

Byrom PSO 2023 Proposed Bylaws Changes

ARTICLE III , #6

From: The Corporation shall provide free childcare for school-age children during its general membership meeting. Children accompanying parents at meeting time are required to stay in the child care area.

To: The Corporation shall provide free childcare for school-age children during its general membership meeting. Children accompanying parents at meeting time are required to stay in the child care area.

ARTICLE V # 5, d

From: ~~d) Agenda items regarding additional expenditures of \$500.00 or more above the budgeted amounts must be sent out on a notice at least three days in advance of the general membership meeting.~~

To: Agenda items regarding additional expenditures of \$500.00 or more above the budgeted amounts must be discussed in a general membership meeting and then tabled until next the meeting to be voted on.

ARTICLE VI # 3

From: Each family (consisting of one or more active students) has not more than two votes. A member must be present at a general membership meeting when a vote is called in order to cast a vote. Members present at such meeting shall constitute a quorum. Each member will have only one vote.

To: Each family (consisting of one or more active students) has not more than two votes. A member must be present at a general membership meeting when a vote is called in order to cast a vote. Members present at such meeting shall constitute a quorum. Each member will have only one vote. Attendance to the meeting can be done in person or via electronic meeting if the option is available.

ARTICLE VII #2

From: Qualifications/Term - The Board of Directors of the Corporation shall consist of the elected officers (the Executive Committee), the Principal, the Volunteer Coordinator(s) and Newsletter Editor. The Directors shall serve for a period of one (1) year from July 1 through June 30, or until they resign or are unable to serve.

To: Qualifications/Term - The Board of Directors of the Corporation shall consist of the elected officers which includes the Executive Committee, the Volunteer Coordinator(s) and Communications Coordinator, plus the Principle. The directors shall serve for a period of one (1) year from July 1 through June 30, or until they resign or are unable to serve.

ARTICLE VII #3, g

Addition: to hold themselves to the highest standard of professionalism

ARTICLE VII #6

From: Removal - A Board of Directors member may be removed for cause by a 2/3-majority vote at a general membership meeting.

To: Removal - A Board of Directors member will be given the option to resign or, may be removed for cause by a 2/3-majority vote at a Board of Directors meeting.

ARTICLE VIII #1

From: Officers: The officers of the Corporation shall comprise the Executive Committee. The officers of the Corporation shall be the President, Vice President, Secretary, Treasurer (and any "co-"officers of these positions) and the Principal (or the designated Faculty Representative). They shall be elected by the membership except for the Principal (or Faculty Representative). It is suggested that two individuals share positions whenever possible as "co-" officers in order to add strength and stability to the Corporation.

To: Officers: The officers of the Corporation shall comprise the Executive Committee, Volunteer Coordinator, Communications Coordinator, and Principle. The Executive Committee of the Corporation shall be the President, Vice President 1, Vice President 2 , Secretary, Bookkeeping Treasurer, Auditing Treasurer (and any "co-"officers of these positions). The officers, shall be elected by the membership except for the Principal (or Faculty Representative). It is suggested that two individuals share positions whenever possible as "co-" officers in order to add strength and stability to the Corporation.

ARTICLE VIII #1, b

From: **b) Vice President** shall support and assist the President at all general membership meetings, serve as President in the President's absence, assist in coordinating the work of the officers and committees and shall perform other duties as the President may direct. The Vice President shall have the authority to sign checks. Vice President will conduct ongoing research and make recommendations to the board regarding existing and potential fundraising activities. Vice President will be responsible for scheduling programs (speakers) for general membership meetings, with the approval of the Board of Directors.

To: Co-Vice Presidents shall support and assist the President at all general membership meetings, assist in coordinating the work of the officers and committees and shall perform other duties as the President may direct. The Vice President(s) shall have the authority to sign checks. Vice President(s) will conduct ongoing research and make recommendations to the board regarding existing and potential fundraising activities. Vice President will be responsible for scheduling programs (speakers) for general membership meetings, with the approval of the Board of Directors. Vice Presidents are responsible for managing and acting as liaison for all committee chairs.

