



BYLAWS OF THE NANCY RYLES COMMUNITY ORGANIZATION INC.

Mission Statement: The NRCO will work to promote the total well-being of each student and to enhance their learning experience at home and at school.

ARTICLE 1: ORGANIZATION NAME

Section 1.1:

The name of this organization shall be the Nancy Ryles Community Organization (hereafter referred to as the NRCO).

ARTICLE 2: GENERAL PURPOSES

Section 2.1:

To promote the total well-being of each student and to enhance their learning experience at home and at school.

Section 2.2:

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

Section 2.3:

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

Section 2.4:

To support and enhance, on a continuous basis, the mission statement of Nancy Ryles Elementary School.

Section 2.5:

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

ARTICLE 3: POLICIES

Section 3.1:

The programs of the NRCO shall be educational, fund raising or social, and shall be developed through conferences, committees and projects.

Section 3.2:

The NRCO 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 NRCO.

Section 3.3:

The NRCO may not seek to direct the administrative activities of the school or to control its policies.



Section 3.4:

The NRCO may cooperate with other agencies and organizations active in child welfare such as conference groups or coordination councils, provided they make no commitments that bind the NRCO beyond the current year.

Section 3.5:

No part of the activities of the NRCO will include electioneering in connection with ballot measures and under no circumstances shall the NRCO engage in political activity either for or against and candidate for public office.

Section 3.6:

The NRCO will adhere to and follow all rules and regulations placed upon it by the Beaverton School District and the State of Oregon.

ARTICLE 4: MEMBERSHIP

Section 4.1:

Membership of the NRCO shall be open to parents, teachers, and staff of Nancy Ryles Elementary School and persons interested in the objectives of the NRCO.

Section 4.2:

All members shall be voting members and agree to uphold the bylaws and policies of the NRCO.

Section 4.3:

The membership year shall coincide with the school year.

ARTICLE 5: ELECTIONS

Section 5.1:

The officers of the NRCO shall be a President or Co-Presidents, a Vice President: Program Liaison, a Vice President: Communications, a Secretary, and a Treasurer or Co-Treasurers, and they shall be elected by a majority vote of the membership.

Section 5.2:

Annual elections shall be held each spring by the last general meeting of the school year.

Section 5.3:

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.

Section 5.4:

Nominations for officers shall be made by the Nominating Committee, if needed. If practicable, the nominee for President or Co-President shall have served on the Executive Committee during the previous year.

Section 5.5:

The Nominating Committee shall consist of at least five (5) members with not more than two (2) from the Executive Committee. The Nominating Committee shall be appointed by the Executive Committee. The Chair shall be selected by a majority vote of the Nominating Committee.



Section 5.6:

The Nominating Committee shall select at least one (1) nominee for each office to be filled and report its nominations at the April meeting of the Executive Committee. The consent of each candidate must be obtained before their name is placed in nomination. The Nominating Committee shall report the names of the candidates for offices to be filled at the second to the last meeting of the year, with the vote to be taken at the last meeting of the year. The names of the nominees will be posted on a bulletin board at Nancy Ryles School prior to the election. Additional nominations may be made from the floor by NRCO members, provided that consent from each candidate has been obtained before their name is placed in nomination.

Section 5.7:

A vacancy occurring during the term of office of any elected officer shall be filled by presidential appointment with the approval of the Executive Committee. Appointees shall serve until the next election. If a vacancy occurs in the office of President or Co-President, one of the Vice Presidents shall fill out the remaining term of office and a new Vice President shall be appointed to serve until the next election.

ARTICLE 6: OFFICERS

Section 6.1:

The President or Co-Presidents shall:

- a) Prepare and distribute the agenda for, and preside at all meetings of the NRCO membership and Executive Committee;
- b) Be members ex officio (non-voting) of all committees except the Nominating and Auditing Committees;
- c) Represent the NRCO at all regular meetings of the District parent group meetings;
- d) Convene Executive Committee meetings when necessary;
- e) Appoint pro tem officers when necessary; and
- f) Perform other duties as assigned by the Executive Committee.

Section 6.2:

The Vice President: Program Liaison shall:

- a) Coordinate activities of the Standing Committees; and
- b) Perform other duties as assigned by the President or Co-Presidents or the Executive Committee.
- c) Coordinate activities of the Special Committees, and
- d) Perform other duties as assigned by the President or Co-Presidents or the Executive Committee.

The Vice President: Communications shall:

- a) Maintain the NRCO website; and
- b) Maintain the NRCO Facebook page; and
- c) Submit entries to the Nancy Ryles newsletter for all NRCO events/activities; and
- d) Perform other duties as assigned by the President or Co-Presidents or the Executive Committee.



Section 6.3:

The Secretary shall:

- a) Keep an accurate record of the business transacted at each meeting of the NRCO membership and Executive Committee, including a list of members in attendance;
- b) Have on hand for reference at each meeting a copy of the bylaws, the minutes of the previous meetings and a list of all Standing Committees and their responsibilities;
- c) Prepare a summary of each NRCO membership meeting for distribution to the membership;
- d) Prepare and distribute, in a timely fashion, copies of the minutes of their respective meetings to members of the Executive Committee;
- e) Perform other duties as assigned by the President or Co-Presidents or the Executive Committee; and
- f) Minutes shall be kept for a minimum of five (5) years and shall be open to examination by the membership at all reasonable times.

