

# Bylaws of The Lakeland Middle School Parent Teacher Club (LMS PTC)

## Article I: Name

The name of this organization shall be "The Lakeland Middle School Parent Teacher Club" (LMS PTC).

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## Article II: Purpose

The purpose of the LMS PTC is to foster a collaborative relationship between parents, teachers, and staff at Lakeland Middle School, to enhance the educational experience of all students, and to provide support for staff, school programs and activities.

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## Article III: Membership

Membership shall be open to all parents, guardians, teachers, and staff members of Lakeland Middle School. There are no dues required for membership.

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## Article IV: Officers and Their Duties

The officers of the LMS PTC shall consist of the following:

1. **President:**

- Presides over meetings of the LMS PTC.
- Oversees the execution of PTC activities and events.
- Serves as a liaison between the members and the school administration.

2. **Vice President:**

- Assists the President in executing the duties of the office and acts as President in their absence.
- Helps coordinate PTC activities, events, and committees.
- Serves as a secondary liaison between the members and school administration.
- Supports the onboarding of new officers and provides guidance for continuity in leadership.

3. **Secretary:**

- Records and distributes minutes of all meetings.
- Maintains records of the organization.
- Ensures notices of meetings are distributed in a timely manner.

4. **Treasurer:**

- Maintains all financial records of the LMS PTC.
- Collects and deposits all funds of the organization.
- Provides financial reports at each meeting.
- **Current Treasurer:** Ester M.

5. **Responsible Party:**

- Acts as the designated representative of the organization.
  - Oversees the proper transition of organizational leadership and financial signatories.
  - **Current Responsible Party and Originator:** Laura S.
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## Article V: Signatories on Financial Accounts

The Treasurer and the Responsible Party shall be the authorized signers on the LMS PTC bank account.

Additional signatories may be added as necessary upon the approval of the membership and documentation in the meeting minutes.

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#### **Article VI: Meetings**

1. Meetings shall be held monthly during the school year.
  2. Special meetings may be called by the President or the Responsible Party with at least three (3) days' notice.
  3. Quorum for meetings shall be achieved when at least three officers and two additional members are present.
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#### **Article VII: Responsible Party Transition Process**

1. The transfer of the Responsible Party designation must be documented in the meeting minutes, including the name of the outgoing and incoming Responsible Parties.
  2. The outgoing Responsible Party must work with the Treasurer to update the bank account signatories and provide any relevant documentation.
  3. The incoming Responsible Party assumes their duties upon successful transfer of responsibilities as recorded in the minutes.
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#### **Article VIII: Amendments to Bylaws**

These bylaws may be amended by a two-thirds vote of members present at any regular meeting, provided notice of the proposed amendment has been given at least one meeting prior.

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#### **Article IX: Dissolution**

In the event of the dissolution of the LMS PTC, all remaining funds shall be transferred to Lakeland Middle School to be used for educational purposes.

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**Adopted on:** Nov 21. 2024

**By:** Laura S., Originator and Responsible Party

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