

Liberty Elementary Parent Teacher Club (PTC) Bylaws

Article I: Name & Organization Structure

Section 1.

This organization shall be called Liberty Elementary Parent Teacher Club (hereinafter referred to as "Liberty PTC"). Liberty PTC is a not-for-profit corporation formed under the laws of the State of Oregon. The organization will be located in the State of Oregon, County of Linn, and city of Albany.

Section 2.

The name of the governing board of Liberty PTC shall be the Executive Board.

Article II: Purpose & Role

Section 1: Mission

The mission of Liberty PTC is to create an environment that fosters positive development within Liberty students, develop a closer connection between school and home by encouraging parental involvement through volunteer opportunities, special events, and participation in monthly PTC meetings, and to provide a positive and productive forum for discussion and enrich communication between parents, administrators, educators and the community.

Section 2: Purpose

- To sponsor projects and events for the benefit of Liberty students.
- To coordinate appropriate fundraising activities which generate funds to be spent in support of PTC Mission.
- To increase student and family involvement within the school through the promotion of family oriented activities and participation opportunities.
- To support student learning and provide volunteer assistance in Liberty school.
- To enhance the school environment for students, parents/guardians, faculty and administration.

ARTICLE III: Authority

- This organization shall be nonsectarian and nonpartisan.
- No political candidate shall be endorsed by it or its Officers in their official capacities.
- No committee or youth organization sponsored by the organization shall obligate, or agree to obligate the organization without express prior written approval of the Executive Board.
- The Board shall strive to be in compliance with state and federal nonprofit laws, and in alignment with these bylaws.

ARTICLE IV: Parliamentary Authority

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

ARTICLE V: Membership

Section 1 - Membership Description

Membership shall be open to all parents or legal guardians of Liberty students, the principal, faculty, staff, and community members in good standing. Membership shall be automatic and shall be recognized without any application or official approval required. The general membership shall include voting and non-voting members, as described in Section 1a and Section 1b

Section 1a - Voting Members Voting Members shall consist of all board members, parents who have attended at least one meeting, legal guardians, certified & classified staff of Liberty School, and community members in good standing.

Section 1b - Non-Voting Members shall consist of parents who have not attended at least one meeting, all other community members and Liberty administrators. Non-Voting Members may participate in all discussions, make suggestions and voice opinions and are encouraged to do so.

Executive Voting- At any time a member of the executive board can call for an executive vote. If an executive vote is called, only Voting Members will be present for the vote. Non-Voting Members will be asked to wait outside the voting area.

Section 2 - Rights

- To attend meetings.
- To present motions and speak on open issues.
- To serve on committees.
- To review any reports, fiscal or otherwise.
- To receive a copy of the current standing bylaws.

Section 3 - Dues

The organization shall not charge any dues or fees to attend meetings.

ARTICLE VI: Officers and Elections

Section 1 - Executive Boards

The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer. Each position may have an Assistant or Co-Officer, which may also be voted in during normal elections. Members serving on the Executive Board shall be referred to as Officers.

Section 2 - Term of Office

The term of office for all Officers is two years and one month in order to ensure there is an Executive Board in place at the start of the school year, prior to the first PTC meeting. In order to prevent the entire board from being elected the same year the President and Treasurer shall be elected in odd years and Secretary and Vice President shall be elected in even years. Terms shall begin immediately upon election and end one month following the election of the newly elected officer. Individuals may serve consecutive and repetitive terms if voted into office following the voting procedure.

Section 3 - Qualifications

- Must be a Voting Member.
- Have a current approved criminal history check through GAPS.
- Agree to abide by the assigned duties of the office as described in Article V, Section 2 (Membership Rights and Responsibilities) of these bylaws.
- Agree to abide by the assigned duties of the office as described in Article Vi, Section 4 (Duties & Responsibilities) of these bylaws.
- Candidates of the same household or related, cannot serve on the Executive Board simultaneously.

