



DISCOVERY CHARTER SCHOOL PARENTS,  
TEACHERS, CHILDREN (DISCOVERY PTC)

BY-LAWS

Revision: September 23, 2020

# DISCOVERY PTC

## BY-LAWS

### ARTICLE I -GENERAL

#### SECTION 1 – NAME

This organization shall be known as the DISCOVERY CHARTER SCHOOL PARENTS, TEACHERS, CHILDREN, herein referred to as “PTC.”

#### SECTION 2 – MISSION STATEMENT

PTC provides a variety of social and educational activities and events for the parents, children and community that Discovery STEAM Charter School encompasses focusing on fostering relationships that will build our community.

#### SECTION 3 – OBJECTIVES

The objectives of this organization are:

- To promote the welfare of children in the home, school and community.
- To create opportunities for families to spend time together at organized events.
- To be aware of laws and legislation pertaining to our charter school.
- To bring into closer relation the home and school-----that parents and teachers cooperate intelligently in the children’s education.
- To develop a relationship between educators and the community that will encourage and foster physical, mental and social education so that the community will benefit from such citizens.
- To raise funds for the growth and improvement of the school community.

#### SECTION 4 – BASIS OF OPERATION

DISCOVERY PTC is established and operated as a non-profit organization. Its monies are spent to assist the general school community and not individual needs.

#### SECTION 5 – DISSOLUTION

Upon dissolution by a simple majority vote of the membership in attendance at a special meeting, any remaining funds will be received by Friends of Discovery, the nonprofit arm of the Discovery STEAM Charter.

### ARTICLE II -MEMBERSHIP

#### SECTION 1 – MEMBERSHIP

Membership in this organization shall be made available without regard to race, color, creed or national origin, or income level. The membership shall conduct an annual enrollment of members but may admit persons to membership at anytime. Membership is open, but not limited to,

families of Discovery STEAM Charter School and staff. Each paid membership representative is allowed one vote at PTC membership or special meetings.

## SECTION 2 – DUES

Each membership representative of the organization shall pay annual dues to the organization. Annual dues are payable by cash, by check made payable to Discovery PTC, or through the use of online pay services such as Venmo and Paypal.

## ARTICLE III

### -OFFICERS

The officers will be current members of Discovery PTC and will maintain a current membership always. The officers of the PTC Executive Board shall consist of President, Executive Vice-President, Secretary, Financial Secretary, Treasurer, and Principal. Prior PTC Executive Board experience is preferred for all positions except for the Financial Secretary.

### SECTION 1 – PRESIDENT

- a. Will coordinate the work of officers and committees of the organization in order that the purposes may be promoted.
- b. Preside at all meetings of the membership and the executive board.
- c. Be a member ex officio of all committees except the nominating committee.
- d. Appoint the chairperson and members of committees, subject to the ratification of the executive board.
- e. Prepare a list of executive board officers and chairmen required for directory data and submit through channels as directed.
- f. Sign all authorizations for payment as required by the executive board or membership.
- g. Have all newsletters, flyers and/or notices approved by the principal, prior to distribution.
- h. Perform such other duties as may be prescribed in these By-Laws or assigned by the membership.

### SECTION 2 – EXECUTIVE VICE-PRESIDENT

- a. Serve as primary aide to the president.
- b. Perform the duties of the President in the absence or disability of that officer to act.
- c. Perform all duties of the President on an interim basis in such case the President resigns or is removed by membership during the current term or until a special election is held.
- d. Perform such other duties as may be prescribed in these By-Laws or assigned by the membership.
- e. File with Secretary of State form SI-100 whenever there is a change of officers or every two years, whichever comes first.

### SECTION 3 – SECRETARY

- a. Keep an accurate record of the proceedings of all meetings of the membership and the executive board in a bound book, which is the legal record of this organization.
- b. Be prepared to refer to minutes of previous meetings.
- c. Prepare a list of all unfinished business for the use of the president.

- d. Record all expenditures in the minutes.
- e. Keep a current list of the paid members of the organization provided by the membership chairperson.
- f. Keep current a signed original set of the By-Laws and standing rules.
- g. After minutes are approved, the secretary will file an approved copy with the school secretary for public view.
- f. Perform all duties of the Executive Vice-President on an interim basis in such case the Executive Vice-President resigns or is removed by membership during the current term or until a special election is held.
- h. Perform such other duties as may be delegated to the secretary.

