

Upper Merion Middle School Parent Teacher Committee BY-LAWS

I. Name and Purpose:

A. The name of this organization shall be the Upper Merion Middle School Parent Teacher Committee (hereinafter referred to as "PTC").

B. The purpose of this committee is to foster a better understanding and cooperation between the faculty and parents of students at Upper Merion Middle School and to promote the welfare of and provide services to the students and the school.

II. Involvement in PTC:

A. Participation in the PTC shall be open to the principal, faculty, and the parents and guardians of students in the Upper Merion Middle School community.

III. Meetings:

A. Regular meetings of the PTC shall be held not less than five times during the school year. Dates are to be determined by the Executive Board and the Principal. These meetings are open to the general PTC membership and invited guests of the Board.

B. Meetings shall be on a consistent schedule and notice will be included in the Updates email. If a regular meeting needs to be rescheduled, members will be notified in the appropriate manner.

C. The annual meeting of the Executive Board shall take place in May/June of each calendar year, the exact date to be decided by the Executive Board.

D. The order of business for all meetings shall be:

- Meeting called to order
- Reading, correction, and approval of minutes
- Officers' Reports
- Committee Reports
- Principal Report
- Faculty Representative Report
- Old Business/New Business
- Adjournment
- Program (optional)

E. The appropriate School Board Members should be invited to meetings.

IV. Voting

A. Each member of the PTC is entitled to (1) vote. Except in special circumstances, a person must be present at a meeting to vote. Voting by one member of the PTC on behalf of another is not permitted.

B. Any motion submitted to the Executive Board at a properly convened meeting of the members shall become binding upon the PTC is approved by a simple majority of those present and voting.

V. **Officers**

A. The officers of the committee shall be: President, Vice President, Secretary, Volunteer Coordinator, and Treasurer. The officers will be elected for a term of two years. For the position of President and Vice President, there may be more than one person filling these (co)positions. In the event that no other person runs for office the current officer may stay in that office.

B. The slate of candidates for the new school year shall be presented at the April PTC meeting. No members shall be nominated without first obtaining the person's consent.

C. If more than one person is nominated for a position, an election will be held at the May regular PTC meeting. A majority of votes, of the members present voting, shall be necessary for the election to an office. Any positions remaining open will be filled as soon as possible.

D. All officers will deliver to their successors official materials at the close of the fiscal school year (June 30th).

E. Any materials owned by the PTC or by Upper Merion Middle School, including but not limited to keys, office supplies, and forms held by a member of the PTC Executive Board or any other PTC member must be turned over to the Principal or PTC President by the end of the fiscal school year (June 30th).

F. Newly elected officers shall assume office in June at the conclusion of the May/June PTC meeting.

G. The officers of the PTC, the Principal, the Teacher Representatives, and those who are chairpersons or hold special appointed positions shall constitute the Executive Board for the purpose of planning and directing the activities of the PTC.

VI **Duties of Officers**

PRESIDENT OR CO-PRESIDENT

A. Shall preside at all meetings of this organization and of the Executive Board.

B. May appoint all committee chairpersons, special positions, and Upper Merion School Board Liaison.

C. Coordinate the activities of officers and committees in order that PTC objectives may be promoted.

- D. In the event there are Co-Presidents, each shall have the authority to bind and represent the PTC as if there were only one President.
- E. Act as the primary liaison to the Principal.
- F. Has the authority to call special Executive Board meetings or poll the Board members as the need arises.
- G. Has the authority to spend up to \$100.00 for emergency items without calling a special Executive Board meeting.

VICE-PRESIDENT OR CO-VICE PRESIDENT

- A. Shall perform the duties of the President in his/her absence.
- B. Maintain the PTC Contact List
- C. Organize PTC Family Fun Nights - including entertainment and restaurant nights.
- D. Organize the out-going Board Members and recognition of service.

SECRETARY

- A. Keep the minutes of all meetings of this organization and its Executive Board.
- B. Provide information for the district website regarding PTC events/information.
- C. Upon approval of the monthly minutes, shall provide same for posting on the district website.
- D. Make copies of amendments or revisions of these By-Laws and make them available upon request.
- E. Conduct the correspondence of this organization as necessary.
- F. Inform the membership of meeting dates as required.
- G. Answer PTC email correspondence and upcoming events.
- H. Post PTC information on Upper Merion Middle School FaceBook Page.

TREASURER

- A. Have charge of the funds of the organization and keep all books and accounts of the organization.
- B. Have custody of the organization's financial records, including bank statements, canceled checks, disbursement forms, invoices, receipts, and budgets for a period of seven (7) fiscal years.
- C. Prepare and present an itemized financial report spreadsheet and bank statements at each meeting.
- D. Prepare the budget with the assistance of the President(s) prior to the first fall meeting.

VII Committees and Appointed Positions

- A. Committees shall be determined each year by the Executive Board.
- B. Committee chair persons shall be appointed by the President(s), in the event that the position is vacant.
- C. More than one person may be appointed to chair any committee.
- D. The Executive Board shall establish the budget for each committee.
- E. The chairperson of each committee shall present its plans and intentions to the Executive Board and no work shall be undertaken without approval.
- F. Chairpersons cannot go over their established budget without approval from the Executive Board.
- G. All chairpersons shall submit to the President a summary report, receipts, and finances, and the file or notebook of their committee at the end of their terms.

VIII Amendments to the By-Laws

- A. Amendments may be proposed by a member of the PTC. The proposed amendment shall be submitted in writing to the Secretary, and it shall be signed by at least three members of the PTC. The Secretary shall read the proposed amendment in an open meeting under the heading of New Business. The amendment shall become a part of these By-laws if at the regular meeting following its first reading by the Secretary, it is accepted by the majority of those present.

IX. Finances

- A. The officers will present the budget of anticipated revenue and expenditures at the first regular meeting of the school year. This budget will be used to guide the organization’s activities throughout the year. Any substantial deviations from the budget (\$1,000 or more) must be approved by the general membership.
- B. Only the Executive Board can enter into contracts or agreements on behalf of the Organization. Neither the officers nor any other member may enter into contracts or agreements on behalf of Upper Merion Middle School or the Upper Merion Area School District.
- C. No loans shall be made by the organization to its officers or members.
- D. The treasurer will deposit all funds of the organization into an account of the organization in such banks or other depositories as the officers may select and will make disbursements as authorized by the officers in accordance with the budget. All deposits and disbursements will be made within 30 days.
- E. The fiscal year of the PTC shall be July 1st to the following June 30th.
- F. Debit card. To be used exclusively by the PTC President and Treasurer for the express purpose of making purchases on behalf of the UMMS PTC where a credit card is required. Treasurer is to maintain the card and password.

X. Amendment to the By-Laws

These Bylaws were adopted by the newly incorporated Upper Merion Middle School PTC on _____.

_____	President	_____	Date
_____	Vice President	_____	Date
_____	Treasurer	_____	Date
_____	Secretary	_____	Date

Signed copy on file