Section 4 – Duties & Responsibilities

Executive Board

- Hold public meetings monthly during the normal school year, September through June. Meeting times other than these months may be called as needed.
- Propose the annual PTC budget.
- Establish and oversee Committees and Events.
- Establish, oversee, and collaborate with fundraising committees.
- Establish and approve the PTC event calendar for the school year.
- Establish and propose the annual PTC budget for the upcoming year.
- Approve unbudgeted expenditures.
- Commit to attendance at general membership and Executive Board meetings. Executive Board discussions may be held electronically (e.g., e-Mail, text, online forums, etc). Business conducted via these means shall be announced and the minutes will be included with the next month's normal meeting.
- Any Officer who fails to regularly and consistently perform their duties may be recommended for removal as described in Article 6, Section 6.

President

- Collaborate with the Secretary to prepare the agenda.
- Preside over general membership and executive board meetings of the organization and Executive Board.
- Coordinate the work of all the Officers so that the mission of the organization is served.
- Consult with and advise other officers of communications with school officials.
- Direct inquiries to appropriate committees and parties.
- Be a member ex officio of all committees except the nominating committee.

- Oversee the completion of the official roles of officers ensuring fulfillment of assigned duties; address concerns directly with Officers and recommend removal if warranted.
- Approve required forms necessary for the completion of PTC activities.
- Submit event plans to school administration for approval per district policies as agreed upon by membership.
- Delegate responsibilities to Officers as required to meet the mission and goals of the organization.

Vice President

- Share responsibilities with the President and offer support to the President as needed.
- Run Board meetings and PTC meetings when the President is unable.
- Be a committee member on the two major annual fundraising committees.
- Ensure meetings are in compliance with the bylaws and the selected Parliamentary procedure.
- Other duties as asked by the President or in support of Liberty Elementary.

Secretary

- Work with other executive board members to develop a monthly agenda and communicate the agenda in advance to all board members and other public locations.
- Record and distribute minutes of all Executive Board meetings and PTC meetings.
- Maintain a current copy of the bylaws and related documents.
- Maintain and ensure accuracy of all print/online content relating to PTC and PTC-sponsored events.
- Coordinate with the President to prepare and distribute the agenda for the PTC meeting. The agenda shall be distributed 3-5 days in advance.
- Communicate non-financial correspondence pertaining to PTC.
- Maintain organization's Social Media sites.
- Create a calendar of events to be distributed at the beginning of the school year.
- Assist Treasurer, as needed, with written communication.
- Other duties as asked by the President or in support of Liberty Elementary.

Treasurer

- Keep accurate ledger accounts of all income and expenditures.
- Responsible for managing and maintaining accurate financial records.
- Present a monthly financial statement at every regular PTC meeting and at other times when requested by the Executive Board.
- Present a full annual balance sheet from the previous school year at the September PTC meeting.
- Communicate to the school's Office Manager to reimburse individual approved purchases after being verified by receipt after purchase, reimburse approved expenses accompanied by receipts, and pay bills, within 7 days of receipt.
- Ensure required forms and documentation are provided for all expended funds and deposits.
- Recover, or attempt to recover, bad debts.
- Prepare and issue 1099 forms, and donation receipts as required.
- Ensure the accuracy of approved expenditures prior to authorizing payment through the school's Office Manager.

- Ensure operating funds are available prior to the start of an event as required for the performance of approved PTC activities.
- Maintain communication with the school's Office Manager.
- Receive all receipts from the school's Office Manager one time per month.
- Other duties as asked by the President or in support of Liberty Elementary.

Section 5 - Elections

The intent of this board is to be inclusive of all people who would like to participate in the leadership of PTC. Board vacancies will be advertised each spring. Candidate positions will be announced and made available to the public during the April meeting. No name may be presented without the prior consent of the nominee. Interested parties will submit names to the current Board no later than the April meeting. Officer elections will take place at the scheduled May meeting. If elections are not able to be held in May, they will be held in the September meeting of the general membership. Nominations from the floor will also be called for at the May meeting. If nominees are from the same household or are related, they may not hold key positions simultaneously, e.g. one may not hold the Presidency while the other is the Treasure. One may not hold the Vice-Presidency while the other holds the Presidency. Officers may serve consecutive years.

