

**SUNSET SCHOOL PARENT –TEACHER-  
STUDENT- ORGANIZATION  
CONSTITUTION AND BY-LAWS**

*Revised and Adopted June 2016*

**ARTICLE I**

**NAME**

This organization shall be known as Sunset School Parent- Teacher- Student-Organization (PTSO).

**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 By-Laws, and its Articles of Incorporation, as from time- to-time amended.

**ARTICLE III**

**PURPOSE AND GOALS**

The purpose of this organization is to promote and enhance close relations between parents, students and teachers. This organization shall work with the school to provide quality education and community for all students.

All activities of this organization shall be undertaken on behalf of and for the benefit of Sunset Primary School and its students.

The organization shall not- directly or indirectly- participate or intervene in any way, including the publishing or distribution of statements in any political campaign..

**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 and guardians of students currently enrolled at Sunset Primary School, as well as all Sunset Primary faculty and staff are considered members of the organization.

ARTICLE V OFFICERS AND ELECTIONS

The elected officers of this organization shall be the President, Vice-President, Secretary, Treasurer, and Volunteer Coordinator. These officers shall be elected by a majority of those in attendance at the June meeting. 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 must be re-elected each year, and may succeed themselves, but not for a term of more than two consecutive one year terms in the same office.

*Amendment: In the temporary situation of school year 2016-2017, when a Board position would otherwise go unfilled and that member has served his or her 2-year term, that officer may be re-elected for a third year. This Amendment shall be reviewed in June 2017.*

ARTICLE VI DUTIES OF OFFICERS

Section 1 The President shall:

- a. coordinate the work of the officers and committees of the organization
- b. preside at all meetings of the organization
- c. appoint chairpersons of special committees, subject to approval of the executive board
- d. be authorized to sign on bank accounts
- e. be a member ex-officio of all committees except nominating and audit committees
- f. perform other such duties as may be part of the by-laws or prescribed by the organization

Section 2 The Vice-President shall:

- a. be aide to the president
- b. preside in the absence of the president
- c. perform duties as assigned by the president or the organization

Section 3 The Secretary shall:

- a. record the minutes of all meetings of the organization
- b. have a current copy of the bylaws
- c. perform other duties as assigned by the president or organization

Section 4 The Treasurer shall:

- a. have custody of all funds belonging to the organization
- b. keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for five years
- c. make disbursements in accordance with the budget approved by the general membership
- d. prepare an annual budget developed by the budget committee and present the budget for approval at the final general meeting of the school year. During the school year, the budget may be updated and will require approval by the general membership
- e. keep an accurate record of all funds coming into the organization, and disburse funds as per the approved budget, authorized by the Board or by the majority vote of those in attendance at a general meeting
- f. be responsible for filing any and all tax returns and other necessary forms with the Internal Revenue Service and filing annual financial reports with the Department of Justice in accordance with the requirements of the Oregon Charitable Trust and Corporation Act
- g. sign on bank accounts as one of at least two authorized signatories
- h. present financial statements at the general meetings, executive board meetings and other such times as requested by the organization or executive board
- i. give a full year report at the final meeting of the school year
- j. submit books to the audit committee
- k. perform other such duties as assigned by the president or organization.

Section 5: The Volunteer Coordinator shall

- a. prepare volunteer requests for all upcoming events or committees
- b. work closely with the other board members to determine volunteer staffing needs

- c. perform other duties as assigned by the president or organization

**ARTICLE VII     MEETINGS AND VOTING**

Section 1       General meetings will be publicized by the PTSO. There shall be a minimum of five (5) general meetings each year, one of which shall take place in June for the election of new officers.

Section 2       The Executive Board, which is comprised of the officers and all filled positions of standing committee chairpersons, shall meet at least once in advance of every general meeting of the PTSO.

**ARTICLE VIII     COMMITTEES AND DUTIES**

Section 1       General –It shall be the duty of each committee chairperson, including each chairperson of a special committee, to coordinate the activities of his or her committee with the programs of other committees of this organization. Each committee chairperson shall keep the general membership informed of the committee’s activities.

Section 2       The newly-elected president shall call a meeting of the officers for the purpose of selecting standing and special committee chairs at the close or soon after the election meeting is final.

Section 3       A chairperson can serve in the same position for consecutive terms if the executive officers approve the member. One who has served more than one-half of a term shall be credited with having served that term. During second term, a chairperson should have an apprentice chairperson/co-chair

Section 4       At the end of each event or term, all chairpersons must create a guide for the event or committee they are responsible, or update the existing guide

Section 5       The president shall be a member ex officio of all committees except the nominating and audit committees.

Section 5 Nominations for Board and Chairpersons

- a. The current Board will work together with the school staff to determine potential candidates. Candidates will be approached individually to determine interest.
- b. Nominations will occur no later than the May meeting. The slate will be published immediately following the meeting.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

Section 6 Budget Committee: The budget committee will be comprised of at least 3 members with a maximum of 5 members who are knowledgeable in the board workings and financial matters. The members of the budget committee will include at least the treasurer, and president of the PTSO, the final member may be appointed by the President of the organization.

Section 7 Special Committees: Special committees may be recommended by the board but are appointed by the President as needed. They are typically necessary to accomplish a specific purpose. These committee members are not required to attend normal executive board meetings unless it is deemed that their committee should report on specific results of their committee.

Section 8      **Audit Committee:** The Executive board shall appoint an Auditing Committee of at least 3 members who are not authorized signers on the checking account. The committee shall be appointed by the president at least 30 days prior to the last executive board meeting of the year. The past president shall inform the newly elected officers who the audit committee members are.

**ARTICLE IX      AMENDMENTS**

This Constitution and By-Laws and the Articles of Incorporation may be amended only by a 2/3 vote of those in attendance at a regular general meeting of the organization. The intent to amend this Constitution and By- Laws or the Articles of Incorporation, along with proposed amendments, shall be raised as new business, documentation provided to the membership at a regular meeting of the general membership, at least 30 days before being voted on for approval in order to provide a comment period. There will be a 30 day requirement for comments to be received and considered. The By-Laws committee will review comments and present a final draft for approval at the next general meeting.

**ARTICLE X      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 Sunset Primary School to be used to promote the purposes and goals outlined in Article III. In addition, the President shall notify the Attorney General 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 corporations law.

**ARTICLE XI      PARLIAMENTARY AUTHORITY**

In all matters of procedure not otherwise covered by the By-Laws, Roberts Rules of Order, Revised, shall govern.