

PTC BY-LAWS

Camarillo Heights STEM Academy



April 25, 2020

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ARTICLE I - ORGANIZATION

The name of this organization shall be the Camarillo Heights STEM Academy Parent Teacher Council.

ARTICLE II - OBJECTIVE

The objective of this organization shall be to encourage parents/caregivers and teachers to work cooperatively to support and maintain the highest advantages in education that enhance the total child.

ARTICLE III – DEFINITIONS

As used throughout the by-laws, the following definitions shall be used:

- *Board – Includes the Executive Board, Corresponding Secretary, Auditor, school Principal and a Teacher Representative.*
- *Board Meeting(s) – Meeting(s) of the PTC Executive Board and General Membership*
- *District – Refers to the Pleasant Valley School District*
- *Executive Board – Includes the President, Vice President, the Recording Secretary, the Treasurer, and the Parliamentarian*
- *Executive Board Meeting – Meeting called by the President or at the request of any Executive Board member for the Board only.*
- *Fiscal Year – August 1 through July 31*
- *Good Standing – All due and fees currently owed by the person(s) to the PTC have been paid*
- *Member(s) – Person(s) in good standing with the PTC.*
- *Monthly Meeting(s) – Meeting(s) of the general membership that occur September through June, inclusive of these months. It is also referred to as the Board Meeting.*
- *Motion – Formal proposal by a member, in a meeting, that the group take a certain action*
- *Nomination - A formal proposal to the voting body, in an election to fill an office or position, suggesting a particular person as the one who should be elected.*
- *Officer – Any member of the Board*
- *Parent - Shall be inclusive of all parents and legal guardians of a student enrolled at Camarillo Heights STEM Academy.*
- *P.T.C./PTC – Parent Teacher Council*

- *Quorum – Minimum number of members who must be present, two-thirds of the elected Board and an equal number of non-elected members of the PTC*
- *School – Camarillo Heights STEM Academy*
- *Student(s) – Student(s) currently enrolled at Camarillo Heights STEM Academy*

Masculine and feminine pronouns shall refer to persons of any gender.

ARTICLE IV – MEMBERSHIP

Section 1 – Member Definition

Any person, without discrimination, who has a student enrolled at Camarillo Heights STEM Academy and is willing to subscribe to its by-laws may become a member upon payment of dues and fees. Upon payment of dues and fees, the person will have full voting rights.

Any teacher who is employed at Camarillo Heights STEM Academy will be automatically enrolled as a member of the PTC without a requirement to pay any dues or fees. The teacher will have full voting rights.

Staff such as the secretary, health tech, counselors, speech therapists, aids, etc. are not eligible to become members of the PTC; however, staff are welcome to attend any PTC monthly meeting. Staff will not have voting rights.

Section 2 – Membership Dues and Fees

Members of the organization shall pay dues that are pre-determined and approved by the PTC at the beginning of the fiscal year. The dues may include an annual membership amount or an annual buyout amount, as determined by the PTC Executive Board.

Section 3 – Annual Enrollment

A formal annual enrollment of members shall be conducted in the fall. Additional members shall be accepted at any time upon payment of dues and fees.

ARTICLE V – OFFICERS AND ELECTIONS

Section 1 – Membership Requirement

Each Officer of the Parent Teacher Council shall be a member of this PTC and in good standing. Members shall be full voting members.

Section 2 – Executive Board

The Executive Board of this organization shall be the President, Vice President, the Recording Secretary, the Treasurer, and the Parliamentarian. The Board consists of the Executive Board plus the Corresponding Secretary, the Auditor, the school Principal, and a Teacher Representative. The Teacher Representative shall be appointed by the Principal.

Section 3 – Elected Officers

Each of the elected Officers shall be full voting members. Elected Officers include the positions of President, Vice President, Recording Secretary, Treasurer and Parliamentarian.

At a minimum, the President, Vice President, Recording Secretary, Treasurer and Parliamentarian shall be nominated by the Nominating Committee and elected by the current PTC members.

Section 4 – Office Term

An office shall not be held by the same person for more than two consecutive terms of one year each, unless approved by two-thirds vote during an annual election, or until a successor is elected.

The Principal and the Teacher Representative shall be eligible to hold the same office without limit.

In the event that a position remains unfilled, the incumbent Officer may retain his office for more than the two-term limit only with the Executive Board's approval. Offices that become or remain vacant after the election shall be filled by appointment made by the Executive Board.

Section 5 – Nominations and Nominating Committee

Nominations for the Board shall be made by a Nominating Committee comprised of the Parliamentarian, the school Principal, the Teacher Representative, and two parents who shall

be elected by the organization at the monthly meeting in January/February. The Parliamentarian shall act as the Chairperson of the Nominating Committee.

If there are only two parents nominated for the positions on the Nominating Committee, the Chairperson can simply declare the nominee elected. The parents who are nominated must be in good standing with the PTC to be nominated and to hold the position on the Nominating Committee.

The term of the Nominating Committee shall for the Nomination period.

