

**Bylaws for Parkrose Middle School (Parkrose MS)
Parent Faculty Club (PTO)
Parkrose School District #3**

Parkrose MS PTO Rights of Membership

1. Every member has the right to be respected as a human being.
2. Every member has the right to be respected as a member of the Parkrose MS PTO.
3. Every member has the right of freedom of speech and the right to be heard.
4. Every member has the right to the freedom to listen.
5. Every member has the right to participate in the activities of the Parkrose School District and this organization.
6. Members shall not be denied the right to seek any office or the right to vote in this organization because of race, color, creed, sex, sexual orientation, nationality, handicap, political affiliation, age or religion.
7. Every member has the right to be secure in his or her basic rights without fear of political, economic, physical or psychological intimidation.

ARTICLE 1 THE NAME OF THE ORGANIZATION

The Name of this organization shall be the **Parkrose Middle School (Parkrose MS) Parent Teacher Organization (PTO)**.

ARTICLE 2 OBJECT/GOALS OF THE Parkrose MS PTO-

Section 1. The goal of the Parkrose MS PTO is to prepare, lead and provide opportunities to the students, staff, faculty and community of Parkrose Middle School of the Parkrose School District as a not for profit organization.

Section 2. The assets of the Organization shall be held in trust by the PTO Board Committee in a fiduciary capacity.

1. These Bylaws, constitute a plan and agreement governing the administration and payment of any revenue described in the following pages.

2. The PTO Board may amend or delete the benefits provided for when, in their judgment, such action may be necessary.
3. The PTO Board has the authority to delegate and/or determine any question arising in connection with the administration, interpretation and application of the language herein, including any question regarding eligibility and a right to participate as a Member of the Parkrose Middle School PTO. The Board's determination concerning the administration, application, and interpretation of this language shall be binding on all persons subject to the provisions contained herein.
4. If the Parkrose Middle School PTO dissolves all assets and monies will be forfeited to Parkrose Middle School.
5. If the PTO agrees to long term projects or purchases signed contracts will be will be created. This is to ensure the PTO' s continued commitment to the Middle School, its students and the community.

ARTICLE 3 POWER AND AUTHORITY

Section 1. The Parkrose Middle School PTO, in addition to all powers and authorities under common law, statutory authority and other provisions of the Parkrose School District, including the right to delegate responsibilities among themselves as set forth herein, shall have the following powers and authorities, to be exercised in their discretion:

1. To purchase property for the sole use of the Parkrose Middle School PTO.
2. To sell, exchange, convey, transfer or otherwise dispose of property held by the Parkrose MS PTO.
3. To vote upon revenue expenditures.
4. To raise money for purposes of the Parkrose MS PTO and under such terms and conditions as the PTO shall deem advisable.
5. To make, execute, acknowledge and deliver any and all such documents that may be necessary to carry out the activities of the Parkrose MS PTO.
6. To invest funds of the Parkrose MS PTO in savings accounts bearing a reasonable rate of interest.
7. To do all such acts, take all such proceedings, and exercise all such rights and privileges, although not specifically mentioned herein, as the Parkrose MS PTO may deem necessary to administer the activities of the PTO and carry out the purposes of the organization.

ARTICLE 4 MEMBERSHIP

Section 1. A member of the Parkrose Middle School PTO may be an individual who has a child enrolled in Parkrose Middle School or is otherwise employed by the Parkrose School District and assigned to Parkrose Middle School as a teacher, instructional assistant, custodian or administrator.

Section 2. A member may represent the concerns of non-members to the PTO.

ARTICLE 5 AFFILIATIONS

Section 1. The Parkrose MS PTO is affiliated with the Parkrose School District. The PTO operates under the rules and regulations established by the Parkrose School District and the State of Oregon. Any rules, regulations, and/or laws in conflict with the PTO Bylaws enacted by the Parkrose School District and/or the State of Oregon will be modified to comply with those affiliations.

Section 2. The PTO recognizes the efforts and support of community, business and educational organizations, which support the goals of this organization.

ARTICLE 6 PARKROSE MIDDLE SCHOOL

All members of the PTO shall comply with the rules and regulations established for the safety and security of Parkrose Middle School.

ARTICLE 7 Parkrose MS PTO BOARD

Section 1. Officers and Board. The Parkrose MS PTO Officers and Board shall be: President, Vice-President, Secretary, Treasurer, Parkrose Middle School Principal, Fund Raising Chair and Volunteer Coordinator.

