

**BYLAWS
of the
SOUTHRIDGE HIGH SCHOOL BOOSTERS/PTO, INC.**

ARTICLE 1: ORGANIZATION NAME

Section 1.1: The name of the Organization shall be Southridge High School Booster Council/PTO, Inc. (hereafter referred to as the Organization). The Organization may adopt a DBA (doing business as) or ABN (assumed business name) of Southridge Parent Teacher Organization or Southridge PTO.

ARTICLE 2: NON PROFIT STATUS

Section 2.1: The Internal Revenue Service has determined the Organization to be exempt from federal income tax under section 501(a). See Exhibit A – Internal Revenue Service Determination Letter.

Section 2.2: Activities will be carried out as permitted by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. Organization contributions may be accepted that are deductible under Section 170(c)(2) of the Internal Revenue Code.

Section 2.2a: If a contribution entitles the contributor to merchandise, goods, or services, the contributor can deduct only the amount that exceeds the fair market value of the benefit received under Internal Revenue Service Publication 526-Charitable Contributions.

Section 2.2b: Contributors may designate their donation to a specific project, club or team, but no donations may be made or designated to specific individuals under Internal Revenue Service Publication 526-Charitable Contributions.

Section 2.3: The Organization may not operate for the benefit of private interests, such as the Board members, volunteers of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests.

ARTICLE 3: GENERAL PURPOSES

Section 3.1: To promote the total wellbeing of each student.

Section 3.2: To provide a vehicle for positive involvement by the community with Southridge High School.

Section 3.3: To foster teamwork among parents, teachers, staff and students so as to provide a healthy and constructive learning environment for each student.

Section 3.4: To establish and promote open communication among parents, teachers, staff and students so as to better facilitate community involvement and commitment.

Section 3.5: To support and enhance, on a continuous basis, the mission statement of Southridge High School.

Section 3.6: To aid the school in public information and to raise funds for projects beyond the regular school budget.

ARTICLE 4: POLICIES

Section 4.1: This Organization shall be noncommercial, nonsectarian, and nonpartisan. The name of the Organization and the names of its officers in their official capacities shall not be used in any connection with commercial concern or with any partisan interest or for any other purpose other than the regular work of the Organization.

Section 4.2: This Organization shall not seek to direct the administrative activities of the school or to control its policies.

Section 4.3: The programs of this Organization shall be educational, fundraising, athletic or social and shall be developed through conferences, committees and projects.

Section 4.4: This Organization will adhere to and follow all rules and regulations placed upon it by the IRS, the State of Oregon, Beaverton School District and Southridge High School Administration.

Section 4.5: To avoid any and all conflict of interest, no part of the net earnings of the Organization may inure to the benefit of any Board member or individual having a personal and private interest in the activities of the Organization.

ARTICLE 5: MEMBERSHIP

Section 5.1: Membership of the Organization shall be open to all parents, teachers and staff of Southridge High School and persons interested in supporting the objectives of the Organization.

Section 5.2: All members shall be voting members and agree to uphold the bylaws and policies of the Organization.

Section 5.3: The membership year shall coincide with the school year.

ARTICLE 6: OFFICERS, ELECTIONS & ORGANIZATIONAL STRUCTURE

Section 6.1: The officers of the Organization shall make up the Executive Board consisting of a President, three (3) Vice-Presidents: Volunteer Coordination, Fundraising and Apparel, Marketing and Community Outreach, Secretary, two (2) Co-Treasurers, and a Member at Large. They shall be elected by majority vote of the attending membership. The principal of Southridge High School and the Faculty Representative shall serve as an ex-officio non-voting members of the executive board.

Section 6.2: Annual elections shall be held each spring at the last general meeting of the school year.

Section 6.3: Officers shall assume their official duties at the close of the last membership meeting of the school year and shall serve for a term of one (1) year or until their successors are elected. No elected officer shall serve more than two (2) consecutive terms in the same office, unless the position

would remain vacant due to lack of board members.

Section 6.4: Nominations shall be made by the nominating committee. If practicable, the nominee for President shall have served on the Executive Board during the previous year.

Section 6.5: A vacancy or unfilled position occurring during the term of office of any elected officer shall be filled by presidential appointment with the approval of the Executive Board. If the vacancy occurs in the office of President, the Vice President shall fill out the remaining term of office and a new Vice President shall be appointed to serve until the next election.

