

**Northstar Middle School
Family Teacher Council (FTC) Bylaws
Eau Claire, WI**

ARTICLE I: Mission

The mission of the Northstar Family Teacher Council is to:

- Enhance children's education by building a partnership between families, educators, and the community
- Provide education and enhanced social experiences through theater, arts, and field trips
- Facilitate family, school, and community activities
- Organize staff appreciation events
- Provide classroom support through grants to Northstar teachers
- Conduct fundraising throughout the year to support the mission financially

ARTICLE II: Basic Principles

The name of this corporation is the Northstar Middle School Family Teacher Council (FTC). The place in this state where the principal office of the Corporation is to be located is the City of Eau Claire, Eau Claire County.

The following are basic principles of the Northstar FTC:

1. The council shall be noncommercial, nonsectarian, and nonpartisan.
2. The council shall work to promote collaboration between families, schools, and the community at large
3. The council shall have a commitment to inclusiveness and equity for students, teachers, and other stakeholders.
4. No part of the net earnings of the council shall be to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the council shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the mission of the council.
5. Notwithstanding any other provisions of these articles, the council shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
6. The council or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office;

or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

7. Upon the dissolution of this council, after paying or adequately providing for the debts and obligations of the council, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of the Northstar FTC.

ARTICLE III: Membership

1. The General Membership of the Northstar FTC shares voting privileges and consists of all parents, guardians, faculty, staff, and all adult stakeholders who support the mission of the council through the students and faculty it serves.

ARTICLE IV: Meetings of the Council

1. Regular meetings of the council shall be held the first Tuesday of the months of August, September, October, November, January, February, March, April, and May.
2. The annual election meeting shall be held in the month of May.

ARTICLE V: Officers and Their Election

1. The officers of this council shall consist of a president, a secretary, and a treasurer.
2. Officers shall be elected in the month of May, and shall assume their official duties on July 1 and shall serve for a term of two (2) years or until their successors are elected.
3. A person shall not be eligible to serve more than two consecutive terms in the same office within this council and shall require nomination and vote each term.
4. If an office remains unfilled after election, it shall be considered a vacant office to be filled by the board-elect.

ARTICLE VI: Conflict of Interest Policy

1. Policy Statement
 - a. This policy is designed to protect the integrity of the Northstar FTC by ensuring that the decisions of the organization are made in the best interests of its members and students, free from any conflict of interest.
2. Definitions
 - a. Conflict of Interest: A situation in which an officer or board member has a personal or financial interest (direct or indirect) that could bias their judgment on behalf of the FTC.

- b. A financial interest does not necessarily mean there is a conflict of interest. The board's determination of whether a conflict exists is final.
- 3. Duty to Disclose
 - a. Any officer or board member who has an actual or potential conflict of interest must immediately disclose the conflict to the President or board.
- 4. Procedure for Handling Conflicts
 - a. After a conflict is disclosed, the interested party must provide all relevant facts to the board.
 - b. The interested party must abstain from any vote that is in regards to the conflict issue.
 - c. The remaining board members will decide if a conflict of interest exists and vote on the transaction or issue. This vote should be by a majority vote of the non-conflicted members.
 - d. Minutes must reflect that a conflict of interest was declared and that the interested member did not vote.

ARTICLE VII: Duties of Officers

- 5. The president shall:
 - a. Preside at all meetings of the council
 - b. Coordinate the work of the officers and committees of the council
 - c. Serve as the primary contact for the school administrator
 - d. Sign all contracts
 - e. Perform such other duties as may be prescribed in these bylaws or assigned by the council
- 6. The secretary shall:
 - a. Record and retain the minutes of all meetings of the council
 - b. Establish the agendas for the meetings
 - c. Have a current copy of the bylaws
 - d. Perform other delegated duties as assigned
- 7. The treasurer shall:
 - a. **Financial Management and Record Keeping**
 - i. **Budget:** Serve as chair of the budget committee and prepare the budget for adoption
 - ii. **Funds:**
 - Ensure that all funds are kept in a financial account at a local financial institution in the name and EIN number of this council
 - Keep a full and accurate account of receipts and expenditures and be responsible for the maintenance of such books of account and records
 - Verify that all cash/checks received are counted by two individuals
 - Make the disbursements as authorized by the president or council in accordance with the budget adopted by the council

- When requesting reimbursement, the check shall be written and signed by the other signer on the account and be approved by one other officer
- iii. **Debit Card Usage**
 - Only the treasurer shall have use of a council debit card
 - Debit cards shall only be obtained from the bank with the approval of the current executive board. At the end of the term, the card shall be surrendered to the executive board, deactivated, and destroyed.
 - Debit card purchases shall be preapproved by at least one additional officer other than the treasurer
 - The card shall never be used for personal expenses, ATM withdrawals, or cash advances
- iv. **Accounts:** Reconcile the bank accounts monthly and have the reconciliation and bank statement reviewed and signed by an additional officer who does not reside in the same household
- b. **Reporting and Compliance**
 - i. Present a written financial report at every council meeting
 - ii. Complete an annual financial report at the end of each fiscal year
 - iii. Be responsible to verify that all government forms are completed and submitted according to deadlines
 - iv. **External Review:** Have the accounts examined annually at the end of each fiscal year and at any time during the year when there is a change to the bank account's signature card by an external reviewer who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report
 - The reviewer cannot be related by blood, marriage or living in the same household to any signer
 - c. Perform other delegated duties as assigned.
- 8. All officers shall perform the duties outlined in these bylaws and those assigned by the executive board or the council. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, immediately, all funds pertaining to the office.

ARTICLE VIII: Fiscal Year and Government Information

1. Fiscal year: begins on July 1 and ends on June 30
2. WI Articles of Incorporation formed 11/14/25 - Entity ID: N065563
3. Internal Revenue Service Employer Identification Number (EIN): 41-2865805
Name control associated with this EIN is NORT
4. Federal Tax Exemption 501(c)(3) under IRC Section 170

ARTICLE IX: Amendments

1. These bylaws may be amended at any regular meeting of the council by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting (at least 30 days prior to the meeting at which the amendment is voted upon).

ARTICLE X: Topics Not Addressed

1. Any topic not addressed herein these bylaws is subject to discussion and voting of the membership