Section 2. In case of death, resignation, suspension, or removal from office of any officer of the Parkrose MS PTO

1. Such position shall be filled by a majority vote of the membership.
2. The Vice-President shall fill any vacancy in the office of the President.

3. In the case of a vacancy in the offices of Secretary, Treasurer, Fund Raising Chair and/or Volunteer Coordinator an appointment shall be made by the President subject to a majority vote of approval by the membership.

ARTICLE 8 DUTIES OF OFFICERS

The Officers of the Parkrose Middle School PTO shall serve as the trustees of the Organization and shall act as fiduciaries in the operation of the PTOs' affairs on behalf of the students of Parkrose Middle School. The PTO Officers shall be elected for one-year terms, but may continue to hold office, if elected for a maximum of three years. Elections will be held at the May membership meeting. Elections shall be either by a voice vote or a paper ballot secretly submitted and tallied by the current Secretary. The members at the April meeting shall by majority voice vote to determine the election method. Elected Officers will assume their office at the June (if held) or the August meeting.

Section 1. Duties of the President. It shall be the duty of the President of the Parkrose MS PTO:

1. To preside at all meetings of the Parkrose MS PTO.
2. To sign all charters, authorizations, and/or legal documents associated with the PTOs' operations.
3. To make recommendations to fill all vacancies on behalf of the PTO Board.
4. To conduct all balloting on all subjects. All results of voting shall be made known to the President who in turn shall report the results to the PTO Board.
5. The President, shall, in accordance with the provisions of these Bylaws, appoint all members of committees and be an ex-officio member of all committees.
6. Set-up and administer regular communication plans with Parkrose MS faculty, staff, administrators and parents regarding school and board activities.
7. Initiate outreach programs to incoming parents.
8. Creating and updating master calendar of activities for the PTO Board year in conjunction with the school faculty and administration.
9. The President shall keep all records of transactions, events and fund raisers under their charge in an orderly manner and pass these records on to the incoming predecessor.

Section 2. Duties of the Vice-President. It shall be the duty of the Vice-President of Parkrose MS PTO:

1. To perform duties as assigned by the President.

2. To succeed the office of the President in the event of his/her disability, death, resignation or removal from office.
3. The Vice-President shall keep all records of transactions, events and fund raisers under their charge in an orderly manner and pass these records on to the incoming Vice President.

Section 3. Duties of the Secretary. It shall be the duty of the Parkrose MS PTO Secretary:

1. To keep a record of meeting attendance.
2. To keep, and to publish an accurate record of all meetings of the Parkrose MS PTO.
3. The out-going Secretary shall be charged with the responsibility of educating the incoming Secretary in all phases/aspects of the duties of the position. The Secretary shall keep all records of transactions, events and fund raisers under their charge in an orderly manner and pass these records on to the incoming Secretary.

Section 4. Duties of the Treasurer. It shall be the duty of the Parkrose MS PTO Treasurer:

1. To receive and receipt all monies generated by the activities of the Parkrose MS PTO.
2. To have custody of all monies and securities belonging to the PTO.
3. To pay all properly approved claims, debts, bills and/or invoices incurred in the way of necessary expenses in the conduct of the business of the PTO.
4. To publish an annual end of the year statement of the financial status for review and approval by the membership of the PTO. To provide the PTO a monthly updated statement.
5. The out-going Treasurer shall be charged with the responsibility of educating the incoming Treasurer in all phases of the duties of the position. The Treasurer shall keep all records of transactions, events and fund raisers under their charge in an orderly manner and pass these records on to the incoming Treasurer.

Section 5. Duties of the Fund Raising Chair. It shall be the duty of the Parkrose MS PTO Fundraising Chair

1. The Fund Raising Chair shall administer Scrip and Box Top programs as well as other existing fund raising programs in conjunction with parents, faculty and administrators of Parkrose MS.

2. Coordinate subcommittees and calendar all fund raising activities on the master PTO calendar each school year.
3. The out-going Fund Raising Chair shall be charged with the responsibility of educating the incoming Fund Raising Chair in all phases of the duties of the position. The Fund Raising Chair shall keep all records of transactions, events and fund raisers under their charge in an orderly manner and pass these records on to the incoming Fund Raising Chair.

