

**Warren T. Eich Intermediate School Parent Teacher Club
By Laws**

Article I Name

The name shall be Warren T. Eich Intermediate School Parent Teacher Club. The Warren T. Eich Intermediate School Parent Teacher Club may also be referred to as the W.T. Eich PTC or Eich PTC or PTC.

Article II. Declaration

Eich PTC makes the declaration that our bylaws are our main and only organizing document, which has been approved by the governing body of our organization. These bylaws serve, also, as our organization's constitution and were formally adopted on November 2, 2004.

Article III. Objectives

Section A. The object of the PTC shall be to promote child welfare in home, school, and community through the cooperative effort of parents, teachers, and staff.

Section B. To provide the many needs of the school not supplied by the District.

Section C. To provide members the opportunity to serve the schools and their student bodies by contributing to the development of the schools.

Article IV. Policies

Section A. This organization shall be educational, nonpartisan, and non—commercial. It shall not endorse anyone for office.

Section B. The PTC shall seek neither to direct the administrative activities of the school nor to control its policies.

Section C. Funds raised by the PTC each year must be disbursed or budgeted by the end of the school year.

Section D. The name of the association or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the Objectives of the PTC.

Article V. Membership

Section A. Parents or guardians of students attending Warren T. Eich Intermediate School, teachers, staff, or any adult interested in serving the interests of the school may become active members by paying an annual membership fee.

Section B. The PTC shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

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Article VI. Parent Teacher Club Board

Section A. All members of the PTC Board shall be voting members. The right to vote, however, is limited to members of the Board who are actually at the meeting or by teleconference, as long as the action is reflected in the minutes of the next meeting. All motions must be passed by a majority vote of PTC Board members in attendance.

Section B. No person shall hold the same elective office for more than two years consecutively. A person who has served more than half of a term shall be credited with having served the term.

Section C. New officers will be installed at the last Meeting of the academic year with terms beginning the last day of the current school year.

Section D. Each member of the PTC Board shall be responsible for attending each regularly scheduled monthly meeting of the PTC Board. In the event that any PTC Board member misses two (2) or more of the regularly scheduled meetings without an excused absence, the remaining members of the PTC Board may vote, within the Board's discretion and by a two-thirds majority of the Board voting, to remove said member from the PTC Board and replace that member with another individual to fill the remaining term.

Section E. A vacancy occurring in any elective position shall be filled for the unexpired term by a person elected by a two-thirds majority vote of the remaining members of the Board.

Section F. A Board position that is shared may only carry one (1) vote. If a single person holds more than one board position, that person carries only one (1) vote.

Section G. A Board member may hold more than one position simultaneously, but the same person shall not be both the President and Treasurer, President and Auditor, nor Treasurer and Auditor.

Section H. A member of the Board may resign their position by placing their resignation in writing to the Board.

Section I. All Board members shall perform their duties following the Robert's Rules of Order in addition to those outlined in these bylaws and those assigned from time to time.

Section J. The Board shall be composed of the following members:

President shall preside at all meetings of the Board; shall perform such other duties as may be prescribed in these bylaws and shall coordinate the work of the Board members of the PTC in order that the Objectives may be promoted (see Article III). The President will attend District PTC meetings and report to the PTC all pertinent information. The President will be in charge of compiling each meetings agenda.

Vice President will be elected to assist the President and chair PTC and other meetings in the absence of the President. The Vice President will oversee the fundraising committees. The Vice President shall act as President if the President position is vacant or a Board member is absent.

Secretary will record the minutes of each meeting and assist the President with the agenda distribution and correspondence when needed. In addition, the Secretary will be responsible for coordinating all communications. The Secretary shall upkeep the PTC files and file the monthly agendas, reports, and minutes.

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Treasurer will maintain a set of record books and bank accounts for the PTC. He/she will also be responsible for compiling information for the PTC's tax return at the end of the fiscal year (June). In addition, the Treasurer will report to the PTC monthly disbursements and deposits and file them. All monies shall be jointly opened and counted. A receipt form shall be prepared with necessary notations of monies received. The monies will be forwarded to the Treasurer. The Treasurer will deposit the money into the bank account.

Volunteer Coordinator will be responsible for arranging and securing parents for dances, picture day, and other school functions.

Membership Chairperson will be responsible for the membership drive for the PTC.

Hospitality Chairperson shall provide the hospitality function for all school events as needed, such as Orientation, Open House, the Staff's Welcome Back Luncheon, Back to School Night, etc.

Teacher Representative: Two (2) teachers will represent the PTC to all teachers. Each Teacher Representative will have a vote on the PTC Board. All teachers are invited to attend the PTC meetings and participate.

Administrative Representative will be the Principal of the school.