The Nominating Committee shall convene, commencing no later than February, until all positions have been filled for the coming school year. The Nominating Committee shall present their nominees for election at the monthly meeting in March/April, at which time additional nominations may be made from the floor. The consent of each candidate must be attained before his name is placed in nomination.

Section 6 – Elections of the Board

Elections shall be held by ballot at the monthly meeting in April/May. If there is but one candidate for any office, the Nominating Committee Chairperson may propose to the Nominating Committee and the Board that the ballot for that office may be dispensed with and the election held by voice or declare the nominee elected.

In the event that elections cannot be held in person, an electronic ballot may be used for nominations. The Nominating Committee Chairperson may make a motion to approve using electronic voting for the upcoming Board Elections at least one monthly meeting prior to the date the elections are to take place. Events that may warrant an electronic means for voting will include, but are not limited to, a natural disaster, a pandemic, or other act of God.

Section 7 – Installation of Officers

An election becomes final when the chair announces the result if the candidate is present and does not decline or is absent but has previously consented to serve. If one elected declines, balloting continues until someone willing to accept receives a majority.

Installation of Officers shall take place in June, either at the monthly meeting or at an event honoring PTC volunteers at the discretion of the Executive Board. In the event a monthly meeting is not held in June, the installation of Officers shall take place at the first meeting of the school year.

ARTICLE VI – DUTIES OF OFFICERS

Refer to Addendum A for individual pages of these duties. Each school year before September 30th, the Board shall acknowledge their understanding of their role(s) by signing the form associated with their position with the PTC.

Section 1 – President

The President shall be responsible for the following.

- *Attend the monthly meetings including the annual budget meeting*
- *Preside at all meetings of the organization and of the Executive Board*
- *Shall be a member ex officio of all committees except the Nominating Committee. This role can be delegated to the Vice President.*
- *With the approval of the Executive Board, shall appoint all committee Chairpersons with the exception of the Nominating Committee Chairperson*
- *Shall co-chair the budget meeting for the coming year with the assistance of the Treasurer or outgoing Treasurer and the outgoing President along with the school Principal*
- *Shall attend the monthly PTX President meeting held by the District*
- *Shall set the agenda for the next monthly meeting and post it at least three school days prior to the meeting*
- *Shall ensure that the members always understand exactly what they are debating and voting on when a motion has been made*
- *Shall review with all Officers their assigned duties, as described in this article, by September 30th of their term. This must be reviewed at least annually and written acknowledgement of the review shall be documented.*
- *Define committee Chairperson jobs for the coming school year and provide written job description to each committee Chairperson*
- *Shall be responsible for ensuring that the responsibilities of the Officers and Chairpersons are dutifully performed according to this article and their written descriptions*
- *Shall coordinate with the Principal the release of all communications are covered by Article XI.*
- *Shall have the authority to co-sign checks bearing the Vice President or Treasurer's signature*

Section 2 – Vice President

The Vice President shall be responsible for the following.

- *Attend the monthly meetings including the annual budget meeting*
- *Shall act as an aide to the President by implementing duties delegated by the President*
- *In the absence of the President, shall perform the duties of the President including, but not limited to, leading meetings and attending PTX President meetings held by the District*
- *Work closely with the President in coordinating and implementing all PTC programs*
- *If delegated by the President, be the ex officio of the committees as appointed by the President*
- *Shall have the authority to co-sign checks bearing the President or Treasurer's signature*
- *If necessary, shall keep an updated record of the organization's capital equipment and surplus supplies to be presented upon demand. Shall submit a final written year-end report of inventory at the last monthly meeting of the school year*
- *Review the insurance policy of the organization at least every even numbered year*

Section 3 – Recording Secretary

The Recording Secretary shall be responsible for the following.

- *Attend the monthly meetings*
- *Work with the President to create a meeting agenda including open items from the previous month's meeting minutes*
- *Send out meeting announcements, agendas and supporting documents*
- *Take attendance and check for quorum during voting*
- *Present the draft minutes of the previous meeting, making any corrections*
- *Keep an accurate and organized record of the proceedings of all meetings of the organization, excluding committee meetings, with minimal errors in grammar and spelling. Refer to Article VIII for more information as it relates to meeting minutes.*
- *Shall be prepared to refer to minutes of previous meetings*
- *Minutes of monthly meetings, including Treasurer's reports and attendance sheets, shall be kept in a notebook with the Secretary or uploaded electronically to the PTC's Dropbox account. These minutes shall be passed to the next Secretary.*
- *Provide copies of the minutes to any PTC member in good standing upon request*
- *Maintain a calendar of the organization's business, and shall notify Officers and Chairpersons of events requiring their attendance*

- The offices of Recording Secretary and Corresponding Secretary, as given in Section 7, may be held by a single person

Section 4 – Treasurer

The Treasurer shall be responsible for the following.

