

# Candlebrook Elementary School Parent Teacher Club (PTC) Bylaws

## Article I: Name and Purpose

### *Section 1: Name*

The name of this organization shall be the Candlebrook Elementary School Parent Teacher Club (hereinafter referred to as "PTC").

### *Section 2: Purpose*

The purpose of the PTC is to:

- Foster a better understanding and cooperation between the faculty and parents of children at Candlebrook Elementary School.
- Promote the welfare of and provide services to the children and the school.

## Article II: Membership and Participation

### *Section 1: Membership Eligibility*

Membership in the PTC is open to:

- The principal of Candlebrook Elementary School.
- Faculty members of Candlebrook Elementary School.
- Parents and guardians of children in the Candlebrook Elementary School community.

### *Section 2: Participation*

All members are encouraged to actively participate in PTC activities, events, and meetings.

## Article III: Meetings

### *Section 1: Regular Meetings*

Regular meetings of the PTC shall be held no fewer than five times during the school year.

- The Executive Board, in consultation with the Principal, will determine the dates.
- A representative from the Executive Board should complete a "Facilities Use Permit" to get permission to use school space after school hours.
- These meetings are open to all PTC members and any guests invited by the Board.

### *Section 2: Notice of Meetings*

- Meetings shall follow a consistent schedule.
- Notices will be published in school communications as well as on and digital platforms that the PTC inhabits.

- In case of a rescheduled meeting, members will be notified through appropriate channels.

*Section 3: Annual Executive Board Meeting*

- The annual meeting of the Executive Board shall take place in June of each calendar year, with the exact date determined by the Board.

*Section 4: Order of Business*

The order of business for all meetings shall be as follows:

1. Meeting called to order
2. Reading, correction, and approval of minutes
3. Officers' Reports
4. Committee Reports
5. Principal's Report
6. Faculty Representative Report
7. Old Business/New Business
8. Adjournment
9. Program (optional)

*Section 5: Invitations*

The appropriate School Board Members should be invited to meetings.

## Article IV: Voting

*Section 1: Voting Rights*

- Each PTC member is entitled to one (1) vote.
- Voting by proxy is not permitted; members must be present to vote.

*Section 2: Voting Procedure*

- A motion submitted to the Executive Board during a properly convened meeting shall become binding upon the PTC if approved by a simple majority of those present and voting.

## Article V: Officers

*Section 1: Officer Positions*

The officers of the PTC shall be:

1. President
2. Vice President
3. Recording/Corresponding Secretary
4. Volunteer Coordinator
5. Treasurer

*Section 2: Term of Office*

- Officers shall be elected for a term of one year.

- The positions of President and Vice President may be held by more than one person (co-officers)

#### *Section 3: Uncontested Positions*

- In the event that no other person runs for a position, the current officer may continue in their role.

### **Article VI: Committees**

#### *Section 1: Standing Committees*

- The PTC may establish standing committees to manage specific activities or programs (e.g., Fundraising, Events, Communications, etc.)
  - Bookfair
  - Yearbook
- Each committee shall have a chairperson, who is responsible for reporting to the Executive Board and the general membership.

#### *Section 2: Ad Hoc Committees*

- The Executive Board may establish ad hoc committees as needed for special projects or tasks.
- These committees are temporary and will be dissolved upon completion of their objectives.

### **Article VII: Financial Management**

#### *Section 1: Fiscal Year*

- The fiscal year of the PTC shall begin on July 1st and end on June 30th.

#### *Section 2: Budget*

- The Treasurer, in collaboration with the Executive Board, shall prepare a budget for the upcoming fiscal year.
- The budget must be approved by a majority vote of the members present at a regular meeting.

#### *Section 3: Financial Reporting*

- The Treasurer shall present a financial report at each regular meeting, detailing income, expenditures, and account balances.

#### *Section 4: Audits*

- An internal audit of the PTC's financial records shall be conducted annually by a committee appointed by the Executive Board.
- The audit committee shall report its findings to the general membership.

## Article VIII: Conflict of Interest

### *Section 1: Conflict of Interest Policy*

- Any PTC officer, committee member, or general member with a potential conflict of interest in any PTC matter must disclose the conflict to the Executive Board.
- The individual must abstain from voting on any matter where a conflict of interest exists.

## Article IX: Code of Conduct

### *Section 1: Member Conduct*

- All PTC members are expected to conduct themselves in a respectful, collaborative manner.
- Disruptive behavior or actions that undermine the mission of the PTC may result in disciplinary action, including removal from office or revocation of membership, as determined by the Executive Board.

## Article X: Removal of Officers

### *Section 1: Grounds for Removal*

- An officer may be removed from their position for failure to fulfill their duties, misconduct, or any action that is deemed detrimental to the PTC.

### *Section 2: Removal Procedure*

- A motion for removal must be submitted in writing to the Executive Board.
- The officer in question must be given an opportunity to respond to the motion before a vote is taken.
- Removal requires a two-thirds majority vote of the members present at a regular or special meeting.

## Article XI: Record Keeping

### *Section 1: Minutes*

The Secretary shall maintain accurate minutes of all PTC meetings, which will be made available to the membership upon request.

### *Section 2: Documentation*

The Secretary shall maintain copies of all official correspondence and documentation related to PTC activities.

## Article XII: Amendments

#### *Section 1: Amendment Procedure*

- Amendments to these bylaws may be proposed by any PTC member.
- Proposed amendments must be submitted in writing to the Executive Board at least one month before a scheduled meeting.
- The amendments will be discussed and voted upon at the next regular meeting.
- A two-thirds majority vote of those present is required to adopt an amendment.

### **Article XIII: Dissolution**

#### *Section 1: Dissolution Procedure*

- In the event of the dissolution of the PTC, any remaining funds shall be used to pay outstanding debts.
- Any remaining assets shall be distributed to the school for educational purposes in a manner decided by the Executive Board.

### **Article XIV: Indemnification**

#### *Section 1: Indemnification Clause*

- The PTC shall indemnify its officers, committee members, and volunteers against any liability incurred in the course of their duties, provided they acted in good faith and in the best interest of the PTC.