

## **BYLAWS**

### **ROCK CREEK ELEMENTARY SCHOOL PARENT-TEACHER CLUB, INC**

#### **ARTICLE I NAME**

The name of this organization shall be the Rock Creek Elementary School Parent – Teacher Club, Inc., also known as the Rock Creek PTC, hereinafter referred to as PTC.

#### **ARTICLE II OBJECTIVES**

The objectives of the Rock creek PTC shall be:

- a. To promote education, communication and understanding among the students, parents, faculty, administration and community of Rock Creek Elementary School, hereinafter referred to as “School”;
- b. To supply and facilitate parental and community aid to School;
- c. To aid the School in projects and public information;
- d. To enhance and augment the basic curriculum through volunteer activities and student enrichment programs.

#### **ARTICLE III POLICIES**

- a. The programs of the PTC shall be education, fund raising and social activities.
- b. The PTC shall be noncommercial, nonsectarian and nonpartisan. Neither the name of the PTC nor the name of any of its members or officers in their official capacity shall be used in any connection with a commercial concern, or with any partisan interest, or for any purpose other than the regular work of the PTC.
- c. The PTC shall not seek either to direct the administrative activities of School or to control its policies.
- d. The PTC may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils.

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

#### **ARTICLE IV** **MEMBERSHIP**

All parents and legal guardians of children enrolled at the School, and approved for participation by the Beaverton School District and the School, are automatic members of the PTC. All staff at the School are automatic members of the PTC.

#### **ARTICLE V** **BOARD OF DIRECTORS**

- a. The Board of Directors of the PTC (“Board”) shall consist of the President, First Vice-President, Second Vice-President, Treasurer, Secretary, immediate past president, Volunteer Coordinator and Communications Coordinator. Each Director position shall have one vote. If more than one person serves in the position, the vote is shared.
- b. The principal of the School and all faculty shall serve as advisors to the Board.
- c. Elected Board Directors shall serve a term of one year. The term for all Board members shall be from July 1 of the current year to June 30 of the following year. Elected Directors shall be ineligible for more than three consecutive terms in the same position. By July 1, all Board members shall have delivered all files and records, including any required reports, and a job description to their successors.
- d. The duties of the Board shall be
  - 1. To transact necessary business in the intervals between PTC meetings and business referred to it by the membership;
  - 2. To create Standing and Special Committees;
  - 3. To approve the projects for the committees;
  - 4. To approve expenditures;
  - 5. To present a report at all PTC meetings;
  - 6. To review and approve an annual budget.
- e. Any Board Director may be removed for cause by two-thirds (2/3) of the Board at the time in office, at any regular or special meeting of the Board. Sufficient cause for such removal may be violation of the bylaws, the code of ethics, or any lawful rule, practice, or procedure adopted by the PTC or other conduct deemed by the Board to be prejudicial to the best interest of the PTC.
- f. Any elected or appointed officer may resign by submitting that resignation in writing to the Board.

**ARTICLE VI**  
**ELECTIONS**

- a. Nominations for Directors shall be made by a Nomination Committee chaired by the Past President. If the Past President position is vacant, a chair shall be appointed by the Board at or before the February Board meeting. Only those persons who have consented in advance to serve if elected shall be eligible for nomination, either by the Nominating Committee or by the PTC membership.
- b. The election of new Directors for the coming school year shall be held at the annual meeting before the end of the school year. The officer shall be elected by majority of members present and voting.
- c. Appointed positions shall be appointed by the President and by 2/3 vote of Board members.
- d. A vacancy occurring in any position shall be filled for the unexpired term by a person nominated by the President and confirmed by a majority vote of the remaining members of the Board. In the case of a vacancy occurring in the office of president, the first vice-president shall assume the duties of president for the unexpired term, and a new first vice-president shall be nominated by the Board and elected by majority vote at the next regular Board meeting.

