



## Newcastle Parent Teacher Corporation Bylaws

### **Article I – Name**

The name of the organization shall be the Newcastle Parent Teacher Corporation (referred to herein as PTC).

### **Article II – Objectives**

The PTC is a nonprofit public benefit corporation and is not organized for the private gain of any person. The PTC is classified as a California nonprofit public benefit corporation for charitable purposes. The specific purpose of this corporation is to provide charitable assistance to the students, parents and teachers of Newcastle Elementary School District and the Newcastle community. The goal of PTC is to enhance the educational experiences for all students by providing support, funds, and labor benefiting the school and community.

### **Article III – Members**

**Section 1.** Any parent, grandparent, guardian, or family member of a student at the school as well as all school staff may be a member and shall have voting rights at general meetings.

**Section 2.** Registration of members will take place at the beginning of each school year (registration forms will also be accepted throughout the school year). Members are considered in good standing once they have returned their completed registration form.

**Section 3.** Dues, if any, will be established by the executive board. If dues are charged, a member must have paid dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights at general membership meetings.

### **Article IV – Officers and Elections**

**Section 1. Officers** The officers shall be a president, vice president, secretary, and treasurer.

#### **a. President**

- i. Coordinate the work of the officers and committees
- ii. Preside at all meetings of the PTC and the executive board.
- iii. Assist in the selection of committee chairpersons and appointed officers.
- iv. Make sure PTC activities are approved by the principal and do not interfere with school activities.
- v. Develop agendas for meetings in consultation with the executive board and forward to secretary one week ahead of meetings.

- vi. Keep parents and staff apprised of the PTC activities and act as a primary liaison between them.
- vii. Participate in the financial audit at the end of the school year and sign all tax forms.
- viii. Act as an executive and signer on all bank accounts.

**b. Vice President**

- i. Serve as the fundraising and events coordinator in collaboration with school Principal.
- ii. Temporarily assume the duties and responsibilities of the president in his/her absence.
- iii. Recruit chair people and committee members for events and activities.
- iv. Plan and work with the committees in charge of events and activities.
- v. Maintain digital files on PTC drive of information pertaining to fundraising.
- vi. Participate in the financial audit at the end of the school year.
- vii. Act as an executive and signer on all bank accounts.

**c. Secretary**

- i. Take and record the minutes of each general and executive board meeting.
- ii. Prepare and provide copies of minutes for the president and the meeting attendees.
- iii. Keep digital records on PTC drive of meetings and correspondence.
- iv. Create and maintain an annual membership roster.
- v. Prepare and distribute items relating to the elections procedures.
- vi. Maintain current copy of bylaws and incorporate any approved amendments.
- vii. Upload meeting minutes to website within 10 days of the executive board minutes approval.
- viii. Prepare and provide new officers with bylaws and file signature pages.
- ix. Act as an executive and signer on all bank accounts.

**d. Treasurer**

- i. Record all receipts, indicating the date, amount, from whom it was received, and for what account (e.g. membership, fundraising).
- ii. Pick up all PTC mail and pay all bills as authorized by the executive board.
- iii. Each school year maintain \$200 petty cash and document all transactions
- iv. Make sure at least two (2) people count all money together and sign income forms.
- v. Deposit all revenue promptly in the bank account after monies have been accounted for and receipt is issued.
- vi. Present a financial bank statement and reconciliation report at every meeting and at other times of the year when requested by the executive board.
- vii. Process and prepare all reimbursement requests prior to each board meeting to be reviewed and signed at meeting.
- viii. Prepare all checks and provide signers with checks in a timely manner.
- ix. Work with president to provide professional CPA or EA all information needed for annual financial audit and filing of tax return after fiscal year end statements

are finalized and approved by board. President shall sign the returns or efile forms.

vi. Act as an executive and signer on all bank accounts.

**Section 2. Nominations and Elections** Elections will be held at the second to last meeting of the school year. The executive board shall select a candidate for each office and present the slate at a nominating meeting held one month prior to the election. At the nominating meeting, nominations may also be made from the floor. Voting shall be by voice vote. If more than one person is running for an office, a ballot vote shall be taken. Ballot vote shall not be deemed necessary should no one contest the nominated member. No more than one member of a household shall be permitted to serve on the executive board during the same term of office.

**Section 3. Eligibility** Members are eligible for office if they are registered members in good standing at least 14 calendar days before the nominating committee presents its slate or prior to appointment if such appointment becomes necessary during the year.

**Section 4. Terms of Office** Officers are elected for one year and may serve no more than three (3) consecutive terms in the same office. A letter/email of interest of extension of one term shall be submitted to the executive board for the aforementioned positions not less than thirty (30) days prior to the spring general membership meeting. If no election is held due to uncontested positions, the executive board will vote on the applications for extension of office. The applicant for extension will be excluded from the vote and will be excused from the meeting. A quorum vote of 5 members of the executive board is required to pass the extension vote. Term of office to be from July 1<sup>st</sup> through June 30<sup>th</sup>.

**Section 5. Vacancies** If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. Vacancies in any other office shall be filled by the executive board if they occur during the school year.