Section 6 - Removal

An Officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board. Any Officer missing two Executive Board meetings or two PTC meetings in succession, without notice, shall be replaced by appointment of the Board. Upon removal, all Officers shall deliver to the President all official materials, PTC equipment and any keys at the close of their service of office.

Section 7 - Vacancy

If a vacancy occurs on the Executive Board the office shall be filled as follows:

- The Vice President shall automatically become President in the event the office of President is vacated.
- If a vacancy occurs and there is a Co-Officer for that position, that Co-Officer will automatically assume that role for the remainder of the term.
- A vacancy other than the President, occurring in an office that does not have a Co-Officer, shall be filled by a majority vote of Voting Members at the next scheduled PTC meeting.
- In the event of a resignation without notice the Executive Board may hold an Emergency meeting to officially delegate the roles of the vacated offices until replacement Officers may be elected through majority vote at the next scheduled general membership meeting.

ARTICLE VII - Meetings

Section 1 - General PTC Meetings

- General PTC meetings shall be held to conduct the business of the organization.
- A regular meeting of the organization shall be held monthly with the day and hour to be decided upon by the Executive Board. Exceptions to this would be the month of December and summer months where school is not in session, unless agreed upon by the Executive Board.

- The annual meeting schedule will be published and posted at the beginning of the school year.
- In the event of a meeting cancellation, notification shall be distributed with as much prior notice as possible, given the circumstances.
- The Executive Board may elect to hold emergency or planning meetings as needed. The meeting times will be published for at least 48 hours through a minimum of one pre-established communication method; the day and hour for such meetings will be decided upon by the Executive Board.

Section 2. Quorum

A quorum shall consist of at least two thirds of the Executive Board Members present at any regularly announced meeting.

ARTICLE VIII: Committees

Section 1. Membership

Committees may consist of Members and Officers, with the President acting as an ex officio member of all committees.

Section 2. Event Committees

In addition, event committees can include any individual with an approved background check who is willing to assist with any aspect of the event from planning to helping at the event.

ARTICLE IX: Financial Policies

Section 1 - Fiscal Year Liberty PTC fiscal year is from July 1st to June 30th of the school year.

Section 2 - Budget

A tentative budget shall be drafted by the Executive Board in the fall for each school year, then approved by a majority vote of the Voting Members present at the first general meeting of the school year. All proposed financial obligations exceeding \$500.00 must be submitted to the vote of the general membership before such obligation is incurred.

Section 3 - Banking/Money Handling

All funds shall be kept in The Liberty Elementary School Account, as a separate line item.

- All funds shall be used for their designated purposes only.
- Receipts will be provided for all funds.
- The Treasurer will communicate with the school's Office Manager about all approved expenditures.
- No Executive Board Member, or any person, shall remove funds from the PTC to "borrow" the money even with an intent to pay the money back.

Section 4 - Funds Reimbursement

- All expenditures must be reported on a Funds Reimbursement Form with the receipt attached and submitted to the Treasurer.
- Funds over \$500.00 shall be authorized by the membership unless previously approved budget line item.
- Reimbursement shall be made within 7 days of receipt.
- No blank checks will be written.

Section 5 - Ending Balance

The organization shall leave a minimum of \$3,000 in the treasury at the end of each fiscal year.

Section 6 - Contracts

All contracts must be submitted to the school Principal for approval and must be in accordance with District guidelines.

ARTICLE X: Bylaw Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

ARTICLE XI: Dissolution

Upon the dissolution of this organization, all property, monetary funds, and assets shall be distributed in accordance with applicable directives of the governing Executive Board.