

Meadow Ridge Parent Teacher Committee

BYLAWS

ARTICLE I: Name

The name of this organization is the Meadow Ridge Parent Teacher Committee (PTC), and is associated with Meadow Ridge School in Albany, Oregon.

ARTICLE II: Articles of Organization

The articles of organization of this organization include the bylaws of such organization and the certificate of incorporation or articles of incorporation of such organization.

ARTICLE III: Purpose

The purpose of the PTC is to support the students and staff of Meadow Ridge School in their mission to provide academic excellence for all students.

ARTICLE IV: Goal

Our goal is to work with our Principal, school, parents, teachers, and the community to become actively involved with affairs concerning the welfare of our children. This goal can be accomplished by combining parents, teachers, staff, and the community members to work as a team.

ARTICLE V: Basic Policies

The following are basic policies of the PTC:

1. The organization shall be noncommercial, nonsectarian and nonpartisan.
2. The name of the organization or the name of its affiliated school shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purpose of the organization.
3. The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
4. This organization shall not use any EIN (tax number) other than its own. The EIN for the Meadow Ridge School is not to be used by any PTC member for any purpose whatsoever.
5. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers or other private persons except that the organization shall

- be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
6. This organization shall prohibit voting by proxy.
 7. No part of the membership roster of this organization shall be sold to any entity or exchanged for any services or products without the approval of the majority of the general membership.
 8. Upon the dissolution of this organization:
 - a. After paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to Meadow Ridge School.
 - b. Shall cease and desist from the further use of any name that implies or connotes association with Meadow Ridge School.
 - c. Carry out promptly, under the supervision of the sponsor or his/her designee, all proceedings necessary or desirable for the purpose of dissolving this organization.
 9. This organization shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization. Such books of account and records shall at all reasonable times be open to inspection by its members.
 10. Only members may participate in the business of the Meadow Ridge PTC. Members are defined as those whom have filled out the "Meadow Ridge PTC Member Form". Voting members must have attended 2 prior meetings (see Article VI: Section 4). All other parents, teachers, staff, and community members are welcome to attend.

ARTICLE VI: Members and Dues

1. Membership will be considered without regard to race, religion, color, sex, marital status, familial status, national origin, age, sexual orientation, gender identity, or political or union affiliation. Physical or mental disabilities will not disqualify a candidate who meets job requirements. These policies are designed to provide equal opportunity to all to participate in all activities, and assure full compliance with applicable local, state, and federal laws.
2. The membership of the PTC shall be open to all adult family, teachers, staff, and community members.
3. Upon organization receipt of "Meadow Ridge PTC Member Form", a person shall have membership in the organization for the membership year of September 1 - August 31.
4. Voting members are defined as members who have attended at least two (2) of the last four (4) regular meetings of the PTC. Voting definitions for the beginning of a school year will be counted as the last meetings of the prior school year. Meaning that we will count current meetings as September, May, April, and March for voting rights. (*Voting rights qualify on third meeting*)

ARTICLE VII: Officers and Their Election

1. Each officer must be a member of this organization.
2. Officers and their elections
 - a. The officers of this organization shall consist of a president, vice president, a secretary, treasurer and a social media manager. There may be no less than five (5) executive board members to stay in accordance with articles of incorporation.
 - b. Officers shall be elected by nomination in the month of May. Elections shall be by plurality.
 - c. An individual must be a member prior to election.

d. Officers shall assume their official duties on July 1st and shall serve a term of one (1) year with an option of 2nd year without needing to be re-elected or until their successors are elected.

3. Vacancies

a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the membership.

b. In case a vacancy occurs in the office of President, the Vice President to the president shall serve term notice to the organization and fulfill the position until a new President is elected.

4. Reason to remove: By two-thirds (2/3) vote of the executive board an officer or chairman shall be removed from office for failure to perform duties, criminal misconduct or unethical behavior in the organization's business.

ARTICLE VIII: Duties of Officers

1. President

a. The President Shall:

1. coordinate the work of the officers and committees of the association;
2. confirm that a quorum is present before conducting any business at any meeting of the association;
3. preside at meetings of the association, if unable to attend a meetings, will make arrangements to insure a Vice President will be present to facilitate;
4. be responsible for creating agendas for all PTC meetings;
5. be responsible for sending out all correspondence, delegating as needed;
6. appoint chairmen of special committees subject to approval of executive board;
7. be authorized to sign on bank accounts;
8. be a member ex-officio of all committees except the nominating and audit committees;
9. submit a copy of its bylaws and standing rules to the Meadow Ridge School Principal; and
10. maintain a current membership list.

2. Vice President

a. Vice President shall:

1. be the aide-to-the-president, and
2. preside in the absence of the president (in their designated order); and
3. sign on bank accounts

b. Vice Presidents shall provide a list of eligible members to vote at each PTC meeting.

