

DeLaveaga Elementary School Parent-Teacher Club By-laws

ARTICLE I: Name

This organization shall be known as the Parent Teacher Club ("PTC") of DeLaveaga Elementary School.

ARTICLE II: Purposes

Section 1.

The objectives of this organization shall be:

- a. To promote cooperation and communication between the families of students at DeLaveaga and the school;
- b. To initiate and/or sponsor projects to improve and enrich the school environment of DeLaveaga Elementary.

Section 2.

The PTC is organized exclusively for charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

Section 3.

The function of this club shall be to:

- a. Identify enrichment needs for the school;
- b. Plan and implement fundraising activities in order to fund those identified needs;
- c. Oversee expenditures of those funds on an ongoing basis.

ARTICLE III: Policy

This club shall be non-profit, nonsectarian and non-partisan. It shall not seek to direct the educational policy of the school.

ARTICLE IV: Membership

Section 1.

All faculty, parents, guardians and community members who subscribe to the Purposes and Policy of these bylaws are eligible for membership in the PTC. Membership is open to anyone, without regard to race, color, creed or national origin.

Section 2.

The PTC may admit persons to membership at any time.

Section 3.

Members present at a meeting shall be entitled to vote on any matter brought before the PTC for a general vote.

ARTICLE V: Officers, Board of Directors and Elections

Section 1.

The Officers of the PTC shall be: President, Vice President(s), Secretary, and Treasurer. These Officers shall constitute the Board of Directors of the PTC.

Section 2.

The duties of each of these Officers are defined in Article VI.

Section 3.

The privilege of nomination and election to office shall be limited to members of the PTC who have been members for at least thirty (30) days prior to nomination. Faculty and staff members shall not be eligible for an elective office.

Section 4.

Nominations for Officers shall be made from the floor at the April meeting. Absentee nominations will be accepted if accompanied by a written acceptance.

Section 5.

An election for Officers/Board Members shall be held at the May meeting after each candidate has been given an opportunity to speak. All members present at the April meeting will vote by ballot. Members may also vote in absentia by sending an email ballot to the current President the week prior to the May meeting.

Section 6.

Officers/Board Members shall serve for a minimum term of one year.

ARTICLE VI: Duties of Officers

Section 1.

The President shall:

- a. Coordinate the work of officers and committees of the PTC in order that the Purposes may be promoted;
- b. Call and preside over all meetings of the PTC and officers;
- c. Appoint all standing and special committees as necessary;
- d. Be a member of all committees;
- e. With the Secretary (or Vice President), sign all checks, invoices, and orders authorizing the expenditure of funds following approval in accordance with these bylaws;
- f. Perform such other duties as may be prescribed in these bylaws or assigned by the PTC.

Section 2.

The Vice President(s) shall:

- a. Act as aide(s) to the President;
- b. Perform the duties of the President in the absence or disability of that officer to act;
- c. Act as overseer of committees, as needed.

Section 3.

The Secretary shall:

- a. Keep an accurate record of the proceedings of all PTC meetings;
- b. Make the minutes of the previous meeting available at the beginning of each meeting for review by the general membership;
- c. Be prepared to refer to the minutes of previous meetings;
- d. With the President (or Vice President), sign all checks, invoices, and orders authorizing the expenditure of funds following approval in accordance with these bylaws;
- e. Keep a current copy of the bylaws;
- f. Conduct all necessary correspondence of the PTC as authorized by the president or PTC.

Section 4.

The Treasurer shall:

- a. Keep an accurate record of receipts and disbursements of PTC funds;
- b. Generate a check for all invoices and orders approved by the PTC and obtain signatures from other PTC officers.
- c. Receive all monies for the PTC and deposit same in the name of the club in a bank approved by the PTC;
- d. Present a written report at each meeting, and when requested by the PTC, to keep the membership informed of receipts and expenditures;
- e. Make an annual financial report to the PTC which includes gross receipts and disbursements for the year;
- f. Prepare the books for an independent annual audit.

Section 5.

If an officer fails to attend three consecutive meetings without adequate excuse or is not fulfilling the responsibilities of the office as prescribed in these bylaws, the Board of Directors may, by a two-thirds (2/3) vote, ask for the resignation of that officer.

Section 6.

If an officer is removed by the Board, another member of the PTC may be appointed by the Board to serve for the remainder of the term.

ARTICLE VII: Parliamentary Procedure

All procedures and meetings shall be governed by [Robert's Rules of Order Newly Revised](#).

ARTICLE VIII: Meetings

The meetings of the PTC shall be held no fewer than six times each school year (August to May).

ARTICLE IX: Committees

Section 1.

There shall be such committees created by the officers of the PTC as may be required to carry out the work of the PTC.

Section 2.

The chairpeople and members of committees shall be members of the PTC and shall be appointed by the President.

Section 3.

The committee chairpeople shall serve for one year or until their assignments are complete.

ARTICLE X: Amendment of Bylaws

The PTC Bylaws may be amended by a majority vote of members present at a meeting. The proposed amendment shall be presented in writing and discussed at the previous meeting.

ARTICLE XI: Fiscal Year

The fiscal year of the PTC shall begin July 1 and end June 30.

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