

Maple Creek Elementary School Parent Teacher Club Bylaws

Article I: Name

The name of this organization shall be the Maple Creek Parent Teacher Club here in after referred to as the “PTC” or Parent Teacher Club.

Article II: Mission Statement

The PTC shall cooperate with the school to support the improvements of education through financial and other support of programs and projects benefiting students and staff. With input from the Maple Creek community, the PTC shall establish open communication between parents and faculty/administration.

Article III: Policies

- Section 1: The PTC shall be educational, non-partisan, non-profit and non-commercial. It shall not endorse anyone for any political office.
- Section 2: The PTC may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided the representatives make no commitments that bind the PTC.
- Section 3: The PTC shall seek neither to direct nor to control the administrative activities of the school.
- Section 4: Funds raised by the PTC each year must be disbursed or encumbered by the end of the school year or those funds shall revert to the PTC general fund. The PTC has the authority through a majority vote of the Executive Board to encumber funds as needed.
- Section 5: The property of the PTC is irrevocably dedicated to charitable purposes. Income or assets of the PTC shall not benefit any board member or private person. The PTC can contract with individuals or companies to promote services.
- Section 6: The PTC does not discriminate on the basis of race, creed, color, gender, religion, sexual orientation, disability or national origin.

Article IV: Membership

Section 1: Any person interested in the objectives of the PTC and willing to uphold its policies and subscribe to its bylaws may become a member through paid membership in the PTC. A person becomes a member if they pay a membership fee as determined by the Executive Board by March 1 of the current school year. A paid-in-full member will be able to have all rights of membership and be able to vote on all business before the organization. Any person who is not a paid-in-full member by March 1 of the current school year will not be able to vote in the Executive Board elections held on the last PTC meeting of the current school year.

Article V: Officers and Their Election

Section 1: The Executive Board of this organization shall be a President, a Vice President, a Recording Secretary, a Treasurer, and a Fundraising Official, here in after referred to as “officers” or “Executive Board”. **All officers must be members in good standing with no outstanding debt to the PTC.**

Section 2: Nomination for officers shall be sought and or submitted by the March Parent Teacher Club meeting. The Vice President shall prepare a ballot for the annual election. Ballots will be distributed at the April Parent Teacher Club meeting, and the results will be determined by a majority of the votes. An additional voting time may be designated to be more convenient for the members to vote. If an office remains unfilled after the election, it shall be considered a vacant office to be filled by the board-elect.

Section 3: No related family members can hold coinciding Executive Board positions during the same term. Related family members may hold one Board position and one head Committee Chairperson position at the same time.

Section 4: Officers shall serve for a term of one (1) year. No officer shall be eligible for the same office for more than two (2) consecutive terms. Officers shall assume their duties on July 1st.

Section 5: Vacancies, which occur during the year, may be filled by the Executive Board. In case a vacancy occurs in the office of the President, the Vice President shall fill that office and the Executive Board shall elect a new Vice President.

Section 6: The officers shall have the first option of being nominated for the office of President upon completion of the President’s term.

Article VI: Duties of Officers

- Section 1: The ***President*** shall preside at all meetings of the organization and of the executive board, and shall conduct such meetings according to a prepared agenda. The President will be a member ex-officio of all standing committees and shall appoint the chairpersons of all standing committees, with input from the board. Also, he/she shall insure that “Robert’s Rules of Order, Revised” govern the procedures at all meetings of the organization and of the executive board in all cases in which they are applicable. The President shall interpret these rules when necessary.
- Section 2; The ***Vice President*** shall act as an aide to the President and, in the absence of the President, shall perform the duties of the President.
- Section 3: The ***Treasurer*** shall receive all monies for the organization and shall deposit them in the name of the organization in a bank approved by the Executive Board, shall pay all bills approved by the Executive Board, shall maintain an accurate record of receipts and disbursements, and shall prepare monthly and annual financial statements for the organization. The Treasurer shall submit the account ledger and supporting documents as required to a designated impartial auditor for an annual report. The Treasurer shall also provide all tax documentation to the approved accountant responsible for completing the organizations tax returns.
- Section 4: The ***Recording Secretary*** shall keep an accurate record of all meetings of the organization and the Executive Board, shall be prepared to refer to minutes of previous meetings, and shall prepare a summary of all unfinished business for the use of the President. Also, shall conduct all necessary correspondence of the organization and shall send out notices of all organization meetings and activities.
- Section 5: The ***Fundraising Official*** shall organize and direct the fund raising projects of the organization with the approval of the Executive Board.
- Section 6: When an officer fails to attend three (3) organizational or Executive Board meetings without adequate notification, the Executive Board may declare the office Vacant.
- Section 7: Each officer and committee chairperson shall turn over to the President all record books, funds, and /or other materials pertaining to the office no later than June 30th.

