

# By-Laws

## **Liberty Elementary School** Parent Teacher Club

Revised 11/7/2016

## Document control and revision history

Date	Version	Approved meeting date	Comments
11/7/16	1		Re-write of By-Laws. Clarification of points and further explanation of positions. Addition of positions.
	1	11/7/16	Approved by board

# Parent Association of Liberty School

## BYLAWS

### **ARTICLE I – NAME AND ORGANIZATION STRUCTURE**

The name of the organization shall be Liberty Parent Teacher Club (PTC) & Local School Advisory Committee (LSAC). The organization will be located in the State of Oregon, County of Marion, and city of Salem. The organization is created in support of Liberty Elementary School

The organization is organized and administered exclusively for charitable, religious, educational, and scientific purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. The Liberty PTC is organized as a non-profit and shall conduct business as such.

The organization is organized and administered (within the state of Oregon)

### **ARTICLE II – PURPOSE**

#### **Section 1 MISSION**

The mission of Liberty PTC is to create an environment that fosters positive development within Liberty students, develop a closer connection between school and home by encouraging parental involvement through volunteer opportunities, special events, and participation in monthly PTC meetings, and to provide a positive and productive forum for discussion and enrich communication between parents, administrators, educators and the community.

#### **Section 2 – PURPOSE**

- To sponsor projects and events for the benefit of Liberty students.
- To coordinate appropriate fundraising activities which generate funding to be spent in support of PTC Mission and Goals.
- To increase student and family involvement within the school through the promotion of family oriented activities and participation opportunities.
- To support student learning and provide volunteer assistance in Liberty school.
- To enhance the school environment for students, parents/guardians, faculty and administration.

### **ARTICLE III - AUTHORITY**

- This organization shall be nonsectarian and nonpartisan.
- No political candidate shall be endorsed by it or its Officers in their official capacities for any purpose other than matters related to the purposes of the organization.
- This organization shall not seek to direct the administrative activities of the school or to control its policies.

- No committee or youth organization sponsored by the organization shall obligate, or agree to obligate the organization without express prior written approval of the Executive Board.
- Policies and procedures of the Board shall be in compliance with state and federal nonprofit laws, and in alignment with these bylaws.
- Maintain records of all forms through the school year for the entire period of the school year, e.g., Jog-a-thon form for current school year with income by student will be maintained until the next school year. This policy is not inclusive of any state or federal retention laws on non-profit organizations.

## **ARTICLE IV - PARLIAMENTARY AUTHORITY**

The authority for this organization shall be “Roberts Rules of Order Newly Revised.”

## **ARTICLE V - MEMBERSHIP**

### **Section 1 - MEMBERSHIP DESCRIPTION**

Membership shall be open to all parents or legal guardians of Liberty students, the principal, faculty, staff, and community members. Membership shall be automatic and shall be recognized without any application or official approval required. The general membership shall include voting and non-voting members, as described in Section 1a and Section 1b

#### **Section 1a - VOTING MEMBERS**

Voting Members shall consist of all board members, parents, legal guardians, faculty and staff of Liberty School.

#### **Section 1b - NON-VOTING MEMBERS**

All other community members and Liberty administration will be considered non-voting members. Non-Voting Members may participate in all discussions, make suggestions and voice opinions and are encouraged to do so.

### **Section 2 - RIGHTS AND RESPONSIBILITIES**

- To attend meetings.
- To present motions and speak on open issues.
- To serve on committees.
- To review any reports, fiscal or otherwise.
- To receive a copy of the current standing bylaws.

### **Section 3 - DUES**

The organization shall not charge any dues or fees to attend meetings.

## **ARTICLE VI – OFFICERS AND ELECTIONS**

### **Section 1 - EXECUTIVE BOARD**

The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer and Volunteer Coordinator, Event Coordinator and Local School Advisory Committee (LSAC) representative. Each position may have an Assistant which may also be voted in during normal elections. Members serving on the Executive Board shall be referred to as Officers.

## **Section 2 - TERM OF OFFICE**

The term of office for all Officers is one year and one month, beginning immediately upon election and ending one month following the election of the newly elected officer. Individuals may serve consecutive and repetitive terms if voted into office following the voting procedure.

