

Spanger Elementary School Parent Teacher Club  
699 Shasta Avenue  
Roseville, CA 95678

Parent Teacher Club Bylaws

Article I  
Name

The name of this organization shall be Spanger Elementary School Parent Teacher Club, hereinafter referred to as Spanger PTC.

Article II  
Declaration

Spanger 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 as our organization's constitution and were formally adopted on December 6, 1999.

Article III  
Objectives

The object of the club shall be to enhance the learning environment for all students by promoting and funding educational opportunities in addition to mandated educational requirements; to promote a positive, cooperative school climate for students, parents, staff and administration; to provide support for the school and to provide members the opportunity to serve the school and its student body by contributing to the development of the school and student enrichment.

Article IV  
Policies

Section 1- General Policies: Spanger PTC shall be educational, non-partisan, non-profit and non-commercial. It shall not endorse or issue statements of support or non-support for any candidate for public office, proposition, or ballot measure. No officer, committee member or member may use their title or any affiliation with the club for the purposes of endorsing or issuing statements of support or non-support of any candidate for public office, proposition or ballot measure.

Section 2- Administrative Relationship: The club shall seek neither to direct the administrative activities of the school nor to control its policies.

Section 3- Club Funds: Funds raised by the club each year must be disbursed or encumbered by the end of the school year or those funds shall revert to the PTC general fund.

Section 4- Club Assets: The property of this organization is irrevocably dedicated to charitable purposes and no part of the new income or assets of this organization shall ever inure to the benefit of any board member or to the benefit of any private person.

Article V

## Membership

Section 1- Qualifications: Any parent or guardian of a pupil attending Spanger Elementary School, any teacher, or any adult interested in serving the interests of the school shall be eligible to become a member.

Section 2- Admission: Members shall be accepted at any time upon payment of annual dues.

Section 3- Voting Rights: Each membership carries with it the right to vote at general meetings.

Section 4- Liability: No member will be personally liable for the debts of this organization.

## Article VI Parent Teacher Club Board

Section 1- Number and Composition: The Board shall consist of six (6) elected officers and two (2) administrative members.

Section 2- Manner of Selection and Terms of Office: The members of the Board are to be elected for a term of one (1) year by the general membership at the spring meeting, and they shall take office on the first day of July. A single slate of officers shall be presented by the nominating committee at the spring meeting. Nominations for board positions may be submitted from the floor prior to the election. No person shall hold the same elective office for more than two (2) consecutive years, unless qualified applicants cannot be found.

Board Members must attend monthly board meetings. The Board Members may not miss more than two meetings during the year. Board Members who miss more than two meetings can be dismissed by a vote of a quorum of Board Membership.

Section 3- Qualifications: Any member of The Spanger PTC may be elected to the Board. PTC members who are in good standing (including but not limited to no outstanding debts with the PTC) are eligible to serve on the board.

Nominations shall begin via-email of nomination forms to parents and/or hard copy distributed through students, and nomination forms available in the School Office. A slate of persons running for offices shall be presented via email to parents, hard copy distributed through students and/or available at the office prior to the voting. If all slated to run for office have accepted the nomination then the elections shall proceed by written ballot.

Nominees must be active with the school in some form prior to being nominated.

There will be a ballot vote if there is more than one candidate for any office. If there is only one candidate for any office, that candidate shall stand elected. Candidates shall not be present in the room in which voting takes place, and campaign propaganda shall not be allowed.

The Principal shall count the ballots and report the outcome of the election.

Section 4- Vacancies: Any vacancy occurring on the Board by reason of the resignation, disability, death or disqualification of a Board member may be filled until the next annual meeting by a majority vote of the

remaining members of the Board. Should a student transfer to a different school, the parent withdraws from the PTC and if a board member shall resign immediately.

Section 5- Powers and Duties: The Board shall have full charge of the property and business of the organization with full power and authority to manage and conduct same. The Board shall plan and direct the work necessary to carry out the purpose of the Spanger PTC in the manner consistent with established school policies. All members of the Board shall be voting members. The Board shall create and designate committees as it deems necessary.

Section 6- Board Members: The six (6) elected officers and their duties are:

President

The President shall coordinate the work of the officers and committees of the Club in order that the objectives are promoted; shall preside at all meetings of the Club and the Board; shall appoint the chairpersons of committees; shall appoint an auditor to audit the financial records of the Club at year end and shall perform such duties as may be prescribed in these bylaws or assigned to such person by the Club.

Vice President

The Vice President shall assume all duties of the President in the President's absence and perform other such duties as the President and Board may designate. The Vice President will coordinate with the President in manning such committees as may be designated by the Board.

Secretary

The Secretary shall keep minutes of all meetings of the Spanger PTC and all meetings of the Board; may prepare the PTC newsletter and perform such other functions as may be incident to the office or designated by the President.

Financial Secretary

The Financial Secretary works in conjunction with the Treasurer in maintaining the Club's financial records; is the custodian of the funds of the Club and is responsible for depositing them into accounts in a financial institution designated by the Board. The Financial Secretary shall keep a ledger of all receipts and deposits and provide those records to the auditor at the end of the school year.