ARTICLE 7: DUTIES OF THE EXECUTIVE BOARD

Section 7.1: Duties of the President are: As outlined in Exhibit B-1

Section 7.2: Duties of the Vice Presidents are: As outlined in Exhibit B-2

Section 7.3: Duties of the Secretary are: As outlined in Exhibit B-3

Section 7.4: Duties of the Co-Treasurers are: As outlined in Exhibit B-4

ARTICLE 8: OPERATION OF THE EXECUTIVE BOARD

Section 8.1: Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board and 3 days notice shall be given to the general membership.

Section 8.2: Decisions of the Executive Board shall be carried by a majority vote of the members present.

ARTICLE 9: MEETINGS AND FISCAL YEAR

Section 9.1: The frequency and dates of membership meetings shall be determined by the Executive Board.

Section 9.2: The Organization members present at a membership meeting shall constitute a quorum.

Section 9.3: Motions shall be carried by a majority vote of the Organization members present at a membership meeting.

Section 9.4: The fiscal year of the Organization shall begin on July 1 and end on the succeeding June 30.

Section 9.5: All Organization members shall be given at least 10 days notice of each membership meeting.

ARTICLE 10: EXPENDITURE OF FUNDS

Section 10.1: A proposed budget shall be presented annually by the Budget Committee, chaired by

the outgoing Treasurer and consisting of all incoming and outgoing Executive Board members.

Section 10.2: Unbudgeted expenditures up to \$100 must be approved by a majority vote of the Executive Board.

Section 10.3: Unbudgeted expenditures over \$100 must be approved by a majority vote of the membership in attendance at a membership meeting.

Section 10.4: Debit Cards/Credit and Checks: All checks/debit/credit purchases require a Boosters Funds Request Form with two signatures (see Exhibit C). Debit/credit cards will be assigned at the beginning of each year and turned in at the end of each year.

Section 10.5: Accounting of Organization funds must follow the guidelines listed under the Treasurers' Responsibilities (see Exhibit B-4).

Section 10.6: Donation Request(s) must be turned in on a "Special Funds Request Form" one week prior to scheduled monthly meetings (see Exhibit D). The requestor will present his/her request in person at the meeting and must comply with the Donation Guidelines (see Exhibit E). When approved, the amount will be held as "Committed Funds" and not used for any other purpose.

Section 10.7: Any committed funds which have not been used within one (1) year from the end of the fiscal year that the funds were approved will be considered void.

Section 10.8: The Organization may hold funds obtained on behalf of the purpose served by a club and/or team organized under Southridge High School. These funds will be maintained in a ledger clearly noting their purposes and will not be distributed without the approval of the acting subcommittee members. Distribution of these funds will adhere to guidelines as set forth under Article 2.

ARTICLE 11 PARLIMENTARY AUTHORITY

Section 11.1: The rules of procedure pertaining to matters not expressly governed by these bylaws or the articles of incorporation shall be those prescribed in Robert's Rules of Order-revised.

ARTICLE 12: AMENDMENTS:

Section 12.1: These bylaws may be amended at any membership meeting by the majority vote of the members present, providing there has been one (1) month's notification of the proposed amendments to all Organization members.

Section 12.2: Provision for recall of officers will require a two-thirds (2/3) vote of members present at a membership meeting, providing there has been at least a one (1) month notification of the proposed recall to all members of the Organization.

ARTICLE 13: DISSOLUTION

Section 13.1: In the event that the Organization is dissolved, all of its assets left after all financial obligations are satisfied shall be distributed directly to Southridge High School for public purposes.

ARTICLE 14: NONDISCRIMINATION

Section 14.1: The Organization encourages all persons in the Southridge community to participate in the activities of the Organization. The Organization does not discriminate on the basis of race/ethnicity, color, national origin, sex or sexual orientation.

ARTICLE 15: LIMITATIONS ON LIABILITY AND INDEMNIFICATION

Section 15.1: Nothing herein shall constitute members of the Organization as partners for any purpose. No member, officer, agent, or employee of this Organization shall be liable for the acts or failure to act on the part of any other member, officer, agent, or employee of the Organization. Nor shall any member, officer, agent, or employee be liable for his/her acts or failure to act under these bylaws, excepting only acts or omissions to act arising out of his/her willful misfeasance.