## **Section 3 - QUALIFICATIONS**

- Must be a Voting Member.
- Have a current approved criminal history check Packet through Salem-Keizer School District.
- Agree to abide by the assigned duties of the office as described in Article V, Section 2 (Membership Rights and Responsibilities) of these bylaws.
- Agree to abide by the assigned duties of the office as described in Article Vi, Section 4 (Duties & Responsibilities) of these bylaws.
- Candidates of the same household or related, cannot serve in key positions simultaneously. Key positions which cannot be held at the same time are President and Vice President or President/Vice President and Treasurer.

## **Section 4 – DUTIES & RESPONSIBILITIES**

### **EXECUTIVE BOARD**

- Hold public meetings monthly during the normal school year, September through June. Meeting times other than these months may be called as needed.
- Propose the annual PTC budget.
- Establish and oversee Committees and Events.
- Establish, oversee, and collaborate with fundraising committees.
- Establish and approve the PTC event calendar for the school year.
- Establish and propose the annual PTC budget for the upcoming year.
- Approve unbudgeted expenditures of no more than \$200.00
- Commit to attendance at general membership and Executive Board meetings.
- Executive Board discussions may be held electronic (e.g., e-Mail, text, online forums, etc). Business conducted via these means shall be announced and transcriptions will be included with the next month's normal meeting.
- Shall maintain an impartial view at all activities meetings.
- Any Officer who fails to regularly and consistently perform their duties may be recommended for removal as described in Article 6, Section 5.

### **PRESIDENT**

- Collaborate with Secretary to prepare the agenda.

- Preside over general membership and executive board meetings of the organization and Executive Board.
- Coordinate the work of all the Officers so that the mission of the organization is served.
- Consult with and advise other officers of communications with school officials.
- Direct inquiries to appropriate committees and parties.
- Be a member ex officio of all committees except the nominating committee.
- Oversee the completion of the official roles of officers ensuring fulfillment of assigned duties; address concerns directly with Officers and recommend removal if warranted.
- Act as a counter signor on the PTC banking account.
- Approve required forms necessary for the completion of PTC activities.
- Submit event plans to school administration for approval per district policies as agreed upon by membership.
- Delegate responsibilities to Officers as required to meet the mission and goals of the organization.

#### **VICE PRESIDENT**

- Share responsibilities with the President and offer support to the President as needed.
- Run Board meetings and PTC meetings when the President is unable.
- Be a committee member on the two major annual fundraising committees.
- Ensure meetings are in compliance with the bylaws and the selected Parliamentary procedure.
- Act as a counter signor on the PTC banking account and help maintain responsibility for ensuring the accuracy of approved expenditures prior to authorizing payment.
- Assume responsibility for the following positions if they are vacant; Volunteer Coordinator and Event Coordinator.
- Other duties as asked by the President or in support of Liberty Elementary.

#### **SECRETARY**

- Work with other executive board members to develop monthly agenda and communicate the agenda in advance to all board members and other public locations.
- Record and distribute minutes of all Executive Board meetings and PTC meetings.
- Maintain a current copy of the bylaws and related documents.
- Maintain and ensure accuracy of all print/online content relating to PTC and PTC-sponsored events.
- Coordinate with the President to prepare and distribute the agenda for the PTC meeting. The agenda shall be distributed 3-5 days in advance.
- Communicate non-financial correspondence pertaining to PTC.
- Maintain organization's Social Media sites.
- Create calendar of events to be distributed at the beginning of the school year.
- Assist Treasurer, as needed, with written communication and preparing for yearend audits and taxes.
- Other duties as asked by the President or in support of Liberty Elementary.