Section 6. Duties of the Volunteer Coordinator. It shall be the duty of the Parkrose MS PTO Volunteer Coordinator

1. To create an annual list of volunteer opportunities derived from faculty, staff, administrators of Parkrose MS and PTO needs.
2. Coordinate all volunteers and their activities.
3. To be a proactive recruiter of parent volunteers.
4. The out-going Volunteer Coordinator shall be charged with the responsibility of educating the incoming Volunteer Coordinator in all phases of the duties of the position. The Volunteer Coordinator shall keep all records of transactions, events and fund raisers under their charge in an orderly manner and pass these records on to the incoming Volunteer Coordinator.

Section 7. Duties of Board. It shall be the duty of the Board:

1. To examine when by them deemed advisable, the books, papers, funds and all other properties of the PTO.
2. To engage the services of such other providers as they deem necessary to assist them in carrying out their responsibilities.
3. To decide all appeals and claims, enter into contracts, and organize the membership.

By agreeing to occupy one of the Parkrose Middle School PTO offices the new officer agrees to uphold these by-laws and future amendments. Also to uphold all signed agreements made by previous PTO boards unless they are deemed, by a majority vote, outdated on no longer useful.

ARTICLE 9 MEETINGS

Section 1. The Parkrose MS PTO shall meet on the first Tuesday of the Month except in the months of July and August. A meeting will be held in August to plan for the coming school year.

1. The meetings will be held at Parkrose Middle School with the room location to be determined by access and accommodation. Meetings may be canceled by a majority agreement of the Board.

Section 2. Committees established and authorized by the PTO membership may schedule and meet in conjunction with their assignment, schedules and/or duties.

Section 3. Five PTO members shall be necessary to constitute a quorum. In the absence of a quorum, the President, at his/her discretion may reschedule the meeting. No votes can be taken in absence of a quorum. Quorum to include President and/or Vice President.

Section 4. The Secretary will document all PTO members in attendance.

Section 5. Suggested order of business

1. Calling to Order by the President
2. Sign in of attendees
3. Review and acceptance of last meeting minutes
4. Treasurer' Report
5. Principal' s Report
6. Teacher' s Report
7. PTO Board Report
8. Pre-set agenda items
9. Report of Committees (as needed)
10. Teacher' requests
11. Student Input and Requests
12. New Business
13. Parent Concerns
14. Open Forum
15. Election of Officers (as needed)
16. Installation of Officers (as needed)

Section 6. Robert's Rules of Order shall govern the parliamentary proceedings of the PTO, except for any special rules of procedures adopted by the PTO at each meeting.

Section 7. These By-Laws may be amended at any meeting of the PTO and no notice of proposed changes need be given in the call for the meeting. No changes shall be adopted unless 2/3 (two-thirds) of those members then present vote in favor of the change.

ARTICLE 10 VOLUNTEER

All members and officers receive no compensation for the time spent performing their duties. The PTO recognizes that salaried staff, faculty and administrative personnel may participate in the duties, and activities and/or events organized by the PTO without compensation from the PTO, yet may be compensated by other agencies and/or organizations. The Parkrose MS PTO is a non-profit, volunteer organization to support the educational efforts of the Parkrose Middle School.

ARTICLE 11 EXPENDITURES AND FISCAL YEAR

The Parkrose MS PTO Treasurer shall pay all charges, bills and expenditures. The PTO's Fiscal Year is from July through June.

ARTICLE 12 ORGANIZATION

Section 1. The Parkrose MS PTO will extend membership to all parents and guardians of incoming Sixth Grade Students Before School Orientation to educate, encourage and promote participation in the Parkrose MS PTO.

Section 2. The Parkrose MS PTO will extend membership to all parents and guardians of transferring students, returning students and students in alternative middle school educational programs within the Parkrose School District.

ARTICLE 13 COMMITTEES

The President shall appoint members to serve on committees that the membership deems important to carrying out the function/goals of the organization.

ARTICLE 14 DISCIPLINE OR DISMISSAL FROM OFFICE PROCEDURES

The following shall constitute but shall not necessarily be limited to a list of offenses, the commission of which shall subject any officer or member of the Parkrose MS PTO to disciplinary action as set forth herein:

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1. Violating any provision of the By-Laws of the Parkrose Middle School PTO.
2. Theft, dishonesty, fraud or misappropriation of funds.
3. Knowingly engaging in conduct that would expose the Parkrose MS PTO to liability.

The Parkrose MS PTO Board shall consider all evidence presented before rendering any decision on discipline or dismissal from office.

I hereby certify that within is a true copy of the Parkrose Middle School Parent Teacher Organization By-Laws.

_____ Date _____

President
Parkrose Middle School PTO
Parkrose School District #3

_____ Date _____

Principal
Parkrose Middle School
Parkrose School District #3