- Attend the monthly meetings including the annual budget meeting
- Receive all moneys for the organization and shall deposit them in the name of the organization in a bank approved by the Executive Board
- Oversee proper handling of money, such as ensuring money is collected, counted, recorded and deposited promptly and appropriately. In the event that moneys are not deposited promptly, documentation as to the reason should be made.
- Shall have authority to co-sign checks
- Prepare, sign and file the organization's fiscal year income tax no later than August 30th of each year.
- Disburse funds for budgeted items as they fall due if, and only if, claims are accompanied by a valid and legible original receipt and Check Request Form signed by the requestor
- Maintain accurate records for all income/deposits and expenses, including original receipts and have them readily available for audit by the PTC Auditor and/or a third-party auditing or accounting firm
- Present a statement of account at every monthly meeting of the organization
- Make a full annual report covering all of the organization's monetary transactions for the fiscal year ended May 31 during the monthly meeting in June
- Chair the Budget Committee consisting of the President and Principal and as necessary, include the President-elect and Treasurer-elect
- Present to the Treasurer-elect all the records by July 31 all accounts of any subsequent transactions through the end of his term on July 31
- An amended annual report covering school year-end transactions made through July 31st shall be presented to the Executive Board at the first monthly meeting of the following school year
- Tax returns shall be presented to the Board at the November meeting and shall be made available at the request of the District
- Financial records shall be available and maintained in monthly folders stored in the PTC storage
- Ensure financial checks and balances are in place at all times

Section 5 – Parliamentarian

The Parliamentarian shall be responsible for the following.

- *Attend all monthly meetings*
- *Shall give advice and guidance in parliamentary procedure when requested*
- *Shall call the first meeting of the Nominating Committee to give instructions in procedures as given in Article V, Section 5*
- *Shall be the Chairperson for the Nominating Committee*
- *Responsible for ensuring that these by-laws are reviewed at least every even numbered year at the start of his term*
- *Shall ensure that the organization is operating in compliance with the by-laws*
- *Present a slate of the nominees for vote at the monthly meeting in April/May*
- *Shall maintain order at each meeting*
- *Responsible for keeping time at each meeting for each topic discussed*

Section 6 – Corresponding Secretary

The Corresponding Secretary shall be responsible for the following.

- *Encouraged to attend the monthly meetings*
- *Conduct all correspondence of a social or official nature including but not limited to social media, school-wide PTC distribution of information, website, etc. Social Media and Website can be delegated, as necessary.*
- *Welcoming incoming students and their families by providing them with PTC membership packets. The school secretary will provide new student information.*
- *The offices of Recording Secretary and Corresponding Secretary may be held by a single person.*

Section 7 – Auditor

The Auditor shall be responsible for the following.

- *Encouraged to attend the monthly meetings*
- *Audit the monthly financial records within the current fiscal year and upon the Treasurer's end of term, or at such time as requested by the President or Executive Board*
- *Generate an end of year report summarizing findings throughout the year*

- *Submit at the next monthly meeting a written audit report of findings using the approved auditor form. If reports result in zero findings or corrective actions, no report is required except for the annual end of year report.*
- *Maintain audit records for the PTC*

Section 8 – Principal

The Principal shall be responsible for the following.

- *Attend the monthly meetings including the annual budget meeting*
- *Appoint the Teacher Representative*
- *Provide pertinent information regarding the School District and the school at the monthly meetings*
- *Appropriately use approved budgetary allotments to the school*
- *Shall be an active member of the Nominating Committee and the Budget Committee*
- *Assist the Board in determining enrichment programs as it relates to school goals and objectives each fiscal year*

Section 9 – Teacher Representative

The Teacher Representative shall be responsible for the following.

- *Selected by the Principal*
- *Attend PTC monthly meetings*
- *Present all teachers' ideas, concerns, plans, and financial issues to the PTC*
- *Take back all information that is pertinent to the staff from the meetings*
- *Act as a liaison*
- *Strive to impartially present issues to the PTC and the staff*

Section 10 – Committee Chairpersons

Chairpersons, appointed by the President, shall be members of the PTC in good standing and will have full voting rights.

The Chairpersons shall be responsible for the following.

- *Oversee and lead the activities of their appointed committee*
- *Provide ideas, concerns, and plans for their committee to the PTC*
- *Attendance at the PTC monthly meetings is highly encouraged*

- *Requests for startup cash and credit card readers shall be submitted at least 1 week (5 business days) prior to the event start date*
- *Submit financials to the Treasurer within 2 weeks (10 business days) of the end of the event*
- *Submit reports of fundraising efforts, or event information before and after the event occurs*
- *Deposits must be submitted with the cash and checks already counted and documented on the approved Deposit of Cash and Checks form. Weekly deposits can be given to the Treasurer. Final deposits are required within 3 business of the event end date.*

ARTICLE VII – TERMS AND CONDITIONS OF OFFICE

Section 1 – Failure to Attend Meetings

When an Officer or Chairperson fails to attend two consecutive meetings, or three meetings in a school year, without oral or written excuse, the Executive Board may declare his office vacant.

Section 2 – Annual Reports

Annual report shall be compiled by the Officers and filed with the Recording Secretary by July 31st. Each annual report shall include a description of office, the duties that were performed during that school year, and any appropriate orienting information.

