

**BYLAWS**  
**TERRA LINDA PARENT TEACHER CLUB**  
**A Nonprofit Corporation**

**NAME**

**The name of this organization shall be the Terra Linda Parent Teacher Club.**

**OBJECTIVES**

The Objectives of the Terra Linda Parent Teacher Club shall be:

- a) to promote education, communication, and understanding among children, youth, parents, faculty and community of TERRA LINDA SCHOOL (“school”), Beaverton School District 48 and the State of Oregon;
- b) to supply and facilitate parental and community aid to the school;
- c) to aid the school in projects and public information;
- d) to promote the welfare of children and youth in the home, school and community;
- e) to promote parental support for, and cooperation with the teachers and administrators of the school in the education of the children enrolled in the school; and
- f) to enhance and augment the school’s basic curriculum through volunteerism and student enrichment programs.

**POLICIES**

The Terra Linda Parent Teacher Club shall be noncommercial, nonsectarian and nonpartisan. Neither the name of the Club nor the names of the officers in their official capacities shall be used in connection with any commercial concern or any partisan interest or for any purpose other than the regular work of the club.

The Terra Linda Parent Teacher Club shall not seek to direct the administrative activities of the school or to control its policies.

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

**MEMBERSHIP**

All parents or guardians of Terra Linda School students, teachers and supporters of Terra Linda School are members of the Club. There is no application process required and no dues are charged.

The privilege of holding office, raising ideas, giving input and voting shall be open to all members.

## BOARD OF DIRECTORS

The Board of Directors of the Club shall consist of the following Officers: President, First Vice President – Fundraising, Vice President – Volunteer Coordinator, Communication Coordinator, Secretary, and Treasurer. Each Officer position will have one vote in decision making on the Board.

The duties of the Board of Directors shall be to transact necessary business in the intervals between Club meetings and business referred to it by the Club; to create standing and special committees; to clearly communicate committee budgets and expectations via board liaisons; to approve bills; to present a financial report at the regular business meetings; to review and approve an annual budget; to call meetings; to communicate to the membership the decisions being made and any other activities reasonably required for the Club to accomplish its purposes.

## OFFICERS AND ELECTIONS

The officers shall be elected by the membership.

Members wishing to be considered for an Officer position should contact the Board prior to the annual elections. Only those who are members of the Terra Linda Parent Teacher Club and have consented to serve as an Officer or Co-Officer shall be nominated for an office.

Annual elections of Officers shall be held each spring at the membership meeting prior to the last meeting of the school year.

Officers shall be installed at the Annual Meeting of members, the last meeting of the school year.

Officers shall serve for a term of one (1) year and may serve no more than two (2) consecutive years (in a given Board role), or until;

- their successors are elected and installed
- they resign
- they are unable to serve

In the event that no successor is elected, the position will be declared vacant.

In the case of a vacancy on the Board of Directors, a person elected by a majority vote of the remaining members of the Board will serve out the term. In the case of a vacancy in the office of the President, the First Vice President shall serve out the term and a new First Vice President shall be elected by a majority vote of the remaining members of the Board.

## DUTIES OF OFFICERS

All Officers shall abide by the Club Bylaws and Standing Rules and attend membership meetings and monthly Board meetings. Officers shall deliver all files and records pertaining to their duties and responsibilities to their successors at the Annual Meeting, or at the time that they vacate their office. Specific duties of the officers are:

**President:** Acts as a liaison between the PTC and the Principal of the school. Plans and presides over all PTC meetings. Communicates, plans and promotes an open environment for discussion and sharing of ideas related to the direction of the PTC. Provides support, assistance, and motivation. Schedules and conducts monthly PTC meetings. Acts as a liaison between some PTC Chairpersons and the Board. Abides by the PTC Bylaws and Standing Rules. Coordinates the work of the Officers, Chairpersons and Committees. Performs other duties as may be necessary and proper for the operation and well-being of the Club.

**First Vice President – Fundraising:** Consults with PTC president regarding plans and meeting agendas. Coordinates and oversees all fundraising activities for the PTC. Attends PTC meetings and monthly Board meetings. Presides over meetings if the President is unavailable. Acts as a liaison between some PTC Chairpersons and the Board. Abides by the PTC Bylaws and Standing Rules.

**Vice President - Volunteer Coordinator:** Recruits and schedules volunteers for school activities, including Back to School activities. Provides Committee Chairs, Class Representatives, and Party Parents with appropriate information to help them with their job. Works with Principal and office staff to conduct Volunteer Orientation in the fall and participates in Kindergarten Orientation in the spring. Provides appropriate volunteer communication and “thank you’s” throughout the year. Maintains sign-in procedures, coordinates volunteer identification, and manages volunteer system per district-approved standards and software. Attends PTC meetings and monthly Board meetings. Acts as a liaison between some PTC Committee Chairs and the PTC Board. Abides by the PTC Bylaws and Standing Rules.

