

Bylaws
Of the
Twelve Bridges Elementary School
Parent-Teacher Club

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ARTICLE I - NAME

The name of this organization shall be: Twelve Bridges Elementary School Parent-Teacher Club. (Hereafter referred to as PTC).

ARTICLE II - PURPOSE

The purpose of the PTC is to plan and organize fundraising activities and events to raise and administer funds for the improvement and enrichment needs of the Twelve Bridges Elementary School. The PTC shall also encourage and promote open communication between the administration, faculty and parents of Twelve Bridges Elementary School.

ARTICLE III – MEMBERSHIP

Membership:

PTC shall be composed of parents and/or legal guardians of students who currently attend Twelve Bridges Elementary School and current faculty, staff and volunteers of Twelve Bridges Elementary School. Regular Members shall have the right to attend and participate in all meetings and activities of the organization. Membership in the PTC shall be made available without regard to race, color, creed or national origin.

ARTICLE IV – MEETINGS AND QUORUM

Meetings:

PTC shall meet regularly once each month during the regular school year.

Special Meetings:

A Special Meeting may be called by either the PTC President or by simple majority vote of the PTC members.

Quorum:

Those persons present at a properly called General Meeting or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

Voting Rights:

A majority vote of the individuals present at the meeting shall be required for all actions to be taken by the organization. All individuals present at the meeting shall have the right to vote on the issues brought before the PTC for a general vote, and to elect officers to hold office. All procedures and meetings shall be governed in accordance with Robert's Rules of Order which is completed by a discussion, motion, second motion, and vote.

ARTICLE V - OFFICERS**Officer Positions:**

The officers of the PTC shall be:

- President
- Vice President
- Secretary
- Treasurer
- Publicity
- Teacher Liaison
- Current Principal and Vice Principal, which are non-elected positions

Two people upon mutual consent may be nominated and elected to fill any single position. In this instance, both of the people shall be given all of the rights and responsibilities of the office as enumerated herein.

ARTICLE VI – OFFICER DUTIES

The duties of the PTC officers are as follows:

1. President: The President shall be the principal executive officer of the Executive Committee and shall in general supervise and control all of the activities of the PTC. The President shall vote only in the case of a tie in a vote. The President shall select and appoint the chair persons of Special Committees and shall be a member of all such committees. With the Secretary, prepare the agendas for all meetings and shall sign letters, reports, and other communications and expenditure of funds following approval of the PTC.
2. Vice President: The Vice President shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The Vice President shall act as an aide to the President and as an overseer of committees, as needed. The Vice President shall perform other duties as are assigned by the President or Committee.
3. Secretary: The Secretary shall be a member of the Executive Committee. The Secretary shall keep the official minutes of each meeting and distribute copies as directed. The Secretary shall read the minutes of the previous meeting at the beginning of each meeting for approval and be prepared to refer to the minutes of any previous meetings. With the President, prepare the agenda for all meetings and shall sign letters, and expenditure of funds following approval of the PTC meeting. Be responsible for all PTC correspondence as authorized by the President or PTC. The Secretary shall assume Publicity if no Publicity Officer is elected.
4. Treasurer: The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the organization including those that pertain to the Classrooms, Library, Technology, and Administration. The

Treasurer shall keep accurate record of receipts and disbursements of all PTC funds including specific projects, shall maintain accurate records of all transactions, and shall give a financial report to members at each meeting. Make disbursements as authorized by the President or Committee in accordance with the budget adopted by the Committee. The Treasurer shall present a written financial report at each meeting and at other times as requested by the teachers. Make an annual financial report to the PTC which includes gross receipts and disbursements for the year and prepare the books for tax purposes. Two designees must sign checks.

5. Publicity- The Publicity Chair shall promote all PTC events and information concerning the PTC. The person will help manage aspects of the calendar concerning Public Relations and on-going communications. The website falls under the Publicity chair.
6. Teacher Liaison: The Teacher Liaison is a non-elected position, appointed by the President and Principal.
7. Current Principal/Vice Principal: The Current Principal and Vice Principal shall be members of the Executive Committee and are non-elected positions.

If an officer in positions listed in 1 thru 5 above, fails to attend three consecutive meetings without adequate excuse or is not fulfilling the responsibilities of the office as prescribed in these bylaws, the Executive Committee may, by two-thirds vote, ask for the resignation of that officer.

ARTICLE VII – ELECTIONS

Procedure:

A slate of candidates shall be presented in April or May. Each candidate may give a brief description of their proposed agenda for the upcoming year and upon the event of two or more candidates vie for the same officer position, a ballot election will be held. The election of officers shall take place during the last General Meeting in May each year to assume their duties during the summer and following year.

Term of Office:

Each officer shall serve a one-year term and no more than two consecutive years in each position.

Vacancies:

In the case of a vacancy in any office, any executive officer or the committee can fill the position, except for the President position. In the event of a vacancy of the President position during the year, the Vice President shall immediately assume the office. The position may also be filled by a special PTC election held during the next regularly scheduled General Meeting or by a PTC action taken at a special PTC meeting.

ARTICLE VIII - SPECIAL COMMITTEES

Special Committees:

The President and/or the Executive Committee may create Special Committees to fulfill a task for a specific time. The President shall appoint the chairpersons of all Special Committees. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all actions.

ARTICLE IX – FINANCES

Budget:

The Executive Committee shall present to the membership at the first General Meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the PTC during the year. Any deviation from the budget must be approved by vote.

Loans:

No loans shall be made by the organization to its officers or members.

Disbursements:

Two persons of the Executive Committee shall sign all checks, drafts, or other means of payment.

ARTICLE X – EXECUTIVE COMMITTEE CHANGEOVER

Closing Board:

The executive board's fiscal year shall run for twelve months, starting in June following the changeover meeting in June. The board must appoint 2 members to audit the books each year.

Changeover Meeting:

The executive board shall have a changeover meeting in June for the board members to obtain information from the prior year. The President is responsible for organizing said meeting. All records, files and documents must be transferred to the new board members at such time.

ARTICLE XI – AMENDMENTS

Amendments:

These Bylaws may be amended at any General meeting by a simple majority of affirmative votes of the individuals in attendance. The proposed amendments shall be presented in writing and discussed at the previous meeting.

ARTICLE XII – LEGAL REQUIREMENTS

Legal Requirements:

This organization is organized exclusively for charitable purposes within the meaning of section 501(c) (3) of the Internal Revenue Code.

Notwithstanding any other provision of these articles, the organization 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 of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Upon the winding up and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious and/or scientific purposes and which has established its tax exempt status under section 501(c) (3) of the Internal Revenue Code.