Article VII. Committees

Section A. The President may create committees of members of Board members, as the President may deem necessary to promote the objectives and carry on the work of the PTC. Notice of each committee formation shall be given to all members of the PTC.

Section B. The Chairperson of each committee shall update the PTC of the status. All committee work must have the consent of the PTC.

Article VIII. Meetings

Section A. The PTC will hold monthly meetings throughout the school year except as determined by the President. Summer meetings may be held at the discretion of the President. PTC meetings are open to all members. All meetings will be announced in the newsletter and bulletin.

Section B. Special meetings may be held at the discretion of the PTC Board. Notice of such meeting must be given to all PTC members. Special meetings are open to general membership.

Section C. Members of the PTC present shall constitute a quorum for regular and special meetings providing there are a minimum of 50% of the active members of the PTC Board present. The motions must be passed with a majority vote of present PTC Board members. Board meetings are to be held monthly with all meetings open to the general membership.

Article IX. Amendments

These bylaws may be amended by a two-thirds vote of the membership present at any regular meeting, providing notice shall have been given prior to the meeting.

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Article X. Authorization

The PTC shall exist with the approval of the Roseville Elementary School District.

Article XI. Termination

If at any time this PTC does not function in the best interest of the Roseville Elementary School District (RESA), the PTC may be dissolved by a majority vote of the Board of Trustees of the RESA. In this event, any funds remaining of the PTC treasury shall be used for student welfare within the school at the discretion of the Board of Trustees of the RESA.

Article XII. Exempt Status

The 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.

No part of the net earnings of the organization shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the PTC shall be the carrying-on of propaganda or otherwise attempting to influence legislation and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the PTC shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code, or (b) contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code or corresponding section of any future federal tax code. Upon the dissolution of the PTC, the assets shall be distributed for one or more exempt purpose within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any federal tax code or shall be distributed to the federal government or to a state or local government for a public purpose. Any such assets not disposed of shall be disposed of by the court of the county in which the principle office of the PTC is then located exclusively for such purposes or to such organization (or organizations) as said court shall determine which are organized and operate exclusively for such purpose.

Article XIII. Parliamentary Authority

The following Roberts Rules of Order Newly Revised shall govern the PTC in all cases in which they are applicable and in which they are not in conflict with these bylaws.

1. Justice and courtesy to all;
2. Rights of the minority protected;
3. Rule of the majority reflected;
4. Partiality to none; and
5. Consideration of one subject at a time.

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Article XIV. Expenditures

Section A. 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 PTC members.

Section B. Emergency expenditures of proceeds of the PTC may be authorized upon the request of the Principal (or the person acting on behalf of the Principal in his/her absence) when, in the discretion of the Principle extraordinary circumstances exist requiring an immediate expenditure not in accordance with the current year's budget. Such emergency expenditures must first be approved in advance by a majority vote of the PTC Board members after a reasonable attempt has been made to make all PTC Board members aware of the proposed expenditure. Approval of a PTC Board member to an emergency expenditure may be obtained by contact with the PTC Board member, such as by telephone or e-mail, but each proposed and/or approved expenditure must be noted at the next regularly scheduled meeting of the PTC Board and reflected in the minutes of that meeting.

Section C. PTC Board members shall not be paid from the PTC treasury for volunteering their time and services in the capacity of President, Vice President, Secretary, Treasurer, Administrative Representative, Teacher Representative(s), and Hospitality, Membership, Volunteer Chairpersons or any other designated and/or voted Board positions or chairpersons.

Section D. A PTC Board member, a PTC member, or a volunteer to W.T. Eich School or PTC shall not be penalized for requesting reimbursement for reasonable expenditures incurred in accordance with the current year's budget and Article XII of these bylaws provided that no PTC Board member be paid for services performed for the PTC. Volunteers shall not be prohibited from receiving incidental rewards and/or gifts given in recognition of services provided to the PTC and/or W.T. Eich Intermediate School provided that the incidental gifts and/or rewards may not exceed an estimated or true value of \$40.00 (forty dollars) in one school year. If an incidental reward is offered to a volunteer that exceeds an estimated or true value of \$40.00 (forty dollars), the reward shall be given to the PTC Board to distribute equitably as appropriate.

Section E. A PTC member or volunteer to the W.T. Eich Intermediate School or PTC may request compensation for services rendered to the school or PTC (see Article XII of these bylaws). The compensation request must be proposed to the PTC in the manner outlined within these bylaws (see Article XIV of these bylaws). The proposed request may be approved with a majority vote of present PTC Board members.

Amended and adopted by W.T. Eich PTC on November 2, 2004.

Revised November 2, 2004

Signed Maureen Pragne President 11/2/04
Clarence Vice President 11/2/04