

CHELDELIN PARENT ORGANIZATION

By-Laws

May 2, 2008

5/2/08 By-Laws Approved by Advisory Team
(Per requirement of previous By-Laws)

6/10/13 Amended

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CHELDELIN PARENT ORGANIZATION
BY-LAWS

ARTICLE I: NAME

The name of this organization is the Cheldelin Parent Organization, herein referred to as CPO.

ARTICLE II: ARTICLES OF ORGANIZATION

The organization exists as an unincorporated association of its members. Its articles of organization comprise these by-laws, as from time to time amended.

ARTICLE III: OBJECTIVES

The objectives of this organization are:

1. To encourage parent interest in and participation at Cheldelin Middle School.
2. To promote parent-school relations through the involvement of parent volunteers.
3. To support school activities that involve students, parents and faculty.

ARTICLE IV: BASIC POLICIES

1. The organization shall be noncommercial, nonsectarian and nonpartisan.
2. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the association in such matters shall make no commitment that binds the organization except by authorization of the Executive Committee.
3. The organization shall work with the Corvallis School District 509J to support the improvement of education.
4. In the event of dissolution of CPO, the assets shall benefit Cheldelin Middle School.

ARTICLE V: MEMBERSHIP AND DUES

Section 1: All parents and guardians of Cheldelin students are members of CPO.

Section 2: All members are allowed to vote on the final yearly budget and on disbursement of all CPO funds.

Section 3: The organization shall conduct an annual enrollment where all members are encouraged to pay dues as prescribed by the Executive Committee.

ARTICLE VI: OFFICERS AND THEIR DUTIES

- Section 1: At the last meeting of the school year, officers for the next school year shall be elected by majority vote of the members present at the meeting. All terms of office are for one year and shall include the following:
- Section 2: The President shall:
1. preside at all meetings of CPO
 2. coordinate and support the work of the officers and the committees
 3. ensure duties of the officers are performed properly
 4. promote the objectives of CPO
 5. be a liaison between parents and guardians and the school
 6. be a liaison to the Cheldelin Site Council.
- Section 3: The Vice-President shall:
1. perform the duties of the President in a temporary absence
 2. meet with the CPO treasurer at least twice a year to verify bank statements
 3. perform other such duties as may be delegated to him/her.
- Section 4: The Secretary shall:
1. record the minutes of all meetings of the organization
 2. be responsible for sending suitable messages to members as occasions warrant
 3. perform other such duties as may be delegated to him/her.
- Section 5: The Treasurer shall:
1. receive all money of the organization
 2. keep an accurate record of receipts and expenditures
 3. pay funds as authorized by the Executive Committee in accordance with the budget
 4. reconcile monthly bank statements to the Treasurer's report
 5. present a financial statement at every meeting of the organization and at other times when requested by the Executive Committee
 6. make a final report at the last meeting of the school year, including a budget proposal for the following school year
 7. perform other such duties as may be delegated to him/her.
- Section 6: The Volunteer Coordinator shall:
1. communicate with school staff, committee chairs and officers regarding volunteer needs
 2. disseminate volunteer job description/information to parents
 3. fill volunteer positions as needed on an on-going basis
 4. perform other such duties as may be delegated to him/her.

- Section 7: The Fund-Raising Coordinator shall:
1. coordinate all large and small fundraising activities approved by the Executive Committee, working directly or in partnership with other committee chairs and volunteers
 2. provide assistance to the school principal for the annual magazine sale, and/or any other Cheldelin fund-raising events conducted through the Corvallis Public Schools Foundation
 3. ensure accurate receipt and reporting of all fundraising monies to the Executive Committee; ensure accurate and timely transfer of funds to the Treasurer for deposit
 4. perform other such duties as may be delegated to him/her.
- Section 8: All officers shall deliver to the President and/or Vice-President all official records and materials before the end of the school year.

ARTICLE VII: EXECUTIVE COMMITTEE

- Section 1: The Executive Committee shall consist of the officers of the association and the school principal or his/her designee.
- Section 2: The duties of the Executive Committee shall be to:
1. transact the necessary business in the intervals between CPO meetings
 2. create standing or special committees
 3. review the work plans of the standing or special committees
 4. present a report at the regular meetings of the organization
 5. approve routine bills within the limits of the budget
- Section 3: Termination of officers or coordinators of standing committees shall be handled as follows:
1. Voluntary termination shall become official upon receipt of a member's written resignation.
 2. Involuntary termination requires a majority vote by the rest of the Executive Committee, in which it is determined that a member no longer meets eligibility requirements or fails to fulfill his/her duties. The member whose involuntary termination is proposed shall be given an opportunity to speak at a CPO meeting prior to the vote for his/her termination. The process of involuntary termination will follow Public Meeting Laws of the ORS192.
 3. If a position on the Executive Committee is vacated for any reason, CPO shall seek to find a replacement within 30 days to complete the term of the vacated position.

ARTICLE VIII: MEETINGS

- Section 1: Regular meetings of this organization shall be held monthly during the school year, unless otherwise designated by the Executive Committee.
- Section 2: Prior notice of all regular organization meetings must be provided to all the members.
- Section 3: Those members present at any regularly scheduled meeting shall constitute a quorum.

ARTICLE IX: STANDING AND SPECIAL COMMITTEES

- Section 1: A standing committee is any on-going committee of the CPO. A special committee is a committee that is created for a limited purpose.
- Section 2: Standing and special committees shall be created by the Executive Committee as deemed necessary to carry on the work of the organization. Coordinators (Chairs) of these committees shall be selected by the Executive Committee, and their terms shall be concurrent with those officers.
- Section 3: The coordinators of each committee shall present a plan of work to the Executive Committee before commencement of the work or expenditure of funds.
- Section 4: The coordinators shall present written reports and all pertinent materials to the Executive Committee before the end of the school year.

ARTICLE X: FUNDRAISING

- Section 1: All fundraising activities conducted by CPO must be approved by the Cheldelin Middle School principal and the Executive Committee.
- Section 2: Donations raised by the organization are dispersed at the discretion of CPO to benefit Cheldelin Middle School.
- Section 3: Monies earned through any fundraising which is separate from the CPO treasurer's account will come under the auspices of normal CPO budget procedures.

ARTICLE XI: DISBURSEMENT OF FUNDS – BUDGET

- Section 1: A majority vote of the membership at any regular meeting or special meeting of the organization is required to authorize the disbursement of any CPO funds, except as follows:
- ❖ The approval of the President/Executive Committee is required to disburse funds exceeding the amount specified in the annual budget.
 - ❖ The committee coordinators are authorized to disburse funds complying with the annual budget.
- Section 2: Authorized funds will be disbursed by the Treasurer upon verification of expenditures, including all pertinent receipts.
- Section 3: The Executive Committee is responsible to audit funds of the CPO annually.

- Section 4: A preliminary CPO budget for the next school year will be presented at the last meeting of the school year.
- Section 4: The finalized annual CPO budget for the current school year will be presented at the first meeting of the school year, and will become effective upon a vote of approval by a majority of the members present at the meeting.
- Section 5: During the school year, adjustments to the budget will require a vote of approval by a majority of members attending a given meeting.
- Section 6: The annual CPO budget will include a certain amount of funds to be carried over to the next school year, the amount to be specified by the Executive Committee in the annual budget.

ARTICLE VII: AMENDMENTS TO BY-LAWS

- Section 1: The by-laws are to be reviewed annually.
- Section 2: The by-laws may be amended by majority vote at a regularly scheduled CPO meeting, provided written notice of the proposed changes is given one month prior to the vote.