**Secretary:** Shall keep an accurate record of all business transacted at each meeting of the PTC and shall have on hand for reference at each meeting a copy of the Bylaws, and the minutes of the previous meeting. Takes the minutes at the monthly PTC meetings. Publishes minutes of membership meetings on the PTC website and posts them on the PTC bulletin board at the school. Takes minutes at the Board meetings. Distributes Board meeting minutes to the Board. Keeps PTC Bylaws and Standing Rules up to date and posted. Keeps the PTC Volunteer Committee Chair list up to date and distributes to the board. Creates and distributes PTC meeting agenda a week in advance. Takes care of any correspondence as needed by the Board. Acts as a liaison between some PTC Committee Chairs and the PTC Board. Abides by the PTC Bylaws and Standing Rules.

**Treasurer:** Writes, obtains second signature, and distributes checks for all payments made by the Club. Makes deposits of all money collected. Reconciles the Club checking account monthly. Creates and presents detailed, up to date financial reports at all Club meetings and Board meetings showing expenses, deposits and current balances. Makes recommendations to the Board on purchasing or cashing CD’s and carries out actions on CD’s. Has some background in accounting or bookkeeping practices. Provides complete and accurate books to selected CPA and answers questions, so the CPA can prepare the annual taxes. Provides complete and accurate

books to the CPA for an annual check or audit of the books. Prepares materials for budget discussions. Attends PTC meetings and monthly Board meetings. Acts as a liaison between some PTC Committee Chairs and the PTC Board. Abides by the PTC Bylaws and Standing Rules.

**Communication Coordinator:** Collaborate with VP-Volunteer Coordinator to develop a plan and communicate with Terra Linda volunteers. Provide communication support for VP-Volunteer Coordinator, VP-Fundraising, and committee chairs. Communication Coordinator may complete these tasks themselves or delegate/manage a task force to; Compile and distribute PTC Blast to all Terra Linda members; Update and maintain PTC website with current content and events; Manage PTC bulletin board. Attends PTC meetings and monthly Board meetings. Acts as a liaison between some PTC Committee Chairs and the PTC Board. Abides by the PTC Bylaws and Standing Rules.

## **STANDING COMMITTEES AND NON-ELECTED POSITIONS**

Standing committees shall be created or dissolved by the President and Board of Directors as necessary. Standing Committee Chairs shall be approved by the Board of Directors and their terms shall extend from the time of appointment to the end of the school year.

Standing committees may include, but are not limited to, Art Literacy, Work Party, and Staff Appreciation. Standing committee chairs are encouraged to attend Club membership meetings.

Special committees may be created at the direction of the Board of Directors, the President or the membership at a general business meeting, to satisfy a short-term objective.

The school Principal, or appointed administrative representative, shall be encouraged to attend all regular Club meetings and shall act as a liaison between the faculty and the Club. The Principal shall provide counsel, when appropriate, for Club activities and programs. When a standing committee chair meets with the Principal concerning event funding an executive board representative should be present.

## **BUSINESS MEETINGS**

Membership meetings for the school year shall be scheduled by the Board. Meeting dates, times and agenda items will be communicated to the membership in the Club newsletter.

The annual Meeting of members shall be held in May or June, and it will be the last meeting of the school year. The date, time, place and agenda for this meeting shall be published in the Club newsletter no later than two weeks prior to the meeting.

The budget for the coming school year will be finalized and approved by the membership, calendar dates for the coming year will be set, new officers will be installed and any other business will be transacted at this meeting.

Special meetings of the membership may be called by a majority of the Board of Directors on no less than ten days' notice to the membership.

The members in attendance at a duly called membership meeting shall constitute a quorum. A majority of the Board of Directors shall constitute a quorum of the Board of Directors.

Meetings shall be conducted with a prepared agenda, in a timely fashion following an orderly procedure.

## **TREASURY**

All Club funds shall be maintained in an insured deposit account in a bank or savings and loan institution as directed by the Board of Directors. Only Club Officers shall have signing authority on these accounts.

All payments from the Club shall be made by check, not cash.

Two signatures are required on ALL checks from the Club. Blank checks shall not be pre-signed for the ease of the Treasurer, as this defeats safety measures.

Before writing any check, the Officer shall ensure that the proper documentation has been submitted (Invoice, Request for Reimbursement, Funding Request Form, etc.) and that the requested amount is within the approved budget, or that it has been approved and documented in the minutes of the Club meeting.

Paperwork for each check written shall be kept in the Treasurer books with receipts attached. If receipts are not available, the Officer shall note why they are missing on the paperwork.

The Treasurer shall get the Chairperson's signature of verbal approval before paying an invoice or Request for Reimbursement for over \$50.

All Club money should be spent for the direct benefit of the children at Terra Linda. It shall not be used for buying food items for a committee meeting, or for gifts for Chairpersons, etc. These things can be donated by the people in that committee.

