



BOARD HANDBOOK
2008-2009

*Your Guide to Bonny Slope Board
Guide Lines, Positions, and Standards*

You Can Make a Difference!

In This Guide...

Introduction.....	Page 3
Purposes and Policies.....	Page 3
Members and Members' Rights.....	Page 3
Membership Meetings.....	Page 4
Members' Voting.....	Page 4
Board of Officers.....	Page 4
Election of Board Officers.....	Page 5
Standards of Conduct.....	Page 5
Officers.....	Page 5
Description of Duties for the Board.....	Page 5
Treasury Guidelines.....	Page 8
Amendment of Bylaws.....	Page 10
Records.....	Page 10
Notice.....	Page 10

Introduction

Welcome Members of the Bonny Slope Community Organization, Inc. (“BSCO”):

The BSCO is the parent-teacher organization at Bonny Slope Elementary School. EVERY parent or guardian of a child at Bonny Slope Elementary School is automatically a member of the BSCO. All teachers and staff are also members of the BSCO. The BSCO coordinates volunteer activities and fund raising for numerous educational, social, and community programs and events such as the Science Fair, Passport Club, Art Literacy, and many more.

Please join us for the monthly meetings held on the third Tuesday of each month. These meetings are a wonderful way to participate in making decisions about programs and finances.

It is important for you to know and understand the rules that govern the BCSO, which are set forth in the Articles of Incorporation, By-Laws and Oregon Revised Statutes, Chapter 65 (collectively, “the Governing Documents.”). The Articles of Incorporation and By-Laws are available for your review and inspection on the BCSO website and the Oregon Revised Statutes, Chapter 65, are available on line at: www.leg.state.or.us/ors/. While you should always consult the Governing Documents, **this handbook was designed as a summary of the rules and by-laws that govern the BSCO.**

Purposes and Policies

The BSCO exists to enhance the educational experience of the students of Bonny Slope Elementary School and was formed to take reasonable steps to achieve that lofty goal. BSCO is not permitted to take any action (such as engaging in political campaigns) that would jeopardize its status as a non-profit corporation.

The BSCO strives to promote the total well-being of each student and to enhance their learning experience by fostering teamwork among parents, teachers, staff, and students.

This organization shall be noncommercial, nonsectarian and nonpartisan.

This organization may not seek to direct the administrative activities of the school or control its policies.

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

Members and Members’ Rights

Any parent, teacher or staff of Bonny Slope Elementary School is a member and all members shall have equal rights.

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

The membership year shall coincide with the school year.

Membership Meetings

BSCO will hold an annual meeting at which the board of directors will present the financial condition of BSCO and the members will elect the directors.

Additionally, the BSCO will hold regular and special meetings as deemed appropriate by the BSCO Board of Directors. It is anticipated, though not required, that the BSCO will hold a monthly meeting while school is in session.

The BSCO will strive to provide members sufficient notice of all meetings, but in any event, no fewer than seven days notice.

Members' Voting

A quorum is automatically reached for each meeting for which proper notice was provided. Each member is entitled to one vote and the majority of the votes cast are determinative.

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

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

Board Officers

The size of the BSCO board will vary between six and nine members, depending on whether two board members share one or more of the offices.

The BSCO board is permitted to take lawful action.

Each director is elected for a term of one year.

No director can serve in any particular office for more than two consecutive years.

No director can serve on the BSCO board for more than six consecutive years.

If a director resigns or is removed for cause, the remaining board of directors may fill the vacancy by a majority vote.

BSCO board meetings may be held upon agreement of at least 1/3 of the directors and with at least two days notice.

A majority of the directors must be present to constitute a quorum and a majority of the vote of the directors rules.

Each director, even if two directors share a single office, gets a vote.

Election of Board Officers

Annual elections of new Board Officers shall be held each spring at the membership meeting prior to the last meeting of the school year.

Officers shall assume their official duties at the close of the Annual Meeting, the last general 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.

No person should hold more than one office at a time.

Standards of Conduct

BSCO Officers must act in good faith, with the care an ordinarily prudent person would use and in a manner the Board believes to be in the best interest of BSCO.

