

**CARLOCK ELEMENTARY SCHOOL
PARENT-TEACHER CLUB
CONSTITUTION**

ARTICLE I: PURPOSE

The purpose of the Carlock Elementary School Parent-Teacher Club, hereinafter referred to as “Carlock PTC”, is to promote collaboration between the parents and faculty members of Carlock Elementary School in order to create the best possible learning environment for the children of the school.

ARTICLE II: MEMBERSHIP

Section 1: Qualifications

- A. All persons who are the parent or guardian of a student at Carlock Elementary School, Carlock, Illinois, shall be members of the Carlock PTC.
- B. All faculty members of the Carlock Elementary School, Carlock, Illinois, including teachers, teacher aides, and the school Administrator shall also be members of the Carlock PTC.

Section 2: Rights and Privileges of Members

- A. All members have the right to:
 - i. Attend all PTC committee meetings and the open session of the Executive Board meetings; Vote on Executive Board member positions.
 - ii. Express any concerns or suggestions verbally and/or in writing to the executive board or at any Carlock PTC meeting
 - iii. Serve as a member of any Carlock PTC Committee.
- B. All parent/guardian members have the right to seek and hold an officer position, other than a faculty position, on the executive board.
- C. All faculty members have the right to:

- i. Seek and hold a faculty position on the executive board;
- ii. Serve in an advisory capacity to the organization. If a faculty or staff member has a child in Carlock Elementary School, their status as a parent supersedes their status as a faculty or staff member.

ARTICLE III: MEETINGS

Section 1: Carlock PTC Meetings

- A. Regular meetings of the Carlock PTC shall be held one time each month of the school year commencing in August and concluding in May. The meetings shall be held in the evening hours in order to accommodate the best possible attendance by members, and shall be open to all members. A schedule of meetings and locations for each school year shall be published to all members at the beginning of that school year.
- B. An initial organizational meeting of the school administrator and incoming President will be held during the summer break prior to the commencement of the next school year. The purpose of this meeting shall be to provide for a transition from the previous year's board and to determine a meeting schedule for the upcoming school year.

Section 2: Committee Meetings

- A. Meetings of any Carlock PTC Committees shall be held at the discretion of the respective Committee Chairperson. The meetings will be held at a time and place determined by the Chairperson, with an effort to accommodate the best possible attendance by all committee members and other interested persons. Notice of any Carlock PTC Committee meetings shall be posted in a manner similar to the posting of notice of Carlock PTC meetings.

ARTICLE IV: EXECUTIVE BOARD ORGANIZATION

Section 1: Executive Board Officers

A. The officers of the Carlock PTC shall consist of:

- i. President
- ii. Co-Vice President
- iii. Co-Vice President
- iv. Secretary
- v. Treasurer
- vi. Assistant Secretary/Treasurer
- vii. Publicity/Communications Officer
- viii. Past President
- ix. School Administrator

B. The Carlock PTC Officers for the next school year shall be selected by a majority vote of the membership in May prior to the end of the school year. At this meeting, a slate of candidates selected by the Executive Board shall be presented to the membership for a vote. Additionally, the President or other officer presiding shall call for nominations from the floor prior to calling the matter for a vote.

C. The office of President of the Carlock PTC shall be available only to an Executive Board Officer sitting on the previous year's Board. In the event that no current Executive Board Officer is interested in the President position, the Executive Board can nominate someone else. All other Executive Board Officer positions shall be open to any parent/guardian member of the Carlock PTC.

Section 2: Faculty Positions

A. The faculty positions of the Carlock PTC shall consist of:

- i. School Administrator
- ii. Teacher Liaison

B. The Teacher Liaison position shall be a member of the faculty other than the School Administrator. Meetings from September – May will have a teacher Liaison present.

Section 3: Term of Office

A. The Term of Office for each Officer and Faculty Position on the

- Carlock PTC Executive Board shall be one school year.
- B. Each Term of Office for the upcoming school year shall commence at the adjournment of the final Carlock PTC Meeting for the preceding school year.
 - C. In the event of a vacancy during a Term of Office of any Executive Board Officer due to resignation, removal or other reason, the Executive Board shall present a candidate for approval by a majority vote at the next monthly Carlock PTC meeting. The presiding officer at said meeting shall call for nominations from the floor prior to calling the matter for a vote.

Section 4: Removal

- A. No Executive Board Officer may be removed from Office during the Term of Office except for good cause shown, such as failure to fulfill the requirements of the position. The Executive Board Officer shall have the right to dispute any allegations of cause for removal and shall have the right to present any relevant information to refute said allegations. An Executive Board Officer may only be removed by a 2/3 vote of the Executive Board.

