the Organization, with the exception of fundraising activities. The Second Vice President will be responsible to prepare, execute and monitor a communication plan between the Executive Board and the Committee Chairpersons.
- Section 8.** The Treasurer shall have charge of and be responsible for all the funds of the Organization. The Treasurer shall make disbursements as authorized by the President, Executive Board, or membership in accordance with the budget adopted by the membership. It shall also be the duty of the Treasurer to monitor and report on variances to the budget at each General Membership Meeting. The Treasurer shall also prepare a written financial report at each General

Membership Meeting and at other times as requested by the Executive Committee.

- Sections 9.** It shall be the duty of the Secretary to keep minutes of the proceedings of the membership and Executive Board. The Secretary shall see that all notices are duly given in accordance with these By-Laws, and in general perform all duties incident to the office of Secretary. Some of these duties may include the Organization website updates, thank you notes, meeting flyers and ballots.

#### **ARTICLE VI - Committees**

- Section 1.** There shall be a Fundraising Committee composed of the First Vice President as chairperson and at least two other members. It shall be the duty of this committee to prepare, execute and monitor a fundraising plan for the fiscal year. This committee shall present the fundraising plan at the first general membership meeting of the year.
- Section 2.** Open positions for the following fiscal year will be posted at the general membership meeting held in March. Committee Chair positions will be filled at the May general membership meeting of the current fiscal year. Chair positions may be co-held. If a committee does not have a chair the Executive Board will continue to work to fill the position or if deemed non-essential remove the committee position.
- Section 3.** Such other committees, standing or special, shall be appointed by the President of the Organization, as the Organization shall from time to time deem necessary to carry on its work.
- Section 4.** The President shall be an ex-officio member of all committees. All committees may appoint such subcommittees as needed to perform their duties. Members of the subcommittees do not need to be members of their parent committee or the Organization.

#### **ARTICLE VII - Parliamentary Authority**

The rules contained in the current edition of Introduction to Robert's Rules of Order shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Organization may adopt. The President may appoint one of the Executive Board members to serve as parliamentarian for General Membership meetings.

#### **ARTICLE VIII - Amendment of By-Laws**

- Section 1.** These By-Laws shall be reviewed by the Executive Board biennially.
- Section 2.** The By-Laws may be amended at any general membership meeting of the Organization by a majority vote, provided that previous notice has been given. Amendments adopted will take effect at the general membership meeting following the majority vote. Amendment of the By-Laws, in whole or in part, shall not constitute dissolution of the Organization.

## **ARTICLE IX - Dissolution**

Upon dissolution of the Organization, and after settlement of outstanding accounts, all remaining funds shall be given to Hiteon Elementary Student Body fund to be used at the Principal's discretion to benefit the students.

## **ARTICLE X - General Policies**

- Section 1.** The fiscal year shall run from July 1 through June 30.
- Section 2.** The Organization shall be non-commercial, non-sectarian and non-partisan. The Organization shall endorse no commercial enterprise and no candidate.
- Section 3.** This Organization shall not seek to direct the administrative activities of Hiteon Elementary nor seek to control its policies.
- Section 4.** This Organization may cooperate with other organizations and agencies active in child welfare and education, provided that it makes no commitments that bind future Organization officers or policies.
- Section 5.** Any previous notice required by these By-Laws should consist of a written notice in the PTC newsletter or a separate communication to all families at least five days in advance of the meeting.
- Section 6.** Regular general membership meetings of the Organization shall occur a minimum of six times from September through June, inclusive. Provided previous notice stating and limiting the purpose of a special meeting, the general membership shall also meet at the call of the President, the Executive Board, or the request of ten members of the Organization.
- Section 7.** Ten members of the Organization shall constitute a quorum.
- Section 8.** A majority vote is one where the yeas have at least one more vote than the nays.
- Section 9.** The Organization shall produce a monthly newsletter, from September to June, inclusive, and maintain the Organization's website.

## **ARTICLE XI - Financial Policies**

- Section 1.** Unless specifically carried over by the board all accounts payable shall be cleared by the end of the fiscal year or deemed null and void.
- Section 2.** No funds of other organizations or sources shall be commingled with or managed by the Organization. The Organization shall not allow its funds to be commingled with or managed by any other Organization or source.
- Section 3.** Two signatures shall be required for checks that are more than \$300. Any officer with signing privileges at the bank may provide the second signature. There will be no more than three officers, inclusive of the Treasurer, with signing privileges.
- Section 4.** The addition of a new expense to an approved budget with expenditure of more than \$500.00 requires a previous notice and majority vote at a general membership meeting.

**Section 5.** Approval of a committee's budget by the Organization authorizes the committee to expend funds up to the amount for any budget item. The Executive Board must approve any expenditure for any budget item over the original budget amount. Any expenditure of more than **\$500.00** over the original budget amount for items on the Organization approved budget must be approved by a majority vote of the general membership at a general membership meeting. In addition, the Executive Board must approve any expenditure for items not listed on the budget. As stated in Section 4, any expenditure of more than **\$500.00** for items not listed on the budget must also be approved by a majority vote by the general membership at a general membership meeting. Any member who overspends a budget without prior approval of the Executive Board or general membership is personally liable for the expense.

**Section 6.** Annually, the Organization shall have a review of the treasurer accounts and prepare the necessary tax forms.

***CERTIFICATION***

These bylaws were approved at a regular meeting of the Organization and its Executive Board by a majority vote on November 19, 2014.

\_\_\_\_\_  
President, Hiteon PTC

\_\_\_\_\_  
Date

\_\_\_\_\_  
First Vice-President, Hiteon PTC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second Vice-President, Hiteon PTC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer, Hiteon PTC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Hiteon PTC

\_\_\_\_\_  
Date