Special rules apply before the BSCO can approve a transaction in which an Officer has a conflict of interest and it is unlawful for BSCO to loan, guarantee an obligation for the benefit of an Officer of BSCO.

Officers

BSCO Officers will decide among themselves who will fill the various offices, which shall be: President, Vice President, Vice President of Community Events, Treasurer, Secretary and Parliamentarian.

Two Officers can hold the same office, as long as the total number of Officers does not exceed nine.

Description of Duties for the Board

President and/or Co-President

- Be the principal Board member of the BSCO and shall, in general, supervise and control its overall business and affairs.
- Prepare and distribute the agenda for, and preside at all meetings of the BSCO.
- Ensure representation of the BSCO at all regular meetings of the District parent group meetings.
- Convene special meetings when necessary.
- Monitor BSCO funds with the Treasurer to ensure appropriate transactions.
- Act as a liaison between the BSCO and the Principal of the school.
- Communicate, plan and promote an open environment for discussion and sharing of ideas related to the BSCO.
- Advertise BSCO meetings at least one week in advance.

- Perform other duties as assigned by the Board.
- Perform other duties as necessary to enhance the mission of the BSCO.

Vice President and/or Co-Vice President

- File the Annual Report with the Oregon Secretary of State.
- Ensure the Annual Meeting occurs, Board members are elected and preliminary Budget is approved for the upcoming school year.
- Ensure representation of the BSCO in connection with school administration sponsored events such as Volunteer Orientation, Kindergarten Orientation, etc.
- Assist the President and VP of Community Events and perform the duties of the President in his or her absence, or in the event of the President's refusal or inability to act.
- Ensure Board representation at school social events.
- Consult with President regarding plans and meeting agendas.
- Represent the BSCO at the LSC (Local School Committee) meetings and the Site Council meetings when necessary.
- Preside over the Audit Committee.
- Work with the BSCO Board to provide appropriate volunteer "Thank You's" throughout the year, including in-kind donations.
- Perform other duties as assigned by the President or Co-Presidents or the Board.
- Perform other duties as necessary to enhance the mission of the BSCO.

Director of Committees

- Oversee and support all Committee events efforts.
- Act as liaison between school staff, school volunteers and the community, in order to maintain a well coordinated school volunteer program.
- Act as a liaison between all Committee Leaders and the Board.
- Partner with the Vice President and Team Leaders to support and coordinate or help with community events.
- Attend monthly BSCO meetings and report on activities and upcoming volunteer needs.
- Attend District Volunteer Coordinator meetings and follow District guidelines.
- Consult with the President regarding plans and meeting agendas.
- Prepare and/or update volunteer communication for committee Team Leaders for the upcoming school year.
- Work with the Vice President to provide appropriate volunteer "Thank You's" throughout the year, including in-kind donations.
- Have on hand a list of all Volunteer Committees and their Team Leaders.
- Perform other duties as may be assigned by the President, Co-Presidents or the Board.
- Perform other duties as necessary to enhance the mission of the BSCO.

Director of Volunteer Support

- Oversee and support all classroom and school-wide support efforts.
- Act as liaison between school staff, school volunteers and the community, in order to maintain a well coordinated school volunteer program.
- Responsible for recruiting, coordinating and filling volunteer positions including at least one Classroom Coordinator for each academic classroom and acting as a liaison for these coordinators.

- Maintain volunteer sign in and check out procedures.
- Attend monthly BSCO meetings and report on activities and upcoming volunteer needs.
- Attend District Volunteer Coordinator meetings and follow District guidelines.
- Consult with the President regarding plans and meeting agendas.
- Facilitate transition from outgoing to incoming team committee leads.
- Work with the Vice President to provide appropriate volunteer “Thank You’s” throughout the year, including in-kind donations.
- Perform other duties as may be assigned by the President, Co-Presidents or the Board.
- Perform other duties as necessary to enhance the mission of the BSCO.