Section 15.2: Any board member of the Organization or former board member of the Organization shall be reimbursed against reasonable expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which he/she or any of them are made parties, or party by reason of having been a board member of the Organization, except in relation to matters as to which such board members, or former board members, shall be adjudicated in such action, suits, or proceedings to be liable for gross negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated in the existence of such liability

Last revised 8/1/2015

EXHIBIT A

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 13 1999

SOUTHRIDGE HIGH SCHOOL BOOSTERS
COUNCIL INC
ATTN SARAH BOLY
C/O SOUTHRIDGE HIGH SCHOOL
9625 SW 125TH ST
BEAVERTON, OR 97008

Employer Identification Number:
93-1271520

DLN:

17053222035039

Contact Person:

DAVID A DOEKER

ID# 31168

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Foundation Status Classification:

509(a)(2)

Advance Ruling Period Begins:

June 29, 1999

Advance Ruling Period Ends:

December 31, 2003

Addendum Applies:

No

Dear Applicant: —

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

Letter 1045 (DO/CG)

EXHIBIT B

SOUTHRIDGE BOOSTER COUNCIL/SOUTHRIDGE PTO BOARD POSITION DESCRIPTIONS

EXHIBIT B-1 - PRESIDENT

- Preside at all executive and general member meetings
- Send monthly agendas to board members prior to each meeting
- Oversee and offer assistance to the VP, the Treasurers and Secretary
- Set clear PTO policies, with the help of the Executive Board
- Ensure that the Executive Board adheres to the published bylaws
- Set PTO activities for the year, with the help of the Executive Board
- Work with the Principal and his/her designees to ensure good communication between the Board and Southridge High School staff, especially with regards to planning upcoming school events
- Communicate to general membership, answer all questions that arise regarding the PTO
- Oversee and manage PTO activities that include but are not limited to:

Every Month		
	Meetings	Oversee monthly meetings
	Quill	Send PTO info/updates to Admin for Quill publication
July		
	Apparel	Order new apparel / restock standard apparel
	Annual Flyer	Update and submit Volunteer/Donation Flyer (both paper and electronic version) to Admin for inclusion in registration mailer
	Employment	Interview and hire for any open employee positions
August		
	Apparel	Receive and display in Skymart
	PTO Timeline	Publish PTO calendar for the school year
	Keys/Cards	Assign keys and debit/credit cards
	Preview Days	Ensure Skymart is open
	Facility Use	Submit Facility Use Application to Admin for meeting dates
	Staff Breakfast	Plan continental breakfast for staff last week prior to start of school
September/October/November		
	Extra Meeting	Plan Back to School BBQ
	Back to School BBQ	Plan and manage
	Back to School Night	Ensure Skymart is open
		Introduce/recruit/distribute info for volunteers, open board positions
	Football Games	Oversee concessions, apparel and promotional sales
	Soccer/Volleyball	Oversee concessions
	Youth Football Games	Oversee concessions
December/January		
	Staff Breakfast	Week before Christmas break
	Basketball & Wrestling	Oversee concessions
February/March/April/May		
	Lacrosse & Track	Oversee concessions
	Scholarships	Advertise in April – Distribute end of April – Calculate results mid-May
	Staff Appreciation Week	Plan and organize activities including hosting one luncheon
June		
	Apparel Design	Select new apparel design for the upcoming year
	Keys / Cards	Collects all keys and debit/credit cards

EXHIBIT B continued

EXHIBIT B-2 - VICE PRESIDENT OF APPAREL AND FUNDRAISING

- Preside over executive and general meetings if the President is absent
- Work as part of the Executive Board and set PTO policies
- Manage and order the PTO apparel for the Skymart store and review with the Executive Board any new items proposed for Board approval
- Ensure that the PTO adheres to the bylaws
- Maintain a list of fundraising activities (to be published on the PTO website) to alleviate repetitive activities between clubs, teams and activities
- Assist President with PTO activities that are included but not limited to those stated under President

EXHIBIT B-2 - VICE PRESIDENT OF VOLUNTEER COORDINATION

- Disseminate District Volunteer Guidelines to all Southridge volunteers
- Print names, create badges and check volunteer names against the completed background checklist before issuing a volunteer badge to participate at the school
- Enter volunteer information collected at beginning of school year
- Coordinate with administration all activities requiring volunteers and send out requests to the volunteer base
- Schedule volunteers for each activity/event, sending list of volunteers to appropriate person in charge of activity/event one week prior to activity/event
- Send out reminders to volunteers 48 hours prior to event
- Assist Concession Manager to manage the concession volunteers and to provide communications to organize their efforts
- Activities include but are not limited to:

Every Month Volunteer Needs		
	Staff Meeting Treats	Confirm dates with front office
August Volunteer Needs		
	Registration Materials Assembly	First week in August, coordinate with principal's secretary
	Preview Days	Late in August, coordinate with principal's secretary
September/October/November Volunteer Needs		
	Schedule Distribution	First day of school
	Back to School BBQ	First or second home football game
	Dances	After first home football game
	Football Games	Concessions
	Homecoming Dance	Usually October
December/January/February		
	Schedule Distribution	First day of second semester
	Basketball & Wrestling	Concessions
	Volleyball	Concessions
	Cram the Cage Dance	After basketball game
March/April		
	Spring Fling Dance	
	Lacrosse & Track	Concessions
May		
	IB Test Proctoring	Select new apparel design for the upcoming year
	Prom	Collects all keys and debit/credit cards

EXHIBIT B continued

EXHIBIT B-2 - VICE PRESIDENT OF MARKETING & COMMUNITY OUTREACH

- Preside over executive and general meetings if the President is absent
- Work as part of the Executive Board and set PTO policies
- Ensure that the PTO adheres to the bylaws
- Maintain the PTO website to keep the calendar, contact info, forms, and volunteer needs updated
- Manage the PTO's social media including but not limited to any future Facebook or Twitter presence
- Upload monthly meeting minutes to PTO website once received from the Secretary
- Upload monthly financials to website once received from the Treasurer
- Liaison between board and concession employee(s)/Skymart employee for daily needs and requests (see current Skymart Employment Contract and Concession Employment Contract)
- Assist President with PTO activities that are included but not limited to those stated under President

EXHIBIT B-3 - SECRETARY

- Keep minutes from both executive and general PTO meetings, and send the minutes electronically within one week to all board members
- Handle all official PTO written correspondence
- Ensure that the PTO adheres to the bylaws
- Perform any other duties requested by the PTO President

EXHIBIT B-4 - TREASURERS

- Receive all monies for the PTO and keep accurate records of the recipients and expenditures for the PTO Board as well as individual accounts of the following clubs: Grad Night Committee and the Staff Account
- Print monthly statements to show current finances and review with the Executive Board at monthly meetings, expenditures and balances as well as individual accounts
- Email clubs statements to club representative each month
- Ensure a controllable and fiscally sound deposit and reimbursement policy to work within the laws of the tax exempt 501(c)(3) rules
- Ensure that the Board adheres to the 501(c)(3) rules
- Ensure an audit of financial statements is completed once every five years and that all federal and state tax returns are timely filed
- Will maintain separation of duties; one Treasurer responsible for cash disbursements, reconciliation and reporting and one Treasurer responsible for deposits, QB entries for debit cards, payroll, budget reports, and taxes
- Check PTO "In Box" a minimum of two times a week, located in the front office of Southridge High School and distribute contents to the appropriate board members
- Payment guidelines
 - Payments should be processed within 7 days
 - All payment/reimbursement requests must be accompanied by a "Funds Request &/or Reimburse Form"
 - No payment can be made to an individual; exception = reimbursement with proper backup
 - No payments/transfer of fund can be made to private accounts
 - Payments/transfers can be made ONLY to the Beaverton School District or Southridge High School
- Will meet the following deadlines:

Treasurer A

Weekly		
	Check Inbox	For bills, reimbursement requests or grant requests
	Check Requests	Pay bill, manage any reimbursement requests
Monthly		
	Reconcile bank accounts	5 th of each month
	Email Statements & Reconciliation Report	6 th of each month, email bank statements & reconciliation reports and summarize grant requests received in email to President and other Treasurer
	Email Club Reports	6 th of each month, email Club reports to each club contact
	Print Financial Statements	Finalize monthly financial statements for board meeting
Annually		
	June 30	Send scholarship checks to selected Universities/Colleges or record liability

EXHIBIT B continued

Treasurer B

Weekly		
	Check inbox	For checks to be deposited
	Deposits	Skymart, Concessions and Square transactions
	Debit Card Receipts	Collect from Skymart & Concessions and enter in QB
Monthly		
	Run Payroll – 11 th of each	Pay period is the 11 th of previous month to the 10 th of current month, payday is on the 15 th
	Prepare Budget Report	After Treasurer A has emailed the reconciliation report, update Budget Report for the board meeting
	Record Liabilities	For grant requests approved, record liabilities and notify other Treasurer for bill payment
Annually		
	September 1	Submit annual information to CPA (filing deadline is October 15, may extend three months)
	August/September/October	Record and deposit all PTO check-writing campaign deposits; prepare student list for sticker handout in Skymart
	November Principal Discretionary Fund	Transfer 50% of the Principal's Discretionary Funds into the Staff account
	March Principal Discretionary Fund	Transfer 50% of the Principal's Discretionary Funds into the Staff account