**Section 6. Absentees** Any executive board member missing 3 or more consecutive board meetings may be asked to resign their position.

**Section 7. Removal from Office** Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

## **Article V – Executive Board**

**Section 1. Membership** The executive board shall consist of the officers, principal, teacher/staff representative and standing committee chairs including parliamentarian chair, communications chair, hospitality chair, volunteer chair and any other standing chairs as determined by the executive board.

**Section 2. Duties** The duties of the executive board shall be to transact business on a monthly basis in preparation for the general and annual meetings, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve financial transactions, and prepare reports and recommendations to the membership.

**Section 3. Meetings** Executive board meetings shall be held monthly, except for December, on the same day and at the same time each month, to be determined by the board. Summer meetings may be held at the discretion of the president. Special meetings of the executive board may be called by any two executive board members, with 24 hour notice.

**Section 4. Voting and Motions** Motions and voting rights in executive board meetings shall be limited to members of the executive board. The general membership is welcome at executive board meetings in an advisory capacity.

**Section 5. Executive Board Quorum** Five (5) board members shall constitute a quorum. The executive board can vote by proxy, mail, or email ballot on time sensitive matters as long as a unanimous vote is reached.

## **Article VI – General Membership Meetings**

**Section 1. General Meetings** Quarterly general meetings shall be at a time and place determined by the executive board at least one month before the meeting. The general meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the meeting by approved form of communication used by the school at least 7 days prior to the meeting.

**Section 2. Special Meetings** Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting by approved form of communication used by the school.

**Section 3. Voting and Motions** General members in good standing may make motions and vote at general membership meetings.

**Section 4. Quorum** The quorum shall be 5 members of the general membership in good standing.

## **Article VII – Committees**

**Section 1. Membership** Committees may consist of general members and executive board members, with the president acting as an ex officio member of all committees.

## **Section 2. Executive board positions descriptions and standing committees.**

Chairpersons of each committees are encouraged to recruit team members to assist with the duties of the committee.

### **a. Hospitality Chair**

- i. Hand out membership registration packet (information on term of membership, dues, class contest, and registration form) at first activity of the school year, including distribution the first week of school.
- ii. Collect and count dues or donations weekly during membership drive and submit all money to treasurer.
- iii. Coordinate class competition as approved by the executive board.
- iv. Prior to the beginning of school year and on a monthly basis, call parents of new students to welcome them, invite them to PTC meetings and answer any questions.
- v. Handle arrangements for special daytime or evening programs that may occur during the year sponsored by the PTC.
- vi. Coordinate set up and clean-up of programs and general membership meetings when refreshments are to be served.
- vii. Responsible for overseeing the allocated budget and delegating to volunteers.
- viii. Keep PTC hospitality supplies in order.
- ix. Maintain digital files on PTC drive of information pertaining to hospitality.

### **b. Volunteer Chair**

- i. Request a list of all classes from the school secretary for use of the executive board.
- ii. Work with communications/publicity chair to communicate volunteer opportunities to parents and community.
- iii. Encourage and support room parents in recruiting volunteers for activities and events.
- iv. Set up and maintain a system for managing volunteer sign-ups and assignments.
- v. Work with the secretary and hospitality chair to maintain digital files on PTC drive of information pertaining to volunteers.

### **c. Communications/Publicity**

- i. Set up a system for managing volunteer sign ups
- ii. Act as the liaison between volunteers and event coordinators
- iii. Advertise any and all PTC fundraising functions in whatever publications that are agreed upon by the executive board.
- iv. Work with president and vice president in publicizing notices and bulletins.
- v. Assist with social media and website maintenance.
- vi. Maintain digital files on PTC drive of information pertaining to communications/publicity in both pdf and editable formats for future use.

### **d. Parliamentarian**

- i. Coordinate new board member induction, review of bylaws, and training of all new board members annually and as needed.

- ii. Assemble a record of the activities and achievements of the PTC and store digitally.
- iii. Act as custodian of records and other pertinent information.
- iv. Attend all executive board meetings and give necessary information on procedure when requested (per Roberts Rules of Order).
- v. Call the first meeting of the executive board to give instructions in procedure and may be contacted for additional information if needed.
- vi. Serve in advisory capacity to the president.
- vii. Serve on various committees as requested by the executive board.

**e. Auditor**

- i. Must be licensed, bonded and insured certified public accountant (CPA) or EA
- ii. Conduct audit at least once a year and at the request of the president, principal or majority of executive board. Check date and signature of last audit.
- iii. Assist president and treasurer with completion of annual tax documents.
- iv. This position can be volunteer or paid if necessary and is exempt from executive board responsibilities.

**f. Principal**

- i. The principal shall serve as a standing member of the executive board.
- ii. Be a liaison to the PTC and work closely with the President to coordinate and approve all events, meetings, fundraisers, and policies.
- iii. Promote unity between the PTC, staff, and parents.
- iv. Request special committees or assignments as deemed necessary to the fulfillment of the purposes of this PTC.
- v. Advise the executive board of the needs of the school/district where PTC support would be helpful.
- vi. Appoint a staff member to be the teacher/staff representative.