Section 3 – Keys

Keys for the PTC mailbox will be maintained by the President, the Treasurer and the school Secretary. Upon the end of the Officer's term or by the last day of school, whichever is soonest, the Officer shall return the keys to the school Secretary who will safely keep the keys until the next school year.

Section 4 – Turn Over

Each Officer and Chairperson, upon resignation or expiration of his term, shall turn over to his successor, without delay, all records and other material pertaining to the office. If an individual has not been appointed by the President, records and materials shall be provided to the President, without delay. The Officer or Chairperson shall turn over to the Treasurer, without

delay, all funds in his possession that belong to the organization as well as complete any required financial forms.

Section 5 – Liability

Officers shall not be personally liable for the debts, liabilities, or other obligations of the organization, in accordance with the California Non-Profit Public Benefit Corporation Law.

Section 6 – Monetary Compensation

Officers shall serve without monetary compensation.

Section 7 – Term of Office

Terms of office and committee Chairperson positions are August 1st through July 31st.

Section 8 – Teachers or School Staff

Teachers are permitted to hold an office of the organization. School staff are ineligible to hold an office of the organization unless the staff member is a parent of a student who is enrolled at Camarillo Heights STEM Academy.

Section 9 – Vacancies by Resignation or Removal

Officers or Chairpersons may be dismissed if they have a conflict of interest, if they violate these by-laws, and/or they fail to uphold the fiduciary responsibilities of their office. Dismissals shall be decided by a quorum at an Executive Board meeting. Officers or Chairpersons, once they have been dismissed, shall not hold any other office or Chairperson position. They may; however, serve on a committee at the discretion of the Officer or Chairperson. Documentation shall be kept as to the reason for dismissal.

When an officer vacancy is created by dismissal, resignation, or removal, the Executive Board must notify the membership in writing within 5 calendar days and specify whether the vacancy will be filled by succession (ranking order as follows: President, Vice President, Treasurer and Recording Secretary) or expedited election.

PTC Officers may choose to retain their positions and not succeed to a vacant office. If the PTC has one or two mandatory officer vacancies that cannot be filled by succession prior to the

start of the school year, the remaining Executive Board members must conduct an expedited election to fill all mandatory officer vacancies by October 15.

Section 10 – Special Expedited Elections

Special expedited elections shall be held to fill vacancies in the mandatory officer positions (President, Recording Secretary and Treasurer) in the event they cannot be filled through succession. The Executive Board shall be responsible for announcing all vacant officer positions.

Circumstances: Special expedited elections are required when the PTC has failed to conduct a valid annual election or was unable to fill a mandatory office vacancy by succession.

Written Notice: Written notice must be sent informing all members of the date and time of the special expedited elections. The notice must indicate that nominations for all open offices will be taken from the floor. The notice must be dated and distributed at least 10 calendar days before the meeting.

Conducting Special Expedited Elections: A nominating committee is not formed when a special expedited election is conducted. All nominations are taken from the floor during the election meeting. The Parliamentarian shall chair the meeting, assuming he is not seeking one of the positions.

Voting: When there is more than one candidate for an office, written ballots must be used in the manner specified in these bylaws unless a motion has been made and approved to do electronic voting. When there is only one candidate for an office, the PTC may move forward with the approval of the candidate into the office.

Section 11 – Removal of Officers

Any Board member may be removed from office by a recommendation of the Executive Board or a motion from a member. In either case, removal is effective upon a two-thirds vote by a quorum. Grounds for removal consist of:

- *Missing two consecutive meetings, or three meetings in a school year, without oral or written excuse;*
- *Negligence, misconduct, or conduct detrimental to the PTC in the performance of the officer's duties;*
- *Unsatisfactory performance of the officer's duties*

An Officer subject to a motion or recommendation of removal shall be given the opportunity to submit, in writing, an explanation for his or her conduct, for consideration by the Executive Board and the membership prior to its vote. The Executive Board, or the membership by simple majority, may also, if it deems it necessary, establish a review committee to gather relevant information and present its findings to the membership prior to a vote on removal.

Section 12 – Indemnification

The organization shall indemnify Officers against expenses actually and reasonably incurred, judgments, fines, settlements, and other amounts that arise out of a judgment, civil, criminal, administrative, or investigative proceeding in accordance with the requirements of Section 5238 of the California Non-Profit Public Benefit Corporation Law.

Section 13 – Officer Co-Chair

With the exception of the office of Treasurer, positions on the Board may be co-chaired if the need arises, and upon approval by the Executive Board.

Section 14 – Amendments of By-Laws

At the beginning of their term of office, or upon amendment of these by-laws, each member of the Board and all Chairpersons shall be given a copy of these by-laws by the Parliamentarian. Each member of the Board and all Chairpersons should be familiar and understand the by-laws.

ARTICLE VIII – MEETINGS

Section 1 – General Membership Meetings

The general membership meetings of the organization shall be held monthly from September through June, inclusive; and shall herein be referred to as “monthly meetings”. Meeting dates shall be set prior to the start of the school year by the Board, and shall not coincide, or be combined, with any other school-wide events. At least two of these meetings will be held in the evening.