**ARTICLE VII**  
**DUTIES OF BOARD DIRECTORS**

- a. The president shall preside at all meetings of the PTC and at all Board meetings. The president shall be a member ex officio of all committees except for the Nominating Committee. The president shall be a member of the Budget Committee. The President shall also 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.
- b. The first vice-president shall assist the president and shall perform the duties of the president in his/her absence. The first vice-president shall maintain the PTC calendar, and secure facility use for PTC meetings and events. The first vice-president shall designate a safety advisor for all events as required by the Beaverton School District.
- c. The second vice president shall coordinate all passive PTC fundraising projects. These projects must be approved in advance by the Board. The second vice-president shall be a member of the Budget Committee.
- d. The secretary shall keep an accurate record of all business transacted at each PTC meeting and Board meeting. The secretary shall have on hand for reference at each meeting a copy of the bylaws and the minutes of the previous meetings. The Secretary shall file annual reports and maintain appropriate business licenses.
- e. The Treasurer shall receive all monies of the PTC, keep an accurate record of PTC receipts and expenditures, and pay out funds in accordance with the approved budget or as authorized by the Board. The treasurer shall present a

financial statement at every Board meeting and PTC meeting. The treasurer shall be the chair of the Budget Committee and manage tax filings and insurance policies.

- f. Volunteer Coordinator shall organize all PTC volunteer needs for all PTC programs, help support volunteer coordination for school programs when needed, report volunteer hours, and educate school volunteers on district standards.
- g. Communication Coordinator shall manage PTC website, social media accounts, PTC bulletin boards, and other communication as necessary.
- h. All Board Directors shall perform the duties prescribed in the Bylaws, attend district meetings as necessary, act as a liaison with families, encourage the development of the PTC community, and any additional duties which may be assigned to them from time to time.

## **ARTICLE VIII** **COMMITTEES**

- a. Standing committees shall be created or dissolved by the President and the Board, as necessary. Standing committee chairpersons shall be approved by the Board; their terms shall be from July 1 of the current year or time of appointment to June 30 of the following year.
- b. Standing committee chairpersons may include, but not limited to, the following;
  - 1. Primary Fundraiser Coordinator shall chair the planning committee for the annual PTC fundraiser.
  - 2. Secondary Fundraiser Coordinator shall chair the planning committee for secondary fundraiser(s).
  - 3. Art Literacy Chairperson shall organize volunteers to implement the District art literacy program in each classroom.
  - 4. Room Party Coordinator shall organize Rock Creek room parents to assist with two classroom parties throughout the year. Assist room parents with resources for the parties and distribute funds.
  - 5. Clothes Closet shall coordinate with the district to organize volunteers to work assigned days in the District Clothes Closet and take care of lost and found.
- c. Any appointed committee chair may be removed for cause by two-thirds (2/3) of the Board at the time in office, at any regular or special meeting of the Board. Sufficient cause for such removal may be violation of the bylaws, the code of ethics, or any lawful rule, practice, or procedure adopted by the PTC or other conduct deemed by the Board to be prejudicial to the best interest of the PTC.
- d. Any appointed committee chair may resign by submitting that resignation in writing to the Board.

**ARTICLE IX**  
**BUSINESS MEETINGS**

- a. Meeting of the members shall be held at least twice each year. A general meeting of the PTC shall be held in September, and the annual meeting shall be held in the spring. Other general PTC meeting may be called from time to time by the Board, as necessary. All PTC meetings shall be held with not less than ten days notice to the membership. The members in attendance at a duly called PTC meeting shall constitute a quorum.
- b. The regular date for Board meeting shall be set by the members of the Board. Special meetings of the Board may be called by the president or by a majority of the members of the Board upon reasonable notice to the Board members. A majority of the Board shall constitute a quorum.
- c. The rules of procedure of Board meetings and PTC meetings, as to matters not expressly governance by these Bylaws or the Article of Incorporation, shall be those prescribed in Roberts Rules of Order.

**ARTICLE X**  
**BUDGET AND TREASURY**

- a. The Budget Committee shall meet annually to review the past year's budget and to prepare a proposed budget for the coming year. This budget, with any changes recommended by the Board, shall be presented to the PTC membership at the September general meeting. The budget must be approved by a majority of the Board of the members present by September 30.
- b. Any non-budgeted expenditure must be approved in advance by the Board. The president will provide written authorization for non-budgeted expenditures over \$500.00.
- c. A minimum of \$750.00 shall remain in the treasury each year as a contingency fund to be passed to the new Board in order to provide operating funds to begin the next school year.
- d. The PTC's financial records shall be reviewed at the end of each fiscal year by a committee of at least two people appointed by the Board.
- e. All funds of the PTC shall be maintained in a bank or savings and loan association insured deposit account.
- f. All checks drawn on the account shall be signed by one of the three elected officers designated as signors. Monthly statements shall be reviewed and signed by two elected officers and the Treasurer.

**ARTICLE XI**  
**AMENDMENTS**

These bylaws may be amended at any PTC meeting by a majority of the members present and voting.