**g. Teacher/ Staff Representative**

- i. Attend all executive board meetings.
- ii. Act as a liaison to executive board from Newcastle Elementary School (NES) staff, conveying their needs and wishes for service from the PTC.
- iii. Advise the executive board of upcoming events and support desired.

**Section 3. Additional Committees** The board may appoint additional committees and chair persons as needed.

**Section 4. Accountability** No committee work shall be undertaken without consent of the executive board. Chairpersons of committees shall work within preapproved budgets and timelines.

**Section 5. Term limits.** Although chairpersons, parliamentarian, principal and teacher/staff representative are voting members of the executive board there are no defined term limits. Each year the chair person may request to step down or remain in their position for an additional term. A motion will be made and a 2/3 majority will

remove or reinstate the chairperson. There are no term limits on the principal or teacher representatives.

## **Article VIII – Finances**

**Section 1.** A proposed budget shall be drafted at the final meeting for each following school year and approved by a majority vote of the members present. This budget will be reviewed at first meeting of the year intended for to ensure new members are up to date.

**Section 2.** The treasurer shall keep accurate records of any disbursements, income, and bank account information.

**Section 3.** All regular expenditures of proceeds of the PTC must be approved in accordance with the current year's budget by a majority vote of the executive board members.

**Section 4.** Two authorized signatures shall be required on all expenditures. Authorized signers shall be the president, vice president, treasurer, and secretary.

**Section 5.** The treasurer shall prepare a financial statement at the end of the year to be reviewed by the auditor.

**Section 6.** Additional fundraising activities may be planned throughout the year with approval of the executive board.

**Section 7.** Executive board members, PTC members or volunteers of the PTC shall not be paid from the treasury for volunteering their time in any capacity.

**Section 8.** An executive board member, a PTC member or a volunteer to the PTC shall be reimbursed for reasonable expenditures incurred in accordance with the current year's budget.

**Section 9.** Volunteers shall not be prohibited from receiving incidental rewards and/or gifts given in recognition of services provided to the PTC and/or NES provided that the incidental gifts and/or rewards may not exceed an estimated value of \$100.00 (one hundred) in one school year.

**Section 10.** A PTC member or a volunteer to the PTC and/or NES may submit bids to perform professional services provided that the vendor chosen to perform those services was selected based on the good of the school, without preferential treatment to members. The selection of vendors shall be fair, impartial, and voted upon by the board and/or membership.

**Section 11.** Upon the dissolution of the PTC, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent to promote the purposes for which the Newcastle Parent-Teacher Corporation was organized.

**Section 12.** The fiscal year shall coordinate with the school fiscal year.

### **Article IX – Parliamentary Authority**

Robert's Rules of Order shall govern meetings when they are not in conflict with the PTC's bylaws.

### **Article X – Exempt Status**

NES PTC is organized exclusively for charitable and educational purposes including, for such purposes, the making and distributions that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code. EIN: 94-2549718

### **Article XI – Standing Rules**

Standing rules may be approved by the executive board, and the secretary shall keep a record of the standing rules for future reference.

**Section 1.** At the beginning of the term of office, each member of the executive board shall be given a copy of the bylaws. Each member shall be responsible for making a thorough study of the bylaws.

**Section 2.** Executive board members should hold only one office or chair annually. Each elective office has a term of one year. No person shall hold the same elective office for more than two consecutive years, unless the elected office is unable to be filled. Any elected position can be shared by no more than 2 persons with the exception of the president. Only one person may hold the office of president. An executive board member cannot hold president and treasurer positions simultaneously.

**Section 3.** A thorough report of any and all fundraising activities shall be prepared by the responsible committees and submitted to the executive board.

**Section 4.** These bylaws should be reviewed by the executive board at not less than 3 year intervals.

**Section 5.** Each executive board member bears the responsibility to support the president in events as needed.

**Section 6.** E-mail correspondence concerning any PTC event shall be cc'd to all executive board members.



**Section 7.** A shared electronic email and file storage account will be utilized for all PTC communication and storage of documents/forms. Each executive board member will have access to the account and the password will be changed anytime there is a new board member.

### **Article XII – Dissolution**

The executive board may elect by a two-thirds vote of those present, assuming a quorum, to submit a motion for dissolution of the PTC to the general membership at any regular or special executive board meeting providing that prior written notice of the meeting was sent to all executive board members.

The PTC may then be dissolved at any regular or special meeting of the general membership, providing that previous notice of pending dissolution was given in writing at least 30 days prior to the meeting and sent to all members of the organization by the secretary. Notice may be given by approved form of communication used by the school. Dissolution must be approved by a two-thirds vote, assuming a quorum of the general membership.

### **Article XIII – Amendments**

These bylaws may be amended at any regular or special meeting of the general membership, providing that previous notice was given in writing at least 10 days prior to the meeting and sent to all members of the PTC by the secretary. Notice may be given by approved form of communication used by the school. Voting by absentee ballot is permitted as per Robert's Rules. Amendments will be approved by a two-thirds vote, assuming a quorum of the general membership.

These bylaws were revised by recommendation of the 501(c)(3) committee under the direction of President Jill Dawson during the year of 2017/2018.