Section 6.4:

The Treasurer or Co-Treasurers shall:

- a) Receive all moneys of the NRCO;
- b) Keep an accurate record of all disbursement requests, receipts and expenditures;
- c) Pay out funds in accordance with the approved budget as authorized by the Executive Committee, with the provision that all checks must be cosigned by another member of the Executive Committee;
- d) Present a financial statement at Executive Committee meetings and at membership meetings during the school year;
- e) Ensure that all NRCO funds are maintained in a bank or savings and loan association insured deposit account as directed by the Executive Committee;
- f) Chair the Budget Committee, members of which shall be appointed by the Executive Committee;
- g) Perform other duties as assigned by the President or Co-Presidents or the Executive Committee;
- h) Relinquish the books to the new Treasurer or Co-Treasurers after an audit is made. The accounts shall be examined annually by an auditor or Auditing Committee of not fewer than three (3) members, appointed by the Executive Committee, who shall sign a statement attesting to their findings at the end of their report; and
- i) Financial records shall be kept for a minimum of seven (7) years and shall be open to examination by the membership at all reasonable times.



ARTICLE 7: MEETINGS AND FISCAL YEAR

Section 7.1:

The number and dates of membership meetings shall be determined by the Executive Committee.

Section 7.2:

At the last membership meeting of the school year annual reports shall be received from the Chairs of the Standing Committees, and new officers installed. The newly installed President or Co-Presidents shall close the meeting.

Section 7.3:

The NRCO members present at a membership meeting shall constitute a quorum.

Section 7.4:

Motions shall be carried by a majority vote of the NRCO members present at a membership meeting.

Section 7.5:

The fiscal year of the NRCO shall begin on August 1 and end on the succeeding July 31.

Section 7.6:

The administrative year of the NRCO shall begin on the day of the last membership meeting of the current year and end at the last membership meeting of the succeeding school year.

Section 7.7:

All NRCO members shall be given at least ten (10) days notice of each membership meeting.

ARTICLE 8: EXECUTIVE COMMITTEE

Section 8.1:

The Executive Committee shall consist of the elected officers (the President or Co-Presidents, Vice Presidents, Secretary, and Treasurer or Co-Treasurers) of the NRCO, and the Volunteer Coordinators), Historian, Faculty Representative, and Nancy Ryles' Principal.

Section 8.2:

The Executive Committee shall:

- a) Transact necessary business in the intervals between Executive Committee and membership meetings and such other business as may be referred to it by the NRCO;
- b) Create Standing and Special Committees;
- c) Approve the work plans, and receive the final reports, of the Standing and Special Committees.

Section 8.3:

Special meetings of the Executive Committee may be called by the President or Co-Presidents or by a majority of the members of the Executive Committee and shall be given three (3) days notice.

Section 8.4:

Decisions of the Executive Committee shall be carried by a majority vote of the members present.

Section 8.5:

All Executive Committee meeting shall be open to the membership of the NRCO.



Section 8.6:

The Faculty Representative shall:

- a) Represent the faculty of Nancy Ryles Elementary School and act as a liaison between the faculty and the NRCO;
- b) Aid in coordinating activities involving the school and the NRCO;
- c) Be a faculty voice for activities promoted by the NRCO; and
- d) Shall be a member of the faculty of Nancy Ryles Elementary School.

ARTICLE 9: STANDING AND SPECIAL COMMITTEES

Section 9.1:

Standing Committees shall be created or disbanded by the Executive Committee.

Except for the Budget Committee, which shall be chaired by the Treasurer or Co-Treasurers, the Chairs and members of the Standing Committees shall be selected and approved by the Executive Committee. Their term shall be one (1) year.

Section 9.2:

The Chair of each Standing Committee shall present a work plan to the Executive Committee, and no Committee work shall be undertaken without the approval of the Executive Committee.

Section 9.3:

The Chair of each Standing Committee shall act as the secretary of the Committee.

The Chair shall submit a final written report, including a summary of expenses, to the Executive Committee prior to the final membership meeting of the school year

Section 9.4:

Special Committees may be created by the Executive Committee and appointed for a specific purpose. The Chair of each Special Committee shall present a work plan to the Executive Committee, and no Committee work shall be undertaken without the approval of the Executive Committee. Such a Special Committee is automatically dissolved when its work is completed and its final written report is submitted to the Executive Committee.

Section 9.5:

The President or Co-Presidents, or a designee from among the Executive Committee members, shall be a non-voting member of all committees, except the Nominating and Auditing Committees.

ARTICLE 10: EXPENDITURE OF FUNDS

Section 10.1:

A proposed budget shall be presented annually by the Budget Committee, chaired by the outgoing Treasurer or Co-Treasurers, and consisting of all incoming and outgoing Executive Committee members and Fundraising Coordinators. They shall meet and review the last year's budget and prepare a proposed budget for the coming year to be available to membership at least fourteen (14) days subsequent to the June NRCO meeting and voted on at the June NRCO meeting.



Section 10.2:

Unbudgeted expenditures up to \$200 must be approved by a majority vote of the Executive Committee.

Section 10.3:

Unbudgeted expenditures over \$200 must be approved by a majority vote of the membership in attendance at a NRCO general meeting.

Section 10.4:

The President or Co-Presidents, Vice Presidents, Secretary, and Co-Treasurer shall have signature authority for NRCO checks. All checks must bear two (2) of the signatures.

ARTICLE 11: PARLIAMENTARY 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 NRCO members.

Section 12.2:

Provision for recall of officers will require a two-thirds vote of members present at a General Meeting providing there has been at least one (1) month notification of the proposed recall to all members of the NRCO.

ARTICLE 13: DISSOLUTION

Section 13.1:

In the event that the NRCO is dissolved, all of its assets shall be distributed in accordance with the decisions or plan made by the previous year's Executive Committee and consistent with the provisions in the Article of Incorporation.