

ERIN SCHOOL DISTRICT PARENT TEACHER CLUB BYLAWS

Article I: Name and Mission

The name of this club is: Erin School District Parent Teacher Club (hereinafter, the "PTC")

The mission of this club: The PTC is organized for the purpose of supporting the education of students at Erin School by fostering relationships among the teachers and parents, and providing resources for the benefit of the students at Erin School.

Article II: Organization

Section 1: The PTC consists of an unincorporated association of its members and operates under the Erin School District. The PTC may use Erin School District's Federal Employer Identification Number (a/k/a "EIN"), but shall maintain its own tax exempt number.

Section 2: These Bylaws are the main and only organizing document that has been approved by the governing body of the PTC, and serve as the PTC's constitution. The Bylaws were formally adopted on January 21, 1991, and subsequently amended on December 10, 1992 and February 5, 2003.

Article III: Objectives

The objectives of the PTC are:

- A. To raise funds for the purchase of additional resources for our students and school;
- B. To create a better educational environment for our students and teachers;
- C. To develop a spirit of cooperation among parents and teachers for the benefit of our students;
- D. To organize and encourage physical, mental and social activities for our students; and
- E. To promote our school within the community and encourage community participation.

Article IV: Basic Policies

Section 1: The programs of the PTC shall be educational, social and fund-raising in nature, and shall be developed through committees, projects and events.

Section 2: The PTC shall be non-profit, non-commercial, non-sectarian, and non-partisan.

- Section 3: The property of this PTC is irrevocably dedicated to charitable purposes. Income or assets of the PTC shall not inure to the benefit of any board member, PTC member or other individual person.
- Section 4: Neither the name of the PTC nor the names of any of its members in their official capacities shall be used in any connection with a commercial company, with any partisan interest, or for any purpose unrelated to the promotion of the mission or objectives of the PTC.
- Section 5: The PTC shall not, directly or indirectly, participate or intervene in a political campaign on behalf of, or in opposition to, any candidate for public office or attempt to influence any legislation.
- Section 6: The PTC shall cooperate with the school to support the improvement of education in ways that will not interfere with administration of the school or control school policies.
- Section 7: The PTC may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTC in such matters shall not make any commitments that bind the PTC.

Article V: Membership and Dues

- Section 1: Any parent or guardian of a child currently attending Erin School or any teacher or staff member at Erin School shall be eligible to become a member of the PTC. Membership in this PTC shall be available without regards to age, race, creed, color, disability, marital status, sex, national origin, ancestry or sexual orientation.
- Section 2: General members of the PTC shall be allowed to attend, participate and vote in all regular meetings.
- Section 3: General members shall be eligible to serve in any elected position, except the Teacher Representative, which shall be filled by a teacher of Erin School.
- Section 4: Members of the PTC shall not be required to pay any annual dues.

Article VI: Officers/Executive Board

- Section 1: The Officers of the PTC shall consist of the President, Vice President, Secretary, Treasurer, and up to three Executive Committee Members, including at least one Committee Coordinator and one Teacher Representative. Collectively, the Officers are known as the Executive Board.
- Section 2: Officers shall be elected at the last regular meeting of the school year. The President and the Secretary shall be elected biennially in the even years and the

Vice-President and Treasurer shall be elected biennially in the uneven years. The Executive Committee Members shall be elected annually. No Officer shall hold more than one office at a time.

- Section 3: Officers shall assume their official duties following the close of the regular school year. The President, Vice-President, Treasurer and Secretary shall serve for a term of two years or until the election of their successor. The Executive Committee Members shall serve for a term of one year. No person shall serve more than six consecutive years on the Executive Board, unless no other person is nominated to fill that position.
- Section 4: If the President resigns or his or her office becomes vacant for any other reason, the Vice President has the option of fulfilling the President's term. If the President's office remains vacant or if any other Officer resigns or otherwise vacates his or her office, the remaining Executive Board shall announce the vacancy to the general members, seek nominations and hold a special election to fill the vacancy for the unexpired term at the next regular or special meeting.
- Section 5: If any Officer fails to substantially perform his or duties as described in these Bylaws, he or she may be removed from office upon a majority vote of the Executive Board at any Executive Board meeting upon seven days' notice of the meeting and its purpose. The remaining Executive Board shall announce the vacancy to the general members, seek nominations and hold a special election to fill the vacancy for the unexpired term at the next regular or special meeting.