Article VII: Executive Board

- Section 1: The Executive Board shall consist of the officers of the organization (President, Vice President, Treasurer, Recording Secretary, and Fundraising Official).
- Section 2: The Executive Board shall transact the necessary business of the organization. The Executive Board is empowered to make decisions on behalf of the organization by a majority vote of the Executive Board. All Executive Board decisions not made at a regularly scheduled PTC meeting will be communicated at the next scheduled Parent Club meeting. Any member of the Executive Board may convene special meetings.
- Section 3: The Executive Board shall prepare and approve an annual committee budget at the beginning of the school year and shall present a complete financial statement at the end of the year. The Executive Board shall authorize all expenditures pursuant to the budget. The President may approve expenditures not to exceed two hundred and fifty dollars (\$250.00) without approval of the Executive Board. The Executive Board may not approve, without membership vote, any request/expenditure exceeding \$2000.
- Section 4: No officer may hold more than one (1) position on the Executive Board.
- Section 5: An Executive Board member must be a paid-in-full member of the organization.
- Section 6: All Executive Board members will govern with high moral and ethical values and strive for transparency with all business of the PTC.

Article VIII: Standing Committees

- Section 1: There shall be such standing committees created by the Executive Board as may be required to carry on the work of the organization.
- Section 2: The chairpersons of standing committees shall be appointed by the President, with input from the Executive Board. **Each chairperson and any person assisting with any subcommittee must be in good standing with the PTC with no outstanding debt to the PTC.**

Section 3: The term of office for committee chairpersons shall be one (1) year. No Chairperson shall serve in the same capacity for more than two (2) consecutive terms, unless approved by the Executive Board.

Section 4: Annual reports shall be compiled by the chairperson of each standing committee and filed with the President by June 30th.

Article IX: Standing Rules

Section 1: At the beginning of the term of office, each member of the Executive Board shall be given a copy, and be responsible for making a thorough study of these bylaws. A copy of these bylaws shall be available to any member of the organization upon request. Copies of these bylaws are also to be given to the Office Manager at the organization's school site to be kept in the school sites safe. (Per district request)

Section 2: A meeting of the Executive Board–elect may be called by the President–elect to fill vacancies on the board and to make plans for the coming year.

Section 3: These bylaws shall be reviewed no less than every three (3) years for any necessary revisions.

Section 4: The quorum shall constitute the members present or a quorum of Executive Board members. All members of the quorum are entitled to vote.

Article X: Amendments

Section 1: These bylaws may be amended by a majority of the PTC members in good standing present at any regular meeting, providing the notice of the proposed amendment was provided to all PTC members at least one week in advance of the meeting date.

Article XI: Rules of Order

Section 1: “Roberts Rules of Order, Revised” shall govern this organization in all cases in which they are applicable and not inconsistent with these bylaws. A complete copy of “Roberts Rules of Order Revised” is available for reference in the organizations Library Media Center.

Bylaws amended 1/17/01

Bylaws amended 4/17/01 (to reinstate the position of Corresponding Secretary)

Bylaws amended 8/15/07 (to revise districts request for copy of bylaws)

Bylaws amended 5/10/11 (to reflect changes in PTC practices and to update bylaws)

Bylaws amended 5/11/14 (to reflect changes in PTC practices and to update bylaws)

Bylaws amended 11/10/15 (to reflect changes in election timeline schedule)