SOUTHRIDGE PARENT TEACHER ORGANIZATION

9625 SW 125th Avenue - Beaverton, OR 97008

CLUBS / ACTIVITIES FUNDS REQUEST FORM

Please ensure that all areas are completed so that your request is not delayed

Date of Request: _____

Organization Requesting Funds: _____

Requested Amount: _____

Type of Request:

☐
☐

Payment to Vendor (attach invoice or purchase order)

Reimbursement (attach receipts)

Brief Reason for Request (i.e. Uniforms, Supplies, Banquet, etc.) _____

Designated Payee, including address:

Name: _____

Address: _____

☐
☐

Mail check directly to Payee

Place check in Club inbox at school

Contact person's name: _____

Contact person's email address: _____

APPROVAL: **(ALL REQUESTS MUST BE SIGNED BY BOTH REPRESENTATIVES)**

Parent Representative: _____

Coach/Advisor: _____

*Please note: We will try to have checks printed/available within 7 days of receiving this request form.**If you have any questions, please contact the current board Treasurer: treasurer@southridgepto.com*

PTO GRANT REQUEST FORM**SOUTHRIDGE PARENT TEACHER ORGANIZATION**9625 SW 125th Ave • Beaverton, OR 97008**Instructions:**

1. Funding requests will only be approved for groups; no requests for individuals should be submitted.
2. Obtain approval from department administrator. No requests will be considered unless a request for funds has already been submitted through the school's administration.
3. An invoice, purchase order or receipt attached to this form is required for payment.
4. If approved, payment will be made by check to the designated payee in the amount indicated.
5. Requests should be submitted no later than the 2nd Wednesday of the month to the PTO box (in the Main Office mail room) for review by the PTO in that month's meeting.
6. The PTO meets only once a month. If this is an emergency request, please contact the PTO board president (president@southridgepto.com) or vice-president (vicepresident@southridgepto.com).

Today's Date: _____ Organization requesting funds: _____

Has a request for funds been made through the school's administration? ☐ Yes ☐ No Stop here. This must be done prior to submitting this form.

Describe projected need for funds: _____

Date of event (if applicable): _____ What is the total budget for the project? _____

How much of this amount is being requested from the PTO? \$ _____

The maximum request is \$3,000, however the Southridge PTO reserves the right to amend this amount without notice.

What other sources of income are being used to meet this need? _____

Describe project cost research (include two or more bids, if applicable): _____

If the request is for equipment, could it be used by other activities/sports/clubs and if so, by whom? _____

How many students will benefit from funding this project? _____

Contact person: _____ Email: _____

Designated payee, including address: _____

THIS SECTION FOR SOUTHRIDGE PTO USE ONLY:

APPROVED? No REASON: _____

Yes APPROVED AMOUNT: \$ _____ APPROVAL DATE: _____ AUTHORIZATION: _____

Need more info? _____

DATE NOTIFIED: _____ FOLLOW-UP: _____ CHECK #: _____ DATE MAILED: _____

PTO DONATION GUIDELINES as a 501(c)3 NON-PROFIT ORGANIZATION

Overall Goal:

To donate funds which are for "asset" type items that affect a large group of students over several years.

ACCEPTABLE DONATIONS:

1. Is the request for an asset?
(something that will last for 3+ years)
2. How many students will benefit?
\$3,000 donation benefiting 500 students over 5 years = \$6/student; acceptable
\$3,000 donation benefiting 20 students over 5 years = \$150/student; questionable
3. Does a group/team benefit as a whole from the donation?
(501(c)3 can not donate to individuals)

UNACCEPTABLE DONATIONS:

1. Do individuals have direct benefit?
(Gym memberships = Individual benefit)
(One-time Tutoring/Instruction for small group = Individual benefit)
2. Does the donation pay income?
(Coaches fees / Instructor fees / etc.)
(This would classify as a one-time expense)
3. Is this a one-time expense that is not a requirement to keep the program going?
(Bus Transportation / Field Trip Expense / Instructional Expense)

EXCEPTIONS:

1. Donation is for one year contribution to keep a program going.
Dollar amount is dependent on the number of students benefiting.
(i.e., Grad Night is an annual event, yet benefits approx 400 students; and by helping, we help to keep this event returning each year)