VII: Election of Officers

- Section 1: Executive Board vacancies for the following school year shall be announced at the second to last regular meeting of the school year.
- Section 2: General members interested in available positions shall submit their names to the Secretary no later than two weeks prior to the last regular meeting of the year.
- Section 3: The Secretary shall publish the names of the nominees along with the agenda for the last regular meeting of the year.
- Section 4: The Secretary shall also make and print ballots for use at the election.
- Section 5: The names of the nominees shall be announced at the election meeting. Additional nominations may be made from the floor during the election meeting. All nominations must have the consent of the person being nominated.
- Section 6: A written vote shall be cast by all members attending the election meeting. The Vice President and Secretary shall then count the votes. Results shall then be given to the President to be announced prior to the end of the meeting.

Article VIII: Executive Board

- Section 1: Prior to the beginning of the school year, the Executive Board shall set the dates of all regular meetings of the PTC and submit the dates to the District Administrator for approval and calendar placement.
- Section 2: Regular meetings of the Executive Board may be called by the President or by a majority of the Officers upon seven days' notice to the Executive Board. Special meetings of the Executive Board may be called by any Officer upon 72 hours' notice to the other Officers.
- Section 3: A majority of the Officers at any Executive Board meeting shall constitute a quorum and a simple majority of their votes shall carry all motions for the transaction of business in that meeting unless otherwise stated in the Bylaws. All Officers shall be voting members.
- Section 4: All correspondence to, or communication with, any Officer regarding the PTC or its business shall be forwarded, discussed and, if necessary, acted upon by the Executive Board.
- Section 5: A majority of the Executive Board may act in an emergency without the consent of the general members of the PTC.
- Section 6: The duties of the Executive Board as a whole shall be:
- A. To plan, direct and approve the work necessary to carry out the mission and objectives of the PTC;
 - B. To create and designate committees as it may deem necessary and assist the Committee Coordinator in appointing chairpersons for all committees;
 - C. To prepare and present an annual budget to the general members of the PTC for approval at the beginning of the school year;
 - D. To research and make recommendations to the general members of the PTC;
 - E. To transact necessary business in the intervals between PTC meetings and such business as may be referred to it by the general members;
 - F. To plan the calendar of events for the school year and submit the dates to the District Administrator for approval and calendar placement; and
 - G. To take such other actions as required by these Bylaws or otherwise requested by the general members of the PTC.

Article IX: Duties of Officers

- Section 1: The President shall
- A. Preside at all Executive Board meetings and regular meetings of the PTC.
 - B. Be familiar with Robert's Rules of Order and be capable of providing parliamentary advice when needed.
 - C. Coordinate the work and projects of the Officers and committees to ensure that the mission and objectives of the PTC are promoted.

- D. Review the Treasurer's monthly financial reports and check for accuracy against the list of deposits and checks drawn on the accounts.
- E. Review and approve all notices and other correspondence being sent out on behalf of the PTC, and submit the same to the School Administrator for final approval prior to disseminating the documents.
- F. Represent the PTC at other meetings and functions within Erin School and the community pertaining to the PTC's activities, and report back to the PTC.

Section 2: The Vice President shall:

- A. Act as an aide to the President.
- B. Serve as President in the event of a vacancy for the remainder of the President's term or until such time as a special election can be conducted.
- C. Perform the duties and exercise the powers of the President in the temporary absence or disability of that Officer to act.
- D. Record minutes of meetings in the absence or disability of the Secretary.
- E. Conduct weekly checks of the PTC mailbox, and forward the mail to the appropriate Officer.
- F. Coordinate information and other items to display on the PTC bulletin board.

Section 3: The Secretary shall:

- A. Prepare, coordinate and distribute the agendas for all regular meetings one week prior to each meeting.
- B. Take attendance, and record and timely distribute the minutes of all meetings of the PTC and Executive Board.
- C. Maintain copies of the minutes of previous meetings and other documents of the PTC as historical record.
- D. Coordinate all PTC correspondence, newsletters and other information to be disseminated to the PTC members, Erin School and the community.
- E. Call meetings to order in the absence of the President and Vice President.