Section 2 – Members Who Attend Meetings

All parents, legal guardians, and teachers who are members in good standing and whose children are students enrolled at Camarillo Heights STEM Academy are permitted to attend monthly meetings.

Section 3 – Non-Members Who Attend Meetings

Any non-member person or organization interested in the goals of the PTC may attend general meetings but such persons/organizations shall not have voting rights.

Section 4 – Disruptive or Disrespectful Behavior

Disruptive and/or disrespectful behavior will not be tolerated. Disruptive behavior is inappropriate behavior that interferes with the functioning and flow of the PTC. It hinders or prevents the Board and its members from carrying out their responsibilities and goals.

Disrespectful behavior is any kind of behavior that is unprofessional, inappropriate, rude, unpleasant, disturbing or offensive. This type of behavior tends to hurt others and cause stress.

Should a member or non-member be disruptive or disrespectful to any member of the PTC at a meeting or PTC sponsored event, the Parliamentarian and/or President have the right to provide the individual with a verbal warning immediately. If the behavior continues, the individual's membership will be revoked effective immediately. Any dues or fees paid by this individual will not be refunded.

Section 5 – Quorum

A quorum at monthly meetings shall consist of two thirds of the elected Board Officers, and an equal number of non-elected members of the Parent Teacher Council. For purposes of determining quorum, elected Board positions shared by more than one person shall count as one position.

Section 6 – Planning Meeting

There will be at least one Board meeting prior to the start of the school year in August to plan the school year and calendar of events. In the spring, a budget meeting will take place with the Budget Committee.

Section 7 – Annual Budget Meeting

Review of the proposed budget should occur with the committee Chairpersons prior to the Treasurer creating the proposed budget which will be presented to the Budget Committee.

An annual budget meeting shall be held prior to the monthly meeting in June to project all anticipated expenditures and receipts for the coming school year, based on Treasurer's accounting of past transactions.

Section 8 – Official Meeting Record

Meeting minutes recorded by the Recording Secretary will become the official record of the meetings after it has been approved at a monthly meeting. At a minimum, the meeting minutes should include the following items.

- *Type of Meeting*
- *Date of Meeting*
- *Start and End Times of the Meeting*
- *Attendance*
- *Motions made during the meeting and the outcome (approved or rejected with reason)*
- *Approval of Previous Monthly Meeting Minutes*
- *Board Officer Reports*
- *Unfinished Business*
- *New Business*

In order to approve the minutes that have been previously distributed, the President may state "The minutes of the previous meeting have been distributed. Are there any corrections to the minutes?" Corrections are made or a debate can ensue if a dispute arises. If a debate occurs, a vote on the proposed correction shall occur. Therefore, the President can state "If there are no [further] corrections, the minutes are approved". A motion does not need to be made in order to approve the minutes.

Section 9 – Time Limit for Meeting and Discussions

The Parliamentarian will keep time at each meeting. Time for each topic will be pre-determined by the Parliamentarian, President and/or Recording Secretary when the monthly meeting agenda is being created. It is the Parliamentarian's responsibility to maintain order and keep track of time.

Should a topic exceed the allotted time, the Parliamentarian will make the meeting attendees aware and will then make a motion to 1) end the discussion, 2) to return to it at a future meeting or 3) to schedule a separate meeting to specifically discuss the topic.

Section 10 – Motions: Making, Seconding, Debate, Approval/Rejection

A motion is a formal proposal by a member, in a meeting, that the group take certain action. Only one motion shall be discussed/debated at one time. To make a motion, the individual should request the floor. Once the individual has the floor, state “I move that...” and then clearly describe the proposal. The individual shall speak clearly and precisely to ensure all members understand the motion to be discussed. The President shall restate the motion if there are any questions regarding the motion from the members.

A motion must be seconded in order to be considered by the group. This shows that at least two members want the motion to be considered by the group; it does not necessarily mean the seconder agrees with the motion. If the motion is not seconded, it is not put before the group.

The President shall then state the question on the motion. “It is moved and second that...” then repeat the exact words in which the motion was made.

Debate begins on the motion that has been presented. Once the debate has completed, the President will say “The question is on the adoption of the motion that...” and repeats the exact wording of the motion to be voted on. The voting begins by voice. “Those in favor of the motion, say aye” and then “Those opposed, say no”. The President shall judge whether more people called out “aye” or “no” and will announce either “The ayes have it, and the motion is adopted” or “The noes have it, and the motion is lost”.

ARTICLE IX – EXECUTIVE BOARD FUNCTIONS

Section 1 – Quorum

A quorum at an Executive Board Meeting shall consist of two thirds of the Executive Board.

Section 2 – Urgent Business

The Executive Board may transact urgent business between monthly meetings. Additional Executive Board meetings may be called by the President and/or must be called upon written request of two thirds of its members.

The Executive Board may authorize the payment of non-budgeted expenses, not to exceed \$100.00, and create committees if deemed necessary.

