

# ROSEMONT RIDGE PARENT-TEACHER ORGANIZATION CONSTITUTION AND BYLAWS

Adopted May 1999

Reviewed and Amended June 1, 2016  
Reviewed and Amended April 13, 2010  
Reviewed and Amended September 9, 2003

## **ARTICLE I**      **NAME**

This organization shall be known as Rosemont Ridge Parent-Teacher Organization (PTO).

## **ARTICLE II**      **ORGANIZATION**

This organization shall exist as a nonprofit corporation under the Oregon Nonprofit Corporation Law. Its articles of organization shall include this Constitution and Bylaws. The Board shall review the Constitution and Bylaws annually and amend them as needed.

## **ARTICLE III**      **PURPOSE**

The purpose of the organization is to help build partnerships among Rosemont Ridge community members and to promote an environment and culture that nurtures and supports exceptional learning.

All activities of the Rosemont Ridge Parent-Teacher Organization shall be undertaken on behalf of and for the benefit of Rosemont Ridge Middle School and its students.

The organization, or any member representing 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. Nor shall the organization or any member of the organization be a participant on a Political Action Committee as a representative of the organization.

## **ARTICLE IV**      **MEMBERSHIP**

Membership in this organization shall be available at no cost to anyone subscribing to the basic policies outlined in Article III. All parents of students currently enrolled at Rosemont Ridge Middle School, as well as all faculty and staff at the school, are considered members of the organization.

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

The organization shall have a four-member Board of Directors comprised of the officers of the organization. The President of the organization shall be the Chairman of the Board. The Board shall be elected in accordance with the procedure for election of officers established in Article VI, below.

## **ARTICLE VI**      **OFFICERS AND ELECTIONS**

**Section 1**      The elected officers of this organization shall be the President, Vice President, or Co-Presidents, Secretary, and Treasurer. **In the case of 2 people elected as Co-Presidents they shall both assume the duties and act as both the President and Vice-President.** These officers shall be elected by a majority of those in attendance at the May general meeting, and shall also constitute the Board of Directors of this organization. The officers shall assume their official duties at the close of the current school year and shall serve through the end of the following school year. Officers may succeed themselves.

**Section 2**      In the event of a mid-year vacancy in the President position, the Vice-President shall succeed the President. If an opening occurs for any other remaining Board position, the President shall appoint another member of the organization to complete the term. The appointee will be subject to approval by the Board.

## **ARTICLE VII**      **DUTIES OF OFFICERS**

**Section 1**      President: The President shall be the Chairman of the Board of Directors and shall preside at all meetings and shall coordinate the work of all officers and committees in order to promote the purpose of this organization.

**Section 2**      Vice President: The Vice President shall preside in the absence of the President and shall assume such other duties as assigned by the President.

**Section 3**      Secretary: The Secretary shall record the minutes of all meetings and shall be responsible for the organization's correspondence. The Secretary shall compile the agenda for general meetings and distribute it in advance of each meeting. The Secretary shall assume such other duties as assigned by the President.

**Section 4**      Treasurer: The Treasurer shall be responsible for all funds belonging to the organization. The Treasurer shall prepare an annual budget and present the budget for approval at the first general meeting of the school year. During the school year, the Treasurer shall keep an accurate accounting of all funds coming into the

organization, and shall pay out funds as authorized by the Board or by the majority vote of those in attendance at a general meeting.

## **Section 4-Cont.**

Two authorized signatures are required on all checks. Those authorized signatories must be current Board members.

No member of the organization has the authority to bind the organization to any contract without prior Board approval.

The Treasurer shall also be responsible for filing any and all forms required by any government agency, including filing all corporate tax returns and other forms required by the Internal Revenue Service and filing annual financial reports with the Department of Justice in accordance with the requirements for the Oregon Charitable Trust and Corporation Act.

## **ARTICLE VIII MEETINGS AND VOTING**

**Section 1** General meetings will be publicized by the PTO. There shall be a minimum of three (3) general meetings each year, one of which will take place in May for the election of new officers.

**Section 2** The Board shall meet in advance of general meetings as necessary.

**Section 3** Any person desiring the organization to vote on an item of business, including the expenditure of funds, shall contact the President before the next general meeting. The President will raise this request as new business at the next general meeting. As a courtesy, new business items should be submitted to the Secretary at least 48 hours prior to a PTO meeting for inclusion on that meeting's agenda. An item raised as new business may be put to a vote at the same general meeting if all members of the Board agree; otherwise it will be put to a vote at the next general meeting. A majority vote of all members present at a general meeting shall be required before any item of business is undertaken by the organization.

## **ARTICLE IX COMMITTEES AND DUTIES**

**Section 1** General: It shall be the duty of each committee chairman to coordinate the activities of his or her committee **with the board of this organization**. Each committee chairman shall keep the membership informed of the committee's activities. No member of a committee may directly or indirectly obligate the organization for any financial responsibility without prior authorization of the Board. If possible, the committee chairman shall present the bills to the Treasurer for payment within five days after the event, and shall make every effort to present all bills for payment before the close of the PTO fiscal year.

**Section 2** Special Committees: special committees may be appointed by the Board when they are deemed necessary to accomplish a specific purpose.

## **ARTICLE X**      **AMENDMENTS**

This constitution and Bylaws may be amended only by a majority vote of those in attendance at a regular general meeting of the organization. The intent to amend this Constitution and Bylaws, along with proposed amendments, shall be raised as new business at a regular meeting of the general membership, and may be put to a vote at the meeting or any subsequent meeting.

## **ARTICLE XI**      **DISSOLUTION OF ORGANIZATION**

In the event this organization should be dissolved for any reason, all monies in the treasury and any other assets belonging to the organization shall be assigned to the Principal of Rosemont Ridge Middle School. **The Principal shall agree to follow through with budget and activities/events previously planned and approved for the next school year by outgoing/dissolved PTO Board.** In addition, the President shall notify the Attorney General of the State of Oregon of the organization's intent to dissolve, and shall file Articles of Dissolution with the Secretary of State in accordance with then-current Oregon Nonprofit Corporation Law.