#### SECTION 4 – TREASURER

- a. Need to have some exposure to the fundamentals of accounting by way of education, work experience, or volunteer work.
- b. Keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the membership, including specifically the number of members, the dues collected from the members and the amount of dues remitted. Such books of account and records shall at all reasonable times be open to inspection.
- c. Contact the bank to secure signatures of all authorized signers on all checking and savings account signature cards and file with the bank immediately upon taking office. (see f below)
- d. Receive and retain a copy of the deposit slip for any deposit made.
- e. Pay all bills as authorized by the executive board or the membership and on receipt of authorization for payment signed by the President, Financial Secretary, and/or Treasurer.
- f. Verify that if reimbursement request is from the President, the Executive Vice President and one other board member (other than Payee) must approve request. If reimbursement is for any other PTC Executive Board Member, the President and one other board member must approve.
- g. Secure two signatures per check. All checks will require the signatures of both the Treasurer and Financial Secretary.
- h. In case of an absence of more than 14 calendar days by either of the aforementioned, the Discovery STEAM Charter Business Office Representative may sign and must be in addition to another approved signor (only in special circumstances when requested by President and approved by Principal). The authorized signers shall not be related by blood or marriage or reside in the same household.
- i. Individuals counting cash/checks shall not be related by blood, marriage or reside in the same household.
- j. Keep an accurate record of receipts and disbursements in a ledger, which is a permanent record of the organization. All other financial records must be retained for seven years including the current year.
- k. Keep membership informed of expenditures as they relate to the budget adopted by the organization.
- l. Present a treasurer's report at every membership meeting and the executive board and at other times when requested by the membership.

- m. Be responsible for filling out and forwarding all necessary report forms as required for insurance, and for filing all tax returns and other forms required by the government agencies.
- n. The Treasurer will see that the IRS Form 990 or 990EZ is filed with the IRS on behalf of PTC every year in a timely manner.
- o. Will supply auditor with financial records for year-end audit.

#### SECTION 5 – FINANCIAL SECRETARY

- a. Prepare all authorizations for payment as required by the executive board or the membership.
- b. Keep an accurate record of all authorizations for payment for filing with the Treasurer’s financial records for the membership.
- c. Present a monthly report at every membership meeting and the executive board and at other times when requested by the Treasurer.
- d. Make an annual report to the organization when treasurer is not present.
- e. Perform all duties of the Treasurer on an interim basis in such case the Treasurer resigns or is removed by membership during current term or until a special election is held.
- f. Perform such other duties as may be delegated to the Financial Secretary.

#### ARTICLE IV

##### -EXECUTIVE BOARD MEETINGS

The Executive Board shall:

- a. Transact necessary business between meetings of the general membership and such other business as may be referred by the membership.
- b. Authorize the payment of membership bills within the limits of the budget adopted by the membership.
- c. Present report at general membership meetings.
- d. Receive a written financial report from the Treasurer at each executive board and membership meetings.
- e. The executive board is subject to the orders of the membership and none of its acts shall conflict with action taken by the membership.
- f. Meet once a quarter during the school year, unless otherwise ordered by the executive board.
- g. Establish a quorum for the transaction of business. Four (4) members shall constitute a quorum.
- h. Voting by proxy is PROHIBITED.

#### ARTICLE V

##### -ELECTION OF OFFICERS

Officers shall hold office for a term of no more than two consecutive terms in the same office or until a successor is elected. If more than one person is nominated for a position, an election ballot will go to each membership representative present at the meeting. If only one person is nominated, and agrees to that position, then no ballot will circulate. If no one is nominated, the

current officer shall have the option to remain in office with a simple majority vote from membership.

No officers shall be eligible to hold more than one elected or appointed office. Officers shall assume their duties on July 1<sup>st</sup> and are to serve for one school year. All nominated members must have a paid in full membership at the time of the election.

## SECTION 1 – ANNUAL ELECTIONS

April membership agenda shall include nominating and the election of members for officer positions for the following year. It is preferred that all nominees have experience in the position they are nominated for although it is not required. At least thirty (30) calendar days prior written notice of the annual election meeting must be given.

## SECTION 2 – NOMINATIONS

Nominations may be received by the Executive Vice President or Secretary via email or in-person up to 14 days in advance of the election date although no less than 48 hours prior to meeting date.

## SECTION 3 – OFFICER VACANCY

In the event an officer does not complete his/her term, an interim appointment will be made by the President. In such case the President seat is vacant, the Principal may appoint an interim officer until the special election is held at either a general membership or special meeting. At least seven (7) calendar days' prior written notice of the annual election meeting must be given.