It shall fill all vacancies in office, including that of President. It is subject to the orders of the organization and none of its actions shall conflict with actions taken by the organization. A report of the actions of the Executive Board shall be presented at the next monthly meeting of the organization.

The Principal, President and Treasurer's discretionary funds shall be available for immediate use when the budget is approved.

Section 3 – Executive Board Meetings

A meeting of the Executive Board may be called by the President/President-elect to ratify Chairpersons, fill vacancies on the Board-elect, and make plans for the coming year's work.

ARTICLE X – FINANCES AND PROGRAMS

Section 1 – Fiscal Year

The fiscal year of the organization is from August 1 through July 31, inclusive.

Section 2 – Bank Signatories

There shall be three Board Officers who will be signors on the PTC bank account. These Officers shall be the President, Vice President and Treasurer. The Officers will have the authority to sign the checks for approved expenditures.

Section 3 – Program and Committee Budget

All programs and committees that require expenditures shall be included in the annual budget.

A review of the committee budget will be initiated by the Treasurer in the spring and will be the responsibility of each committee Chairperson.

Section 4 – Approval of Annual Budget

The annual budget for the coming school year's expenditures as projected at the annual budget meeting shall be approved at the monthly meeting in June.

Section 5 – Reserve/Carry-Over Amount

Reserve/carry-over funds represent the amount which is set aside to begin operations at the beginning of the next PTC fiscal year, prior to the onset of fundraising activities. To calculate the amount of this reserve, review the prior year's Annual Financial Report to determine which operation or program expenses require funding during transition, and estimate costs for these items in the new fiscal year. For example, if the fall requires \$5,000 to run approved programs and fundraising activities do not start until AFTER the program begins, the reserve/carry-over amount should equal the amount to cover the \$5,000.

Section 6 – Expenditures

All expenses of the organization, both one-time and recurring, shall be approved at a monthly meeting prior to payment. Expenses included in an approved budget shall be considered approved and no additional approvals are needed.

All expenditures over the approved budgeted amount must be approved by the PTC Board at the monthly meeting prior to a commitment being made for the expenditure. Once the amount has been approved, the Treasurer must add it to the current year's budget.

If a corporate donation or grant will cover the expenditure, the corporate donation or grant must be deposited by the Treasurer in the PTC bank account prior to the commitment being made for the expenditure.

If a check is written, the duplicate of the check shall be attached to the Check Request form along with the original receipt or invoice. If an original receipt for the purchase is not available, a Certification of Missing Receipt form will accompany the Check Request form.

Section 7 – Program Approval

All PTC sponsored programs shall be approved by the membership prior to execution.

Section 8 – Accounting of Money

Accounting for moneys received shall be witnessed by two or more Parent Teacher Council (PTC) members' signatures on the approved form. However, only one bank signor can be a witness on the approved form.

The Treasurer will deposit all funds received into the approved PTC bank account. A copy of the bank generated deposit slip received from the bank shall be attached to the approved form that was completed for the deposit.

Section 9 – Check Signatures

Checks shall bear the signature of the Treasurer and either the President or the Vice President.

Section 10 – Non-Sufficient Funds

All non-sufficient fund checks shall be paid immediately. A fee equal to the fine established by the approved PTC bank will be charged to the individual whose name is on the check for every returned check. A letter, signed by the President and Treasurer, shall be sent to the individual to inform them of the fee and a copy shall be maintained by the Treasurer. If not paid in full, then no additional checks will be accepted by the Treasurer and the individual will be considered not in good standing.

ARTICLE XI – COMMUNICATIONS

Section 1 – Communication Approvals

All generally distributed PTC communication, written or oral, shall be approved by the President and/or the Vice President prior to distribution.

Section 2 – Monthly Communications

Each month, the following documents should be sent to the entire membership at least three school days before the scheduled monthly meeting.

- *Current Month's Meeting Agenda*
- *Previous Meeting Minutes*
- *Monthly Treasurer's Report*
- *Other Attachments regarding topics to be discussed*

ARTICLE XII – PARLIAMENTARY AUTHORITY

Section 1 – Governing Procedures

Procedures published in Robert's Rules of Order Revised shall be used in governing this organization where applicable and not in conflict with these by-laws.

Section 2 – Distribution of By-Laws

A copy of these by-laws shall be made available to any member of the organization upon request.

Section 3 – By-Law Amendments

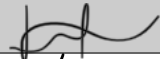
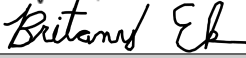
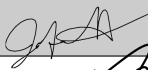
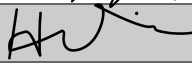
Prior to making amendments to these by-laws, ensure the amendments are not in conflict with state or federal laws.

A small committee may be appointed to study the proposed changes to the by-laws and to make recommendations to the Board for approval. If a committee is appointed by the President, the Parliamentarian shall be the Chairperson.

By-law changes – both revisions and amendments – may be amended by a two-thirds vote of the Board at any monthly meeting, provided notice of exact amendments has been given at the previous monthly meeting or earlier.

Executive Board Approval of By-Laws

I certify these by-laws to be amended correctly and approved by the membership on June 9 2020.