3. Secretary

a. The secretary shall:

1. record the minutes of all meetings of the PTC and the Executive PTC Board meetings;
2. submit all meeting minutes to the President of the PTC and the social media manager for posting on the Meadow Ridge PTC website and social media accounts;
3. maintain a compilation of the organization's minutes;
4. have a current copy of the bylaws; and
5. present the prior meeting minutes at the beginning of each meeting for approval

4. Treasurer

a. The treasurer shall:

1. keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for five (5) years;
2. make disbursements in accordance with the budget adopted by the organization;
3. sign on bank accounts;
4. present a financial report, both written and verbal, at every meeting or as requested by the executive board or the organization;
5. make a full annual report to the executive board at the end of the term of office.

5. Social Media Manager:

a. The Social Media Manager shall:

1. Manage all social media for the PTC.

Section 6. All PTC members shall:

- a. attend meetings of the PTC;
- b. perform the duties outlined in these bylaws and those assigned from time to time; and
- c. deliver to their successors or the president all official materials within fifteen days following the date at which their successors assume their duties.

ARTICLE IX: Meetings

1. This organization shall hold minimum of 7 meetings a year.
 - a. Regular meeting dates and times will be established by the executive board and will be announced at the first meeting of the school year. Five (5) days notice shall be given if change of date is needed.
 - b. The regular meeting held in May shall be the election meeting.
 - c. The annual meeting in May shall be for the purpose of receiving reports of officers and chairmen and for any other necessary business.
2. Special meetings of the association may be called by the president or by a majority of the executive board, at least three (3) days notice having been given.
3. Four (4) voting members shall constitute a quorum for the transaction of business in any meeting of this organization. At least two (2) executive board members must be present.
4. The President (or Vice President in the absence of the President) will create and share the meeting agenda prior to the meeting.
5. Any individual aside from the Board wishing to bring a topic to the meeting will need to submit a written request to the President two weeks prior to the meeting for review and approval. If the agenda time allows and the request is PTC appropriate and approved the individual will be added to the agenda.

ARTICLE X: Executive Board

1. The executive board shall consist of the officers of the association.
2. A member shall not serve as a president or treasurer of the organization's executive board while serving as a paid employee of Meadow Ridge School.
3. The duties of the executive board shall be to:
 - a. transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
 - b. present financial report at the regular meetings of the association;
 - c. approve Plans of Work of all officers and committee chairmen;
 - d. create standing and special committees;
 - e. fill vacancies of officers and chairmen;
 - f. prepare and submit a budget for the year to the organization for adoption; and
 - g. approve routine bills within the limits of the budget
4. Meetings
 - a. Meetings of the executive board shall be scheduled as needed by the Executive Board.
 - b. A majority of the executive board members shall constitute a quorum.
 - c. Special meetings of the executive board may be called by the president or by a majority of the members of the board, at least three (3) days notice being given.

ARTICLE XI: Standing and Special Committees

1. Only members of the PTC shall be eligible to serve in any elective position.
2. The executive board may create such standing and special committees as it may deem necessary to carry on the work of the organization. The term of each chairman shall be one (1) year or until the selection of a successor.
3. The newly-elected president shall call a meeting of the incoming officers within thirty days after the election for the purpose of approving standing committee chairmen and such other business as becomes necessary.
4. All standing committee chairmen shall:
 - a. deliver to their successors or the president all official materials within fifteen (15) days following the date at which their successors assume their duties; and
 - b. present a Plan of Work to the executive board for approval. No committee work shall be undertaken without documented approval from the executive board.
 - c. Once approval of budget and plan is set in place, a committee may execute their plan and not need further approval unless there are additional budgetary needs and/or major changes in the initial plan of action.
5. The quorum of any committee shall be a majority of its members.

ARTICLE XII: Fiscal Year

1. The fiscal year of this organization shall begin January 1st and end December 31st.

ARTICLE XII: Financial & Accounting

1. All Monies received shall be deposited to the credit of the PTC in a local bank/credit union, and all disbursements shall be made by check or debit payment. All checks shall be signed by the PTC Treasure, President, and/or Vice President.
2. Discretionary amounts not to exceed two hundred (200) dollars, between monthly general membership meetings, may be authorized by the Board President with notification to other Board members, on expenditures that emerge and are viable to continue with the objectives of the PTC, but not covered by the budget.
3. To receive reimbursement for items previously approved by the PTC, receipt and reimbursement form must be submitted for approval.
4. The checkbook will remain on Meadow Ridge School Property. The Treasurer may take the checkbook home for a period not to exceed one (1) week as needed.

ARTICLE XIV: Parliamentary Authority

The rules contained in these bylaws.

ARTICLE XV: Amendments

1. Amendments
 - a. These bylaws may be amended at any meeting of the association, provided a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment shall

- have been given at the previous regular meeting or twenty days prior to the meeting at which the amendment is voted upon. Each amendment to the bylaws shall be provided to the membership through the regular publicity channels at least twenty days prior to the meeting at which the amendment is voted upon or at the previous regular meeting.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the association, or by a majority vote of the executive board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
 - c. After adoption by a two-thirds ($2/3$) vote at a meeting of the organization, a copy of bylaws (and standing rules) as amended or revised and dated shall be sent to the school Principal.
2. This organization shall review and if necessary amend its bylaws at least every three (3) years.

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