Secretary and/or Co-Secretary

- Keep an accurate record (minutes) of official business transacted at each Board meeting and general meeting of the BSCO including a list of members in attendance.
- Have on hand for reference the minutes of the previous meetings.
- Strive to post the recorded monthly BSCO minutes for viewing by the school community on the BSCO website and a school bulletin board at least one week prior to the next monthly BSCO meeting.
- Prepare and distribute, in a timely fashion, copies of the minutes of their respective meetings to the Board and members in attendance at the meeting.
- Keep minutes for a minimum of 3 years. Minutes will be open to examination by the membership at all reasonable times.
- Keep BSCO Bylaws and Board Handbook up to date and posted.
- Keep all corporate records as indicated by the Bylaws (except for the accounting records and/or financial statements) up to date.
- Perform other duties as assigned by the President or Co-Presidents or the Board.
- Perform other duties as necessary to enhance the mission of the BSCO.

Treasurer and/or Co-Treasurer

- Manage all funds of the BSCO.
- Keep an accurate record of all disbursement requests, receipts and expenditures.
- Pay out funds in accordance with the approved budget as authorized by the Board, with the provision that all checks must be cosigned by another member of the Board.
- Present a financial report at Board meetings upon request and at all membership meetings during the school year.
- Monitor the BSCO’s funds with the President and/or Co-President to ensure appropriate transactions.
- Ensure that all BSCO funds are maintained in a bank or savings and loan association insured deposit account as directed by the Board.
- 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 Board, who shall sign a statement attesting to their findings at the end of their report.
- Maintain financial records dating back a minimum of 7 years and they shall be open to examination as set forth in the Bylaws.
- Provide complete and accurate books to a CPA so the CPA can prepare the annual taxes, and ensure timely filing of state and federal tax returns.
- Preferably have bookkeeping or accounting experience.
- Perform other duties as assigned by the President or Co-Presidents or the Board.
- Perform other duties as necessary to enhance the mission of the BSCO.

Parliamentarian

- Be available at the monthly business meetings of the BSCO to settle any question regarding parliamentary law or procedure.
- Keep meetings of the BSCO and Board running on time and in an orderly fashion.
- Promote the election of Board members for the upcoming school year by notifying the community at least 30 days in advance of the election.
- Create the ballot used by the BSCO to vote for officers at the annual meeting.
- Oversee the election and ensure that the election is conducted in a fair manner.
- Have on hand for reference at each meeting a copy of the Bylaws, Board Handbook, Articles of Incorporation and Roberts Rules of order.
- Work with the Secretary to keep the BSCO Bylaws and Board Handbook up to date.
- Work with the Treasurer to reconcile bank accounts
- Perform other duties as assigned by the President or Co-Presidents or the Board.
- Perform other duties as necessary to enhance the mission of the BSCO.

Treasury Guidelines

A Budget Committee shall be established and consist of all of BSCO Board members. The Budget Committee shall be chaired by the current Treasurer. The BSCO Board shall get input from the Team Leaders of the various Volunteer Committees to suggest a budget amount for their area. The Budget Committee shall meet and review the last year's budget and prepare a new proposed budget for the coming school year. The new Budget will be discussed and voted on at the Annual Meeting of members, the last meeting of the school year.

All BSCO funds shall be maintained in an insured deposit account, or money market account, in a bank or savings and loan institution as directed by the Board of Directors. Only members of the Board shall have signing authority on these accounts.

A separate checking account for Scrip will be funded by the Treasurer as the budget allows. The Fund Raising Team Leader and the Scrip committee leader will manage the activity in the account. The Fund Raising Team Leader will report to the Treasurer regarding bank statements and reconciliation of the account.

All payments from the BSCO shall be made by check, not cash.

The President shall designate three to five members of the Board to have signing authority on checks written from the BSCO checking account. These members shall include the President and Treasurer. They will need to meet at the Bank in July to update the Bank's signature card for the BSCO checking account.

Two signatures from Board members, who have signing authority established at the Bank, are required on ALL checks from the BSCO. Blank checks shall not be pre-signed for the ease of the Treasurer, as this defeats this safety measure.

Before writing any check, the Treasurer shall ensure that the proper documentation has been submitted (Invoice, Request for Reimbursement, Classroom Enrichment Funds Request, etc.) and that the requested amount is within the approved Budget, or that it has been approved and documented in the minutes of a BSCO meeting.