Section 4: The Treasurer shall:

- A. Receive all funds and prepare all deposits of the PTC for the District Bookkeeper, and request disbursements as directed by the Executive Board and these Bylaws.
- B. Keep a full and accurate account of receipts and expenditures.
- C. Provide the President with immediate and direct access to all financial documents and information throughout the year.
- D. Receive and reconcile all bank statements on a monthly basis.
- E. Draft and revise financial documents to be used by Officers, committee chairpersons and other persons requesting checks from the PTC.
- F. Prepare and present a monthly financial report, and make available a list of deposits made and checks written since the previous report, at every regular meeting of the PTC and when otherwise requested by the Executive Board.
- G. Present a full financial report and provide all accounting books for an audit at the end of the fiscal year.

- Section 5: The Committee Coordinator shall:
- A. Recruit and oversee the chairpersons for all PTC committees.
 - B. Present plans, itemized costs and proposed unbudgeted expenses for each committee to the Executive Board for approval at least 30 days prior to the date of the fundraiser, program or event.
 - C. Review the approved budget for each committee with the chairperson for that committee, ensure the work is completed within the allocated budget and communicate any overages to the Executive Board expeditiously.
 - D. Coordinate the timely advertising, news and committee reports for the PTC fundraisers, programs and events to be distributed to the PTC members, other parents of the students at Erin School and community.
 - E. Collect final committee reports from each of the chairpersons within 30 days of the end of the fundraiser, program or event to be provided to the chairpersons of the committees in the following year.

- Section 6: The Teacher Representative shall:
- A. Remain a full-time teacher at Erin School.
 - B. Act as a liaison between the PTC and the administrators, teachers and staff at Erin School.
 - C. Present requests for funds from administrators, teachers, staff and students of Erin School to the Executive Board.
 - D. Seek approval of dates for PTC functions from the School Administrator and reserve school facilities for PTC programs and events.
 - E. Give a report of school events and programs at Executive Board meetings and regular meetings.

- Section 7: All Officers shall:
- A. Perform the duties prescribed in these Bylaws and any additional duties, which may be assigned to them from time to time.
 - B. Attend all regular meetings of the PTC and all Executive Board meetings, or contact the President if unable to do so.
 - C. Prepare and present all appropriate correspondence, reports and other documents within their area of responsibility to the Executive Board and PTC.
 - D. Conduct themselves appropriately at all times during PTC meetings and functions.
 - E. Deliver to their successors all official documents, files and records pertaining to their duties and responsibilities no later than two weeks following the end of the school year.

Article X: Duties of Administrator/Principal

- Section 1: The District Administrator and/or Principal may attend any regular meetings or special meetings of the PTC. He or she shall not attend meetings of the Executive Board unless asked to do so by the President.

Section 2: Any comments made by the District Administrator or Principal in any PTC meeting, shall be taken as advisory in nature. He or she shall have the same voting rights as a general member of the PTC.

Article XI: Committees

Section 1: Standing committees shall be created and dissolved by the Executive Board as deemed necessary to achieve long-term objections. Standing committees shall carry over from one school year to the next.

Section 2: Special committees shall be created and dissolved by the Executive Board as deemed necessary to achieve short-term objectives. Special committees must be reinstated at the beginning of each school year.

Section 3: Chairpersons of both standing and special committees shall be appointed, and may be removed, by the Executive Board.

Section 4: Chairpersons of both standing and special committees shall report to the Committee Coordinator, and present plans and activities directly to the Executive Board or general members when requested by the Committee Coordinator.

Section 5: No committee work shall be undertaken or expenses incurred without the consent of the Executive Board.

Article XII: Meetings

Section 1: Regular meetings of the PTC shall be held monthly during the school year. In September, a calendar of meetings shall be provided to all persons eligible to be members of the PTC in that school year. Seven days' notice shall be provided for all date and/or time changes.

Section 2: Special meetings of the PTC may be called by the Executive Board upon seven days' notice to the general members.

Section 3: The annual meeting of the PTC shall be the last meeting of the school year, which will usually be held in May.