Section 5: Rights of Executive Board Members

- A. Each Executive Board Member has the right to attend all Carlock PTC meetings and to participate in the discussion of any business matters before the Board.
- B. Each Executive Board Member has the right to present any business items for discussion and/or vote at the appropriate time as recognized by the presiding officer during any Carlock PTC Meeting.
- C. Each Executive Board Officer has the right to vote on any matter called to a vote by the presiding officer at any Executive Board Meeting.

Section 6: Passage of Business Items

- A. No business item may be voted upon at any Carlock PTC Meeting unless a quorum is present. A Quorum consists of at least 5 Members of the Executive Board.

- B. Unless otherwise specifically noted, the passage of any business item at any Carlock PTC requires the affirmative vote of at least a simple majority of those present and voting.

Section 7: Duties of Executive Board Members

The following details specify the direct responsibilities of each office. All Executive Board Members are expected to engage in most Carlock PTC related events. This includes attendance at a minimum of 8 Executive Board meetings. Board members are responsible to notify the President if unable to attend a meeting.

A. President:

- i. The president shall preside over all meetings of the Carlock PTC. During these meetings, the President shall adhere to appropriate Rules of Order to insure a fair hearing and vote of any matters brought before the respective bodies;
- ii. The President may call special meetings of the Carlock PTC as needed. In the event such a special meeting is called, notice shall be given in the same manner as provided for other meetings;
- iii. The President may act as an ex-officio member of all Committees;
- iv. The President, or designated person from the Executive Board, shall serve as the Representative of the Carlock PTC at any School, District or other functions where such Representation is needed.

B. Co Vice-Presidents

- i. A Vice-President shall assume the duties of the President in the absence of the President;
- ii. The Vice-Presidents shall be co-chairpersons of the Fund Raising Committee.

C. Secretary

- i. The Secretary shall create, disperse, and maintain the minutes of all Carlock PTC meetings;
- ii. Minutes shall be published within 10 days of the meeting.

D. Treasurer

- i. The Treasurer shall receive all monies of this organization and keep an accurate record of receipts and expenditures;
- ii. The Treasurer shall place all monies in the Carlock PTC account;
- iii. The Treasurer shall pay out funds in accordance with the budget approved by the membership and authorized by voucher. Any checks written over \$500 must be signed by both the president and the treasurer. Checks that exceed the original budgeted line item amount by more than 15% must be approved by the Carlock PTC Officers;
- iv. The Treasurer will present a written financial statement at every meeting of the organization and at other times requested by the Executive Board;
- v. The Treasurer will provide to the Executive Board upon request: checkbook; all bank statements; canceled and voided checks; deposit slips; treasurer's record book and receipt book; vouchers and invoices for all disbursements;
- vi. The Treasurer shall be responsible for completion and filing of appropriate forms as may be required by Internal Revenue Service regulations no later than the date established.

E. Assistant Secretary/Treasurer

- i. The Assistant Secretary/Treasurer shall assume the duties of the Secretary and/or the Treasurer in their absence;
- ii. The Assistant Secretary/Treasurer shall be responsible for assisting the Secretary and the Treasurer in the fulfillment of their duties;

F. Publicity/Communications Officer

- i. The Publicity/Communications Officer shall be responsible

for publicity for all Carlock PTC fund-raising and program events. This shall include advertisement in local media, social media, and other promotional activities for all fund-raising events, as well as for programs presented in conjunction with Carlock PTC meetings.

- ii. Responsible for finding volunteers for all Carlock PTC activities, as requested by the Carlock PTC or PTC Committee Chairperson;

G. Faculty Positions

- i. The Faculty Positions shall consist of the School Administrator and the Teacher Liaison. The faculty positions shall be responsible for communicating to the Executive Board the concerns and/or suggestions of the school faculty in order to better effectuate the purpose of the Carlock PTC.

Section 8: Standing Committees

A. Fundraising Committee

- i. Purpose: The purpose of the Fund Raising Committee is to review potential fundraising activities and provide recommendations to the Executive Board for said activities. The Fundraising Committee is also responsible for implementation of any fundraising activities approved by the Executive Board;
- ii. Membership: The Fundraising Committee shall consist of the Executive Board Co Vice-Presidents as chairpersons and at least two Carlock PTC members selected by the Co Vice-Presidents. The school Administrator shall sit on the Fundraising Committee as an ex-officio member.