Unbudgeted expenses or additional funds for budgeted items of up to \$100 can be approved by the Board at a scheduled Board meeting, when a quorum is present. Unbudgeted expenses or additional funds for budgeted items, over \$100, need to be voted on and approved by the members at a Club membership meeting. In order to appropriately consider all funding requests over \$100, a Funding Request Form should be filled out and submitted to the Board at least two weeks prior to a Club meeting. Requestors are encouraged to be present at the Club meeting, but not mandatory in order for funding requests to be considered.

Donation cans shall be monitored at all times by two adults.

All cash collections and counting shall be done by at least two adults. A Funds for Deposit form shall be filled out and signed by the two adults and given to the Treasurer.

When tickets are used to sell something, they shall be used in numerical order, and have a control sheet to track their use. Starting and ending ticket numbers shall be recorded, and the adults counting the cash shall verify that the cash amount matches the number of tickets used.

For safety reasons, nighttime deposits at the bank will not be made. Money from an evening event, and its Funds for Deposit, shall be locked in the school safe overnight and given to the Treasurer for deposit the following school day.

A Funds for Deposit form shall be filled out and signed by the Chairperson, for all deposits made in the Club checking account.

Checks and cash received by the Treasurer shall be endorsed and deposited quickly, the same day whenever possible, to reduce the chance of lost, stolen or returned checks.

The Treasurer shall attach all check stubs received, the Funds for Deposit form, and the deposit receipt from the Bank, to a detailed Deposit Report kept in the Treasurer books.

All donors will be sent a thank you receipt.

One Club member, other than the Treasurer, shall review the bank statements and cancelled checks each month, and compare them to the Treasurer's reports.

Someone with accounting experience, other than the Treasurer, shall perform a semi-annual review or audit on the Treasurer books and provide a written report of the findings. This report shall be presented to the Board and kept in the Treasurer's book.

A CPA who is not a Club Officer shall do the year-end State and Federal tax forms.

## **BUDGET**

Chairpersons shall provide the Board of Directors with a suggested budget for their area for the following school year, along with a brief explanation, prior to the April Board meeting.

Preliminary budget discussions will occur at the April Board Meeting.

Using information from these preliminary budget discussions, a proposed budget shall be prepared by the Treasurer and reviewed by the Board of Directors.

The proposed budget shall be presented for discussion at the May membership meeting. If there are changes, they shall be made and the final budget shall be presented and voted upon at the Annual Meeting, the last meeting of the school year.

### **FISCAL YEAR**

The Fiscal year of the Club shall begin on the first day of July and end on the last day of June each year.

### **AMENDMENTS**

These Bylaws may be amended at any membership meeting by the majority vote of the members present providing there has been one month notification of the proposed amendment to all members.

### **PARLIAMENTARY AUTHORITY**

The rules of procedure, as to matters not expressly governed by these Bylaws or the Articles of Incorporation, shall be those prescribed in Roberts Rules of Order Revised.

Record of changes to Bylaws:

**Effective June 3, 1997**

**Published August 10, 2001:** Changes Vice President to First Vice President; Adds Vice President-Volunteer Coordinator as voting member of the Board.

**March 2002:** Changes timing of Operating Budget Approval to the last meeting of the previous school year; changes election of Officers for the following year to the second to last meeting of the school year and installation of the Officers to the final meeting of the school year.

**April 2003:** Complete rewrite to clean up language and completely incorporate previous changes; adds Treasury section, eliminates duplication to facilitate future updates.

**April 2006:** Changes to standing committee and non-elected positions to reflect the need for board members participating in committee budget discussions. Changes board positions to reflect the same language and job descriptions as volunteer coordinators chair packet information.

**May 2017:** Cleanup and update Board of Directors titles and descriptions to current time. Add Communication Coordinator role to the Board of Directors. Remove Nominating Committee from Officers & Elections. Added a term limit of Board Officers of no more than two consecutive years (in a given role). Create process and form for Funding Requests over \$100.

# TERRA LINDA PTC FUNDING REQUEST FORM

In order to appropriately consider all funding requests that come to the Terra Linda PTC, we require the following information:

Requester(s): \_\_\_\_\_ Position(s): \_\_\_\_\_

Contact email/phone: \_\_\_\_\_

Funding Requested: \_\_\_\_\_

Describe the item(s), activity, or other service requested – how will it benefit the students and school. You may attach your description, if you prefer. Include forms, fact sheets, financial specifics such as model numbers and itemized expenses, if applicable. Please be as specific as possible.

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Who will benefit from the purchase of the items, activity, or other service? (school-wide, grade-wide, or classroom specific) \_\_\_\_\_

Is there a specific date by which you need the funds? \_\_\_\_\_

One-time Expense? \_\_\_\_\_ Reoccurring Expense in Future Years? \_\_\_\_\_

Additional information that the PTC should take into consideration:

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Requester Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature (teachers only): \_\_\_\_\_ Date: \_\_\_\_\_

### PTC Use Only

Approved	_____	Denied	_____	Processed by:	_____	Date:	_____
If denied, why:	_____			PTA Check #:	_____	Amount:	\$ _____
Date notified:	_____						