Board Position	Printed Name	Signature	Date
President	Rebecca Miranda		6/10/20
Vice President	Britany Ek		6/11/20
Recording Secretary	Jennifer Gilbert-Bartnicki		6/11/2020
Treasurer	Cynthia Alexander		6/10/20
Parliamentarian	Helena Olivares		6/11/20

ADDENDUM A – DUTIES OF OFFICERS

The following addendums allow each individual to understand and acknowledge their understanding of their role in the PTC. One copy should be provided to the individual and one signed copy shall be maintained by the Auditor. These signed copies can be uploaded into an electronic storage such as Dropbox. These shall be signed EVERY school year before September 30th.

President

The President shall be responsible for the following.

- Attend the monthly meetings including the annual budget meeting
- Preside at all meetings of the organization and of the Executive Board
- Shall be a member ex officio of all committees except the Nominating Committee. This role can be delegated to the Vice President.
- With the approval of the Executive Board, shall appoint all committee Chairpersons with the exception of the Nominating Committee Chairperson
- Shall co-chair the budget meeting for the coming year with the assistance of the Treasurer or outgoing Treasurer and the outgoing President along with the school Principal
- Shall attend the monthly PTX President meeting held by the District
- Shall set the agenda for the next monthly meeting and post it at least three school days prior to the meeting
- Shall ensure that the members always understand exactly what they are debating and voting on when a motion has been made
- Shall review with all Officers their assigned duties, as described in this article, by September 30th of their term. This must be reviewed at least annually and written acknowledgement of the review shall be documented.
- Define committee Chairperson jobs for the coming school year and provide written job description to each committee Chairperson
- Shall be responsible for ensuring that the responsibilities of the Officers and Chairpersons are dutifully performed according to this article and their written descriptions
- Shall coordinate with the Principal the release of all communications are covered by Article XI.
- Shall have the authority to co-sign checks bearing the Vice President or Treasurer's signature

I have read and understand the duties of being President of the Camarillo Heights STEM Academy Parent Teacher Council (PTC). I promise to uphold the role's responsibilities and pass on knowledge to the members of the Board as well as my successor.

Print Name

Signature

Date

Vice President

The Vice President shall be responsible for the following.

- *Attend the monthly meetings including the annual budget meeting*
- *Shall act as an aide to the President by implementing duties delegated by the President*
- *In the absence of the President, shall perform the duties of the President including, but not limited to, leading meetings and attending PTX President meetings held by the District*
- *Work closely with the President in coordinating and implementing all PTC programs*
- *If delegated by the President, be the ex officio of the committees as appointed by the President*
- *Shall have the authority to co-sign checks bearing the President or Treasurer's signature*
- *If necessary, shall keep an updated record of the organization's capital equipment and surplus supplies to be presented upon demand. Shall submit a final written year-end report of inventory at the last monthly meeting of the school year*
- *Review the insurance policy of the organization at least every even numbered year*

I have read and understand the duties of being Vice President of the Camarillo Heights STEM Academy Parent Teacher Council (PTC). I promise to uphold the role's responsibilities and pass on knowledge to the members of the Board as well as my successor.

Print Name

Signature

Date

Recording Secretary

The Recording Secretary shall be responsible for the following.

- *Attend the monthly meetings*
- *Work with the President to create a meeting agenda including open items from the previous month's meeting minutes*
- *Send out meeting announcements, agendas and supporting documents*
- *Take attendance and check for quorum during voting*
- *Present the draft minutes of the previous meeting, making any corrections*
- *Keep an accurate and organized record of the proceedings of all meetings of the organization, excluding committee meetings, with minimal errors in grammar and spelling. Refer to Article VIII for more information as it relates to meeting minutes.*
- *Shall be prepared to refer to minutes of previous meetings*
- *Minutes of monthly meetings, including Treasurer's reports and attendance sheets, shall be kept in a notebook with the Secretary or uploaded electronically to the PTC's Dropbox account. These minutes shall be passed to the next Secretary.*
- *Provide copies of the minutes to any PTC member in good standing upon request*
- *Maintain a calendar of the organization's business, and shall notify Officers and Chairpersons of events requiring their attendance*
- *The offices of Recording Secretary and Corresponding Secretary, as given in Section 7, may be held by a single person*

The offices of Recording Secretary and Corresponding Secretary, as given in Section 7, may be held by a single person. If it is held by a single person, the individual shall sign the agreement for both positions.

I have read and understand the duties of being Recording Secretary of the Camarillo Heights STEM Academy Parent Teacher Council (PTC). I promise to uphold the role's responsibilities and pass on knowledge to the members of the Board as well as my successor.

Print Name

Signature

Date

Treasurer

The Treasurer shall be responsible for the following.

