



PFC BYLAWS 2025

Purpose: *The Teague Elementary School Parent Faculty Club is an organization to support the education of children at Teague Elementary School. The Parent Faculty Club serves the community by providing experiences and materials for students at Teague.*

Members: Any parent, guardian, or other adult representing Teague Elementary school, such as faculty members of the school, may serve as a member of the Teague Elementary Parent Faculty Club. Members that serve have full voting rights. This organization must have a minimum of four (4) members to operate.

Officers and Elections:

1. **Officers** - Officers include a president, vice president, secretary, treasurer, auditor, and historian.
 - a. President - The president shall preside over meetings of the organization and executive board and the following: serve as the primary contact for the principal, represent the organization at meetings outside of the organization, serve as a member of all committees except the nominating committee, and coordinate the work of all officers and committees to ensure the organization is at full capacity and serving the needs of students.
 - b. Vice President - The vice president shall assist the president and carry out the president's duties in the event of their absence or inability to serve.
 - c. Secretary - The secretary shall keep all records of the organization, record minutes, and prepare the agendas for meetings. The secretary will also keep a copy of minutes, bylaws, member list, and any other necessities to provide them during meetings.
 - d. Treasurer - The treasurer shall receive and document all funds of the organization. They shall keep an utmost accurate record of receipts, expenditures and any other funds of the organization in accordance with the executive board. They shall present the most current financial statements at every meeting to review. Executive board can request financial statements from the treasury at any point in the year. The treasurer is also expected to provide a full report at the end of the given school year.
 - e. Auditor - The auditor is responsible for the accuracy of record keeping provided by the other officers. They shall detect any errors and provide recommendations for corrections.
 - f. Historian - The historian shall document the meetings, events, and more provided by the organization through photography and other technologies.

**Terms of Office:**

Officers are elected for four years and may serve no more than four consecutive terms in the same position. Each person elected shall hold only one position at a time. Officers can be removed from the organization with or without cause by a two-thirds vote of those present at regularly-scheduled meetings where previous notice has been given.

Meetings:

The annual meeting is scheduled for the final week of May of each calendar year to nominate or re-elect officers for the following school year. The organization shall have at least two meetings per school year. It is highly recommended to host a meeting monthly. The first formal meeting is to invite parents, faculty, and community members to become involved in the organization. This meeting will also serve as a discussion of current budgets and fundraisers for the calendar year. At this meeting the current bylaws will be provided and reviewed with the entire organization.

Executive Board:

Two meetings per school year are expected at minimum with executive board members to discuss budgets, bylaws, and other necessary requirements for a smooth-operating organization. The executive board shall consist of officers and the school principal (non-voting position).

Finances:

1. A tentative budget shall be drafted prior to the following school year and approved by a majority vote.
2. The Treasurer shall keep accurate records of any disbursements, income, bank account information, etc.
3. The board shall approve all expenses of the organization prior to completing any transaction.
4. Checks will be reviewed by an additional authorized signer prior to signing and distributing. Authorized signers are the president, vice president and treasurer.