The Treasurer shall get the Team Leader's signature, email approval, or verbal approval before paying an invoice or Request for Reimbursement for over \$50.

Paperwork for each check written shall be kept in the Treasurer books with receipts attached. If receipts are not available, the Treasurer shall note why they are missing on the paperwork.

All BSCO money should be spent for the direct benefit of the children at Bonny Slope Elementary. It shall not be used for buying food items for a committee meeting, or for gifts for Team Leaders, etc. These things can be donated by the people in that committee. This should be explained to each Team Leader at the beginning of each school year.

Unbudgeted expenses of up to \$250 can be approved by the Board when a quorum is present. Unbudgeted expenses over \$250 need to be voted on and approved by the members at a BSCO regular membership meeting.

Donation cans during special events shall be monitored at all times by two adults.

All cash collections and counting shall be done by at least two adults, one of which should be the Team Leader. A "Funds for Deposit Form" shall be filled out and signed by the two adults and given to the Treasurer.

When tickets are used to sell something, they shall be used in numerical order, and have a control sheet to track their use. Starting and ending ticket numbers shall be recorded, and the adults counting the cash shall verify that the cash amount matches the number of tickets used.

A "Funds for Deposit Form" shall be filled out and signed by the Team Leader, for all deposits made into the BSCO checking account.

Checks and cash received by the Treasurer shall be endorsed and deposited quickly, the same day whenever possible, to reduce the chance of lost, stolen or returned checks.

For safety reasons, nighttime deposits at the bank are not encouraged. Money from an evening event and its "Funds for Deposit Form" shall be locked in the school safe overnight and given to the Treasurer for deposit the following school day.

The Treasurer shall attach all check stubs received, the "Funds for Deposit Form", and the deposit receipt from the Bank, to a detailed Deposit Report kept in the Treasurer books.

The Vice President shall send a Thank You letter of receipt to every donor during Write-A-Check. The Treasurer shall send a Thank You letter of receipt to any other donor during the year.

During Write-A-Check, every effort should be made by the Fund Raising Committee to help parent donators who are employed by companies that provide matching funds, to complete their matching funds forms. Companies such as Intel and Nike will match donations that are given by their employees. If a parent designates that they are

employed by such a company, the Treasurer should contact the parent and provide the company's matching funds form and encourage the parent to get it filled out and returned to the Treasurer. The Treasurer should make copies of all the completed and signed forms before mailing them to the employers. The Treasurer should then keep track of when the requested matching funds are received. If the funds are not received within four months, the Treasurer should contact the employee and find out the status for receiving the funds.

Two Board members, other than the Treasurer, shall review and sign off the bank statements and cancelled checks each month, and compare them to the Treasurer's book.

An Audit Committee will be assigned and presided over by the Vice President. The Audit Committee should include someone with accounting experience, and shall not include the Treasurer. The Audit Committee shall perform an annual review on the Treasurer books and provide a written report of the findings. The audit shall occur in July and be completed by July 31. The signed reports shall be presented to the Board and kept in the Treasurer's book.

A CPA who is not a Board Officer shall prepare the year-end State and Federal tax forms due by September 15th.

The Treasurer will insure that they are completed and filed on time. Copies of the tax returns will be kept in the Treasurer book.

A minimum of \$2000.00 (two thousand dollars) shall remain in the general checking account at the end of each school year to be passed to the new BSCO board in order to provide opening funds and begin the BSCO activities for the next school year.

Amendment of Bylaws

The Board members or the membership at laws may amend or repeal the bylaws. However, an amendment to increase the quorum required or to change the voting rights of members must be approved by the members.

Records

BSCO must maintain: minutes; a record of corporate action; appropriate accounting records; record of members; articles of incorporation (and all amendments); bylaws (and all amendments); a list of names and home addresses for the directors; financial statements (if any are prepared); and annual reports to the Oregon Secretary of State. With reasonable notice, members are entitled to inspect these records and BSCO is permitted to assess a reasonable charge associated with the inspection. Members are prohibited from using membership lists for commercial purposes.

Notice

Notice is generally effective if given by mail or e-mail as long as the correct address was used. Other types of notice is likely effective too (like a posting on the BSCO website) depending on the circumstances.