- *Attend the monthly meetings including the annual budget meeting*
- *Receive all moneys for the organization and shall deposit them in the name of the organization in a bank approved by the Executive Board*
- *Oversee proper handling of money, such as ensuring money is collected, counted, recorded and deposited promptly and appropriately. In the event that moneys are not deposited promptly, documentation as to the reason should be made.*
- *Shall have authority to co-sign checks*
- *Prepare, sign and file the organization's fiscal year income tax no later than August 30th of each year.*
- *Disburse funds for budgeted items as they fall due if, and only if, claims are accompanied by a valid and legible original receipt and Check Request Form signed by the requestor*
- *Maintain accurate records for all income/deposits and expenses, including original receipts and have them readily available for audit by the PTC Auditor and/or a third-party auditing or accounting firm*
- *Present a statement of account at every monthly meeting of the organization*
- *Make a full annual report covering all of the organization's monetary transactions for the fiscal year ended May 31 during the monthly meeting in June*
- *Chair the Budget Committee consisting of the President and Principal and as necessary, include the President-elect and Treasurer-elect*
- *Present to the Treasurer-elect all the records by July 31 all accounts of any subsequent transactions through the end of his term on July 31*
- *An amended annual report covering school year-end transactions made through July 31st shall be presented to the Executive Board at the first monthly meeting of the following school year*
- *Tax returns shall be presented to the Board at the November meeting and shall be made available at the request of the District*
- *Financial records shall be available and maintained in monthly folders stored in the PTC storage*
- *Ensure financial checks and balances are in place at all times*

I have read and understand the duties of being Treasurer of the Camarillo Heights STEM Academy Parent Teacher Council (PTC). I promise to uphold the role's responsibilities and pass on knowledge to the members of the Board as well as my successor.

Print Name

Signature

Date

Parliamentarian

The Parliamentarian shall be responsible for the following.

- *Attend all monthly meetings*
- *Shall give advice and guidance in parliamentary procedure when requested*
- *Shall call the first meeting of the Nominating Committee to give instructions in procedures as given in Article V, Section 5*
- *Shall be the Chairperson for the Nominating Committee*
- *Responsible for ensuring that these by-laws are reviewed at least every even numbered year at the start of his term*
- *Shall ensure that the organization is operating in compliance with the by-laws*
- *Present a slate of the nominees for vote at the monthly meeting in April/May*
- *Shall maintain order at each meeting*
- *Responsible for keeping time at each meeting for each topic discussed*

I have read and understand the duties of being Parliamentarian of the Camarillo Heights STEM Academy Parent Teacher Council (PTC). I promise to uphold the role's responsibilities and pass on knowledge to the members of the Board as well as my successor.

Print Name

Signature

Date

Corresponding Secretary

The Corresponding Secretary shall be responsible for the following.

- *Encouraged to attend the monthly meetings*
- *Conduct all correspondence of a social or official nature including but not limited to social media, school-wide PTC distribution of information, website, etc. Social Media and Website can be delegated, as necessary.*
- *Welcoming incoming students and their families by providing them with PTC membership packets. The school secretary will provide new student information.*

The offices of Recording Secretary and Corresponding Secretary, as given in Section 7, may be held by a single person. If it is held by a single person, the individual shall sign the agreement for both positions.

I have read and understand the duties of being Corresponding Secretary of the Camarillo Heights STEM Academy Parent Teacher Council (PTC). I promise to uphold the role's responsibilities and pass on knowledge to the members of the Board as well as my successor.

Print Name	Signature	Date
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Auditor

The Auditor shall be responsible for the following.

- *Encouraged to attend the monthly meetings*
- *Audit the monthly financial records within the current fiscal year and upon the Treasurer's end of term, or at such time as requested by the President or Executive Board*
- *Generate an end of year report summarizing findings throughout the year*
- *Submit at the next monthly meeting a written audit report of findings using the approved auditor form. If reports result in zero findings or corrective actions, no report is required except for the annual end of year report.*
- *Maintain audit records for the PTC*

I have read and understand the duties of being Auditor of the Camarillo Heights STEM Academy Parent Teacher Council (PTC). I promise to uphold the role's responsibilities and pass on knowledge to the members of the Board as well as my successor.

Print Name

Signature

Date

Committee Chairpersons

Chairpersons, appointed by the President, shall be members of the PTC in good standing and will have full voting rights.

The Chairpersons shall be responsible for the following.

- *Oversee and lead the activities of their appointed committee*
- *Provide ideas, concerns, and plans for their committee to the PTC*
- *Attendance at the PTC monthly meetings is highly encouraged*
- *Requests for startup cash and credit card readers shall be submitted at least 1 week (5 business days) prior to the event start date*
- *Submit financials to the Treasurer within 2 weeks (10 business days) of the end of the event*
- *Submit reports of fundraising efforts, or event information before and after the event occurs*
- *Deposits must be submitted with the cash and checks already counted and documented on the approved Deposit of Cash and Checks form. Weekly deposits can be given to the Treasurer. Final deposits are required within 3 business of the event end date.*

I have read and understand the duties of being Committee Chair for _____ (Committee Name) of the Camarillo Heights STEM Academy Parent Teacher Council (PTC). I promise to uphold the role's responsibilities and pass on knowledge to the members of the Board as well as my successor.

Print Name

Signature

Date