B. Constitution Committee

- i. Purpose: The purpose of the Constitution Committee is to annually review the Carlock PTC Constitution, receive

- proposed amendments to the Constitution, and to recommend revisions to the Constitution as necessary;
- ii. Membership: The Constitution Committee shall consist of the Incoming President, the school Administrator and 2-5 other committee members as appointed by the Incoming President.

Section 9: Plenary Committees

- A. Appointment: Plenary Committees may be appointed by the Executive Board President during the Term of Office for any purpose deemed necessary. The establishment of such Committees shall be subject to approval vote by a majority of the Executive Board.
- B. Membership: Any Plenary Committee established pursuant to this
 - A. Room Parent Coordinator
 - i. The Room Parent Coordinator shall be responsible for securing Room Parents for each classroom and notifying them of their responsibilities.
 - ii. The Room Parent Coordinator shall be responsible for notifying Room Parents of the respective Carlock PTC Meetings/Events and what their roles and responsibilities would be;
 - iii. The Room Parent Coordinator is responsible for communications between the Carlock PTC and the Room Parents.
 - B. Room Parents
 - i. Coordinate with their respective classroom teacher to insure various holiday or special occasion room parties or events are organized and supplied;
 - ii. Assist their respective classroom teacher whenever called upon and available.
- C. Unit 5 Citizen Advisory Council (CAC)
 - i. Two Carlock parents may serve on the district CAC;

- ii. Responsibilities will be determined by the CAC;
- iii. The CAC representatives will be responsible for sharing information from CAC with the Executive Board at Carlock PTC meetings, as needed.

D. Family Fun Night Coordinator

- i. Organize 3-4 family fun nights throughout the school year that are free for families (i.e., movie night, reading night, back-to-school party, bingo, glow party, etc.).

E. Hospitality Coordinator(s)

- i. Plan monthly staff appreciation gifts/food/activities, including holidays/staff birthdays.
- ii. Organize activities during staff appreciation week in May.
- iii. Provide snacks/table at kindergarten registration.
- iv. Organize/provide parent hospitality during special events (i.e., refreshments, food, welcome table, PTC info, etc).

F. Outdoor Classroom Coordinator

- i. Coordinate Spring weed clean-up and ensure the outdoor classroom is ready for school after the summer (i.e., re-mulching, weeding, staining, bush trimming).
- ii. Coordinate necessary purchases for maintaining the outdoor classroom.

G. Dine-to-Donate Coordinator

- i. Organize 3-4 dine-to-donate events throughout the school year.
- ii. Communicate with publicity and the administrator to advertise upcoming dine-to-donate events.

Section 11: Budget Items

Monetary amounts noted in each of the funds will be determined by the budget committee. Funds not used by the end of the school year will be returned to the general fund.

- A. Class Cash Fund: The Class Cash fund is to be used by faculty

members to purchase items for their students. If a reimbursement request exceeds the amount in the Class Cash Fund:

- i. At the beginning of the year, payment will be made at the middle of the year when new funds are available, not exceeding the amount available.
- ii. At the end of the year, the amount reimbursed will equal the amount remaining in the Class Cash Fund;
- iii. Requests for additional funds may be made in writing to the Treasurer and voted on by the Executive Board.

B. Field Trip Fund: A per student amount will be appropriated at the beginning of the school year to provide funds for field trips. Adjustments may be made as needed.

ARTICLE V: AMENDMENTS

Section 1:

Any proposed Amendments or Revisions to this Constitution shall not be called for a vote unless said Amendment has been announced and presented to the Carlock PTC for review and comment at least 30 days prior to the Amendment being called for a vote.

Section 2:

No amendment or Revision to this Constitution shall be effective unless approved by at least a 2/3 majority vote of the Carlock PTC Members.

ARTICLE VI: ENACTMENT

Section 1:

This proposed constitution shall be presented to the members of the Carlock PTC for consideration as a repeal and replacement of the Constitution adopted 2016.

Section 2:

The ratification vote by a 2/3 majority shall be sufficient for the establishment of this Constitution.

This Document was announced and presented for review and comment to the Members of the Carlock Elementary School PTC via e-mail on August 10, 2022.

This Document was ratified by a 2/3 majority vote of the Executive Board at the PTC Meeting on August 10, 2022.

Kim Harmon
President, 2022-2023 Carlock PTC

Amanda Hunt
School Administrator, Carlock Elementary School

Ashley Hull, Jillian Nelson
Constitution Committee Members

Date 8/10/22