ARTICLE VIII #1, c

From : **c) Secretary** shall serve as recorder for the minutes of general membership, Executive Committee and Board of Directors meetings, conduct the written correspondence, maintain the official copy of the Bylaws, give proper notices as may be required and keep available for inspection copies of the records required by the Oregon Nonprofit Corporation Act. Secretary shall bring all current years minutes and a copy of the Bylaws to each meeting. Secretary shall supply copies of the bylaws to each chairperson and each member of the Board of Directors. The Secretary shall provide a copy of the minutes of each meeting to the members of the Board of Directors. Within seven days of approval at the general membership meetings, the Secretary will post the minutes at Byrom Elementary School.

To: Secretary shall serve as recorder for the minutes of general membership, Executive Committee and Board of Directors meetings, conduct the written correspondence, maintain the official copy of the Bylaws, give proper notices as may be required and keep available for inspection copies of the records required by the Oregon Nonprofit Corporation Act. Secretary shall bring all current year's minutes and a copy of the Bylaws to each meeting. Secretary shall supply copies of the bylaws to each chairperson and each member of the Board of Directors. The Secretary shall provide a copy of the minutes of each meeting to the members of the Board of Directors. Within seven days of approval at the general membership meetings, the Secretary will email the Communications Coordinator and the Board the meeting minutes.

ARTICLE VIII #1, d

From: **Bookkeeping Treasurer** shall be responsible for all moneys of the Corporation and keep an accurate record of receipts and disbursements. Treasurer shall pay out funds of the Corporation only as authorized by the Board of Directors or a vote of the general membership. The Treasurer, accompanied by an Executive Committee member, shall be authorized to open an account in the name of the Corporation and deposit funds therein provided that this is approved by the general membership. The Treasurer has the authority to sign checks. The Treasurer shall submit an accounting of the financial affairs of the Corporation at each general membership meeting. Any member may, upon reasonable request; review the financial records at all reasonable times, in the presence of the Treasurer. Treasurer, with the assistance of the President, will provide the Board of Directors with whatever information is necessary to carry out the annual budgeting process. Treasurer shall provide information about the previous year's event expenditures to each chairperson as a guideline for his or her working budgets. In the event that a Co-Treasurer is elected in addition to the Auditing Treasurer, the Co-Treasurer shall not be a signer on the bank accounts.

To: Bookkeeping Treasurer shall be responsible for all moneys of the Corporation and keep an accurate record of receipts and disbursements. Treasurer shall pay out funds of the Corporation only as authorized by the Board of Directors or a vote of the general membership. The Treasurer shall submit an accounting of the financial affairs of the Corporation at each general membership meeting. Any member may, upon reasonable request; review the financial records at all reasonable times, in the presence of the Treasurer. Treasurer, with the assistance of the President, will provide the Board of Directors with whatever information is necessary to carry out the annual budgeting process. Treasurer shall provide information about the previous year's event expenditures to each chairperson as a guideline for his or her working budgets. The bookkeeping treasurer will bring the monthly bank reconciliation to the monthly board meeting to be reviewed by the PSO President or Vice President(s). The Bookkeeping Treasurer will ensure the annual taxes are completed and submitted before November 15^t and signed by the President.

ARTICLE VIII #1, e

From: **Auditing Treasurer** shall be responsible for monthly audits of all the accounts of the Corporation using the information provided by the Bookkeeping Treasurer. The Auditing Treasurer will work with the Bookkeeping Treasurer to divide the duties of the Treasurers and will fill in for the Bookkeeping Treasurer at PSO Board and General Meetings when called upon. The Auditing Treasurer will not be a signer on the bank accounts.

To: Auditing Treasurer shall be responsible for monthly audits of all the accounts of the Corporation using the information provided by the Bookkeeping Treasurer. The Auditing Treasurer accompanied by an Executive Committee member, shall be authorized to open an account in the name of the Corporation and deposit funds therein provided that this is approved by the general membership. The Auditing Treasurer will be responsible for making deposits in the account and reporting on all deposits and will filling for the Bookkeeping Treasurer at PSO Board and General Meetings when called upon. The Auditing Treasurer will not be a signer on the bank accounts.

Addition: ARTICLE VIII #1, f, ARTICLE VIII #1, g

Volunteer Coordinator(s) shall be responsible for informing prospective volunteers about the school's guidelines, as well as making sure all volunteers complete and follow all TTSD policies and background check protocols. Volunteer coordinator(s) works with the principal, the teachers, the volunteers, and the school district's volunteer coordinator. They shall attend volunteer workshops or training sessions and all monthly PSO Board meetings. Volunteer coordinator(s) will keep volunteer files current and in order. They will supervise and evaluate the ongoing volunteer program by helping each volunteer become familiar with the school policies, people, programs, and the building itself.