Section 4: The members of the PTC present at any regular meeting shall constitute a quorum, and a simple majority of their votes shall carry all motions for the transaction of business in that meeting unless otherwise stated in the Bylaws. Any PTC member may request paper balloting on any motion. No proxy voting shall be allowed.

Section 5: The rules contained in the current edition of Robert's Rules of Order shall govern the PTC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Article XIII: Financial Policy

- Section 1: The fiscal year of the PTC shall be July 1st through June 30th of the next year, which is the same as the school year.
- Section 2: A budget for each fiscal year shall be submitted by the Executive Board to the general members for adoption by majority vote at the beginning of the school year.
- Section 3: The PTC's funds shall be maintained in the Erin School District PTC bank account. Any Bingo funds of the PTC shall be maintained in the Erin School District PTC Bingo account.
- Section 4: The Erin School District Administrator, Administrative Assistant and District Bookkeeper shall be the only three authorized users on the PTC's bank accounts, and may only sign checks drawn on the accounts after receiving authorization from the PTC Treasurer.
- Section 5: At least two PTC members, including at least one Officer whenever possible and one non-officer designated by the Executive Board for a specific event, shall collect, count and turn over money received at the event to the Treasurer for deposit. At least three PTC members are required for the Fun Fair or any other event projected to collect over \$1,000.00. The Treasurer is excluded from the initial collecting, handling and counting of funds.
- Section 6: The Treasurer may authorize the release of funds up to \$100.00, and funds for any budgeted expenditures regardless of the amount. Any non-budgeted expenditures over \$100.00 must be approved in advance by the Executive Board.
- Section 7: All contracts for outside vendors must be presented to the Executive Board for approval prior to execution. Only the President and Vice President may sign contracts on behalf of the PTC.
- Section 8: Officers and committee positions are voluntary and non-compensatory, and shall not constitute an employer/employee or independent contractor relationship unless expressly agreed to in writing. It is assumed that persons serving in these positions are donating their time and incidental expenses for the good of the PTC and school. All extraordinary personal expenses must be approved by the Executive Board before payment.
- Section 9: Any materials and/or equipment purchased as a result of PTC fundraising becomes the property of the PTC and is not for the personal use of any member or non-member of the PTC.
- Section 10: Without exception, no Officer may authorize a check or the release of funds for personal reimbursement.

- Section 11: Checks shall not be pre-signed for emergency use.
- Section 12: Checks may be made out for cash. Each check shall indicate in the memo section the name of the person who requested the cash and the purpose for the cash.
- Section 13: The accounts of the PTC may be examined at any time by any Officer, but shall be examined at the end of each school year along with the Treasurer's final financial report between June 30th and August 31st by an Audit Committee. The Audit Committee shall be comprised of at least two Officers, other than the Treasurer, for that fiscal year and one other PTC (non-board) member appointed by that Executive Board before the final meeting of the year. When satisfied that the Treasurer's report is correct, the Audit Committee shall sign a statement to that effect at the end of the report. The report shall be made available to the incoming and outgoing Executive Boards within one week of signing and to the general members at the first meeting of the next school year.
- Section 14: A minimum of \$5,000.00 shall remain in the treasury each year as a contingency fund to be passed to the new Executive Board in order to provide operating funds to begin the PTC's activities for the next school year.

Article XIV: Amendments

- Section 1: These Bylaws may be amended at any regular meeting of the PTC by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment is presented to the general members no later than one week prior to said meeting.
- Section 2: A committee may be appointed to submit a revised set of Bylaws as a substitute for the existing Bylaws only by a majority vote of the PTC or Executive Board. A revised set of Bylaws may be adopted at any regular or special meeting of the PTC by a two-thirds vote of the members present and voting, provided that notice of the proposed revised set of Bylaws is presented to the general members no later than two weeks prior to said meeting.

Article XV: Dissolution

- Section 1: The PTC may be dissolved by a two-thirds vote of the general members of the PTC, provided that notice of the proposed dissolution is presented to the general members no later than 30 days prior to said meeting.
- Section 2: In the event of dissolution, all outstanding bills shall be paid and any remaining assets and funds shall be given to the Erin School District to be disseminated by the District Administrator for the benefit of the students at Erin School.