All nominated members must have a paid in full membership at the time of the election. If an office remains unfilled after election and the current officer declines nomination for continuation of position, it shall be considered a vacant office to be filled by the board-elect.

## ARTICLE VI

### -RESIGNATION / REMOVAL OF EXECUTIVE BOARD MEMBERS

#### SECTION 1 – RESIGNATION

Resignation from the Board must be in writing and received by the Secretary.

#### SECTION 2 – TERMINATION

Termination of a Board member is allowable with or without cause. A Board member shall be terminated for violation of any Federal, State, school or PTC policy, procedures or By-Laws including but not limited to theft, embezzlement, misappropriation of funds, or misrepresentation of the PTC. A Board member may be removed by a simple majority vote of the membership present at either a general membership or special meeting called by either the President or the Principal. Any membership representative who is in good standing at the time of the meeting may motion to remove an executive officer.

#### SECTION 3 – PRO TEMPORE

Should it be desirable to have a temporary President and Secretary run the meeting, a chairman pro tempore may be elected by a simple majority vote. Membership representatives may abstain from voting with the knowledge that the votes of those who abstain will not be considered as part of the voting population.

ARTICLE VII  
-MEMBERSHIP

SECTION 1 – MEMBERSHIP MEETINGS

PTC meetings are meetings of the general membership and shall be held a minimum of one meeting per quarter of the fiscal year.

General membership meetings shall be held as designated by the President and in conjunction with school administration.

Notices, meeting time, and place shall be publicized at least two weeks in advance. Notice of these meetings could be by use of flyer distribution to students, signage on the school marquee, and/or posts on the school website and online communication platform.

Special meetings may be called by the President or the Principal. Notice of these meetings could be by use of flyer distribution to students, signage on the school marquee, and/or posts on the school website and online communication platform. Seven (7) calendar days' notice shall be required. The reason for special meetings is to deal with important matters that may arise between regular meetings and that urgently require action by PTC before the next regular meeting. Only business mentioned in the call for the special meeting may be transacted at the meeting.

Meetings shall be conducted in a manner established by the President and may be revised from time to time. A relaxed following of Roberts Rules of Order will be the standing order.

Membership present at meetings will vote on issues and majority rule.

A Discovery Charter School administrative designee should be present at all membership meetings.

SECTION 2 – QUORUM

This organization shall establish a quorum for the transaction of business in any meeting of this organization.

Ten (10) members shall constitute a quorum.

The privilege of making motions, debating and voting shall be limited to members of the membership who are present and whose dues are paid.

Voting by proxy is PROHIBITED.

ARTICLE VIII  
-PROPOSED PROGRAMS AND BUDGETS

The year's proposed program and budget, which includes all programs, projects and expenditures, require approval by the membership. The year's proposed programs and budget

shall be presented to the organization for approval by the membership at the last meeting of the year. All approved programs, projects, and expenditures MUST be recorded in the meeting minutes, the legal record of this organization.

ARTICLE IX  
-COMMITTEE/CHAIRPERSON

SECTION 1 – PTC REPRESENTATION AT FRIENDS OF DISCOVERY MEETINGS  
An Officer, Committee Chair or President elected PTC Member shall see that the PTC is represented at all Friends of Discovery Meetings.

SECTION 2 – ADDITIONAL SPECIAL COMMITTEES  
The President and membership from the previous year will decide which committees will be needed for the next year, as events change from year to year. These special committees may include, but not limited to: Family Campout, Scholastic Book Fair, Fall Carnival, Holiday Shop, Spring Fling, Teacher Appreciation Week, and/or Family Dance. Events are subject to change.

ARTICLE X  
-AMENDMENTS TO BY-LAWS

Amendments may be made by providing the membership written notice, at least thirty days prior to the meeting, that there is an amendment on the agenda. Amendments may pass after receiving a simple majority vote of the membership present at the meeting.

ARTICLE XI  
-RATIFICATION OF BY-LAWS

These By-Laws are to be ratified by a simple majority of members at the meeting in which they are presented.

ARTICLE XII  
FISCAL YEAR AND IDENTIFICATION NUMBERS

The fiscal year of this organization shall begin July 1<sup>st</sup> and end June 30<sup>th</sup>.

The Internal Revenue Service Employer Identification Number (EIN) for this association is 71-1002548.

Revision Approved – 09/23/2020