Communications Coordinator shall be responsible to determine, with Board approval, the most appropriate methods and frequency of communicating with members. The Communications coordinator will manage communications and marketing for the PTO, including but not limited to: PTO newsletters, Email broadcasts, Website, Social media and Bulletin boards

ARTICLE VIII #2, a

From: a) Any member may hold an Executive Committee position.

To: Any member may hold an Executive Committee position with the exception of the role of President. A Member must complete a minimum of one year on the Executive Committee prior to holding the office of President. This holds true as long as there is a sitting president. If no member is able to fill the role of President, a member may fill that role without previous experience.

ARTICLE VIII #2, b

From: b) Officers may serve for a term of one year from July 1st through June 30th. No officer shall serve for more than two consecutive years in the same office, unless no candidates can be found for that office.

To: Officers may serve for a term of one year from July 1st through June 30th.

ARTICLE VIII #2, c – Addition

No officer shall serve more than two consecutive years in the same office. Unless a majority of the Board of Directors, during the course of a board meeting at which a quorum is present, votes to let an officer run against an appointment or appoints that Board Member to an additional year if they would be running unopposed. No person shall serve more than 4 consecutive years.

ARTICLE VIII #3

From:

- a) Appoint and approve the Volunteer Coordinator(s) and the Newsletter Editor.

- b) The Principal or his designee and a member of the Executive Committee shall review all information and flyers sent home with Byrom Elementary students pertaining to the P.S.O.

To:

- a. The Principal or President shall review all information and flyers sent home with Byrom Elementary students pertaining to the P.S.O.
- b. Create calendar and budget for the year
- c. Hold a volunteer appreciation event to show appreciation for all volunteers at the end of the year

ARTICLE VIII #5

From: **Removal** - An officer, committee chairperson, or committee member may be removed for cause by a 2/3-majority vote at a general membership meeting.

To: Removal - An officer, committee chairperson, or committee member may be removed for cause by a 2/3-majority vote at a Board membership meeting.

ARTICLE IX, 2 h

Addition: The Committee Chairperson will ensure the planned activity is executed according to agreed plan and be present throughout event.

ARTICLE X, #1

From: **Contracts**: Either the President, Vice President or Treasurer can act as the contracting officer of the Corporation and is authorized with the prior approval of the membership to execute contracts obligating the Corporation provided that no commitments shall bind the Corporation beyond the subsequent year.

To: Contracts: Must be reviewed by the President, Vice President but signed by the District

ARTICLE X, #2

From: **Budget**: All commitments for necessary operating expenses must be reviewed by the Board of Directors and recommended to the general membership for approval.

To: Budget: All commitments for necessary operating expenses must be reviewed by the Board of Directors in April and voted on in May and recommended to the general membership for approval.

ARTICLE X, #3

Addition: Deposits need to be made by the Auditing Treasurer no less than once a week.

Appendix A

Addition: Principle's Report

Appendix B

Addition: The Board of Directors shall balance the budget for the following school year.

Appendix C- All an addition

Roles and Responsibilities of the Board of Directors

1. President
 - a. Preside at general PTO meetings and executive board meetings
 - b. Prepare for and lead executive board meetings
 - c. Prepare for and lead PTO meetings
 - d. Review the treasurer's report
 - e. Serve as the primary contact to the principal and represent the PTO at meetings of other groups, if needed
 - i. Have regular check-in meetings with the principal
 - ii. Set the schedule of monthly executive board meetings for the year
 - f. Serve as an ex-officio member of all committees
 - g. Retain all official records of the PTO
 - h. Update the signature cards at your PTO's bank
 - i. Double-check key organizational dates, including your PTO insurance policy renewal, incorporation with the state, and IRS Form 990 or 990-EZ, if applicable.
 - j. Determine which officer and committee chair positions might need to be filled next year, and reach out for volunteers