Treasurer

The Treasurer works in conjunction with the Financial Secretary in maintaining the Club's financial records; the Treasurer shall reconcile the bank account(s) every month; is the custodian of all financial records; shall collect and receive all funds due; and is responsible for dispersing funds only upon order of the Board. The Treasurer shall present financial statements to the Board at their regular meetings and an annual report at the spring meeting; shall serve on the budget committee and shall present the Club's financial records to the auditor at the end of the year. The Treasurer will work in conjunction with the President to complete all tax information (filings, 1099's, etc.) required for the fiscal year in which they hold office. The filings shall be completed and filed with the IRS by September 30<sup>th</sup> for the previous school year (the final due date to file taxes with the IRS is December 15<sup>th</sup>).

Historian

The Historian shall keep a record of all Spanger PTC events; collect and collate all mention of Spanger PTC activities that may appear in local media and compile an annual review of all events at the close of the year. The Historian may coordinate Club records with the yearbook committee.

The two administrative members and their duties are:

Administrative Representative

The Principal or Vice-Principal of the school

Teacher Representative

A member of the teaching staff as selected by the Principal

Section 7- Meetings: The Board may hold monthly meetings throughout the school year. Dates of the meetings will be determined at the beginning of the school year. Summer meetings may be held at the discretion of the President. Board meetings may be held in conjunction with two regular meetings. Board meetings will be open to the general membership for information and comment. Only Board members may vote on issues brought before the Board.

Section 8- Committees: Any club member, including Board members, may serve on any committee, except the President cannot serve on the Nominations Committee. The President will appoint the chairman of each committee. There will be two (2) required committees, The Budget Committee and the Nominations Committee. Other committees may be formed, and their duties determined by the Board.

- A. Budget Committee: The Budget Committee shall formulate the budget for the year, and present it to the general membership for adoption at the annual meeting. The Budget Committee shall include the current Treasurer and an administrative member of the Board. The Chairman and additional members of the committee will be appointed by the President and approved by the Board.
- B. Nominations Committee: The Nominations Committee will prepare the listing of nominations for each board position and present it at the April meeting for an approval vote by the general membership. The chairman and additional members of the committee will be appointed by the President and approved by the Board.
- C. SCRIP Committee (if applicable): The SCRIP Committee shall be responsible for creating and distributing fliers explaining and/or promoting the program to the parents and teachers. Shall be in charge of selling and distribution of SCRIP. The SCRIP Chair shall keep a separate financial accounting of income and expenses. The SCRIP books shall be audited at the end of the school year. The SCRIP Chair shall report to the Board the previous month's sales and the benefit to the school. Handling of funds shall be as follows: All SCRIP checks should be signed by committee chair as well as a signing Board member. SCRIP bank statements shall be balanced by the Treasurer at the end of every month
- D. Other Committees: Other committees, including Finance, Fundraising, Programs, Bylaws or a committee to perform any other function may be formed at the discretion of the Board. Committee chairs will be appointed by the President and may be Board Members or general members.

Section 9- Quorum: A majority of the members of the Board shall constitute a quorum.

Article VII  
Membership Meetings

Section 1- Fiscal Year: The Fiscal year of the Spanger PTC shall commence on the first day of July of each year.

Section 2- Dues: Dues shall be payable annually. The dues shall be the same for each person. The amount of dues shall be set at the spring meeting of each year.

Section 3- Budget: A budget for the current year shall be submitted by the Board to the General Membership for adoption at the fall meeting.

Section 4- Handling of Funds: There shall be one (1) Board member, either Treasurer or Financial Secretary or if not available, any Board member and one (1) committee chairman present when funds are collected and counted. Checks issued for the club must be cosigned by two (2) of the three (3) following Board members: President, Vice President and Treasurer. No Board member may sign their own check.

Section 5- Audit: Each year there shall be an annual audit of club finances as recorded by the Financial Secretary and the Treasurer by an auditor appointed by the President and approved by the Board. Results of the audit of the prior year shall be presented to the Board at the first Board meeting of the school year.

Section 6- Disposition of Assets: Any materials and/or equipment purchased as a result of PTC fundraising by any parent, teacher or administrator becomes property of Spanger Elementary School and is not for the personal use of that parent, teacher or administrator.

#### Article VIII Amendments

Section 1- Amendments: These bylaws may be amended by a two-thirds vote of the members present at any regular meeting, provided notice shall be given at the previous general meeting.

#### Article IX Authorization

Section 1- Authorization: The Parent Teacher Club shall exist at the invitation of Spanger Elementary School principal.

#### Article X Termination

Section 1- Termination: If at any time this Club does not function in the best interest of Spanger Elementary School the Parent Teacher Club may be dissolved. In this event any funds remaining in the Club treasury shall be used for student welfare within the school.

Section 2 -Dispersion of Funds: Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future 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 a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.