- k. Work with administrators on Enrichment Assembly(s) and Field Trip Planning
 - l. Work with administration to establish/facilitate community service projects as appropriate.
2. Vice President 1 shall be responsible for
- a. Attending executive board meetings and participate in discussions and decision making.
 - b. Overseeing fundraising selection, planning, and evaluation. Fundraising events include but not limited to,
 - i. Read-a-Thon
 - ii. Jog-a-thon
 - iii. Benefit/Auction
 - iv. Dining for Dollars
 - v. Spirit wear
 - vi. 3rd party donations (Box Tops, Fred Meyer, Etc)
 - c. Serving as PTO parliamentarian
 - d. Serving as a Bylaws expert
 - e. Serving as a second to the President when necessary
3. Vice President 2 shall be responsible for
- a. Attending executive board meetings and participate in discussions and decision making.
 - b. Acting a liaison for new families.
 - c. Leading the annual membership drive and help with the recruitment of attendees to PSO general meetings and volunteers for Board positions.
 - d. Developing positive recruiting techniques and clearly communicate roles and responsibilities to all potential subcommittee, event Chairs and volunteers.
 - e. Overseeing committees, train committee chair people, and act as a liaison between committee chair people and the executive board.
 - f. Holding a committee chair orientation
 - g. Managing Committees
 - i. Review current committees and determined what ones are needed and which ones are no longer needed.
 - ii. Work with the President to create any new committee as needed
 - iii. Work with the President and Volunteer Coordinator to fill vacant committee chair positions.
 - iv. Remind committee chairs of PSO meeting 5 days in advance.

4. Secretary shall be responsible for
 - a. Prepare agendas for general meetings.
 - b. Attending executive board meetings and participate in discussions and decision making.
 - c. Recording and distribute minutes of executive board meetings and general meetings.
 - d. Maintaining a complete file of all approved minutes, agendas, and materials distributed at any official PTO meeting

5. Bookkeeping Treasurer shall be responsible for
 - a. Attending executive board meetings and participate in discussions and decision making.
 - b. All moneys of the Corporation and keep an accurate record of receipts and disbursements.
 - c. Pay out funds of the Corporation only as authorized by the Board of Directors or a vote of the general membership.
 - d. Submitting an account of the financial affairs of the Corporation at each general membership meeting.
 - e. Providing the Board of Directors with whatever information is necessary to carry out the annual budgeting process.
 - f. Providing information about the previous year's event expenditures to each chairperson as a guideline for his or her working budgets.
 - g. Bringing the monthly bank reconciliation to the monthly board meeting to be reviewed by the PSO President or Vice President.
 - h. Ensuring the annual taxes are completed and submitted before November 15th.
 - i. Review, enter and pay bills including reimbursements from staff and parents.
 - j. Review and book deposits received from the Auditing Treasurer.
 - k. Cut checks at minimum once a week.
 - l. Reconcile bank accounts and misc. expense accounts monthly.

6. Auding Treasurer shall be responsible for
 - a. Attending executive board meetings and participate in discussions and decision making.
 - b. Documenting and cashing any checks or cash received by the Board.
 - c. Monthly audits of all the accounts of the Corporation using the information provided by the Bookkeeping Treasurer.
 - d. Making deposits in the account and reporting on all deposits.

- e. Filling in for the Bookkeeping Treasurer at PSO Board and General Meetings when called upon.

7. Volunteer Coordinator(s) shall be responsible for

- a. Attending executive board meetings and participate in discussions and decision making.
- b. Supporting all members in getting their requirements satisfied for volunteering. This includes, but is not limited to,
 - i. all new volunteers of new students to the school,
 - ii. volunteers of larger committees and
 - iii. any volunteer with special circumstances that may need extra support.
- c. Host Volunteer training sessions at the beginning of each school year
- d. Working with the committee chairs to help staff the events.
- e. Share lists of volunteers by activity or event to committee chairs prior to event.
- f. Keep a set of volunteer guidelines in the school office and on your website to send to new families who join the school throughout the year.
- g. Make sure volunteer opportunities visible on websites, social medial channels, and bulletin boards.
- h. Attend Back to School Night to recruit new volunteers
- i. Tracking volunteer's hours and providing accolades when necessary.
- j. Send thank you emails to volunteers after each event.
- k. Organize volunteer appreciation event.
- l. Keep a list of volunteers from year to year to allow for easy follow-up.

8. Communications Coordinator Shall be responsible for

- a. Attending executive board meetings and participate in discussions and decision making.
- b. Determine, with executive board approval, the most appropriate methods and frequency of communicating with members.
- c. Manage communications and marketing for the PTO, including but not limited to:
 - i. PTO newsletters
 - ii. Email broadcasts
 - iii. Website
 - iv. Social media
 - v. Bulletin boards
 - vi. Reader-board