## **TREASURER**

- Keep accurate ledger accounts of all income and expenditures.
- Receive, disburse and deposit all money of the organization.
- Responsible for managing and maintaining accurate financial records.
- Present a monthly financial statement at every regular PTC meeting and at other times when requested by the Executive Board.
- Present a full annual balance sheet from the previous school year at the September PTC meeting.
- Deposit income within 7 days of receipt.
- Reimburse individual approved purchases after being verified by receipt after purchase, reimburse approved expenses accompanied by receipts, and pay bills, within 7 days of receipt.
- Ensure required forms and documentation are provided for all expended funds and deposits.
- Recover, or attempt to recover, bad debts.
- Reconcile monthly bank statements.
- Prepare and issue 1099 forms, and donation receipts as required.
- Act as a signor on the PTC banking account and maintain responsibility for ensuring the accuracy of approved expenditures prior to authorizing payment.
- Ensure operating funds are available prior to the start of an event as required for the performance of approved PTC activities.
- Maintain communications with selected public accountant.
- Be available for preparing yearly taxes and audits.
- Review and submit non-profit status and related information yearly.
- Other duties as asked by the President or in support of Liberty Elementary.

## **VOLUNTEER COORDINATOR**

- Assess the need for volunteers at the school.
- Recruit volunteers to meet the needs of Liberty staff and PTC Event Coordinators.
- Maintain list of parent and student volunteers.
- Coordinate with Liberty office or school district, as needed, to verify authorized approval of parents and student volunteers.
- Provide a list of approved parent and student volunteers as needed.
- Assist Event Coordinators to fulfill the volunteer needs of PTC events.
- Provide opportunities for volunteer recognition (in the school newsletter, note cards, etc.)
- Maintain a center for volunteer sign-in and recording of hours served as a secondary source.
- Other duties as asked by the President or in support of Liberty Elementary.

## **EVENT COORDINATOR**

- Assist in building the school year calendar of events.
- Work closely with the Volunteer Coordinator(s) to ensure each event has the appropriate number of volunteers to successfully hold the event.
- Other duties as asked by the President or in support of Liberty Elementary.
- Work with the President and Volunteer Coordinator to create and assign chairs for events.

- The Event Coordinator shall provide at a minimum, a monthly oral report at each PTC meeting. The report shall include specific details about the forward progress of their event until the conclusion of all activities associated with their event.
- The Event Coordinator shall keep records of their event and submit them to the Executive Board upon completion of their designated event.

## **Section 5 - ELECTIONS**

The intent of this board is to be inclusive of all people who would like to participate in the leadership of PTC.

- Board vacancies will be advertised each spring.
- Candidate positions will be announced and made available to the public during the April meeting.
- No name may be presented without the prior consent of the nominee.
- Interested parties will submit names to the current Board no later than the March meeting.
- Officer elections will take place at the scheduled May meeting. If elections are not able to be held in May, they will be held in September meeting of the general membership.
- Nominations from the floor will also be called for at the May meeting.
- If nominees are from the same household or are related, they may not hold key positions simultaneously, e.g. one may not hold the Presidency while the other is the Treasure. One may not hold the Vice-Presidency while the other holds the Presidency.
- Officers may serve consecutive years.

## **Section 6 - REMOVAL**

An Officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board

Any Officer missing two Executive Board meetings or two PTC meetings in succession, unexcused by the Executive Board, shall be replaced by appointment of the Board.

Upon removal, all Officers shall deliver to the President all official materials, PTC equipment and any keys at the close of their service of office.

## **Section 7 - VACANCY**

If a vacancy occurs on the Executive Board the office shall be filled as follows:

- The Vice President shall automatically become President in the event the office of President is vacated.
- In the event the Volunteer Coordinator or Event Coordinator is vacant, the Vice President will assume those duties until further directed by a vote.
- A vacancy occurring in an office other than the President shall be filled by a majority vote of Voting Members at the next scheduled PTC meeting.



- In the event of a resignation without notice the Executive Board may hold an Emergency meeting to officially delegate the roles of the vacated offices until replacement Officers may be elected through majority vote at the next scheduled general membership meeting.

## **ARTICLE VII - MEETINGS**

### **Section 1 - GENERAL PTC MEETINGS**

- General PTC meetings shall be held to conduct the business of the organization.
- A regular meeting of the organization shall be held monthly with the day and hour to be decided upon by the Executive Board. Exceptions to this would be the month of December and summer months where school is not in session, unless agreed upon by the Executive Board.
- The annual meeting schedule will be published and posted at the beginning of the school year.
- In the event of a meeting cancellation, notification shall be distributed with as much prior notice as possible, given the circumstances.
- The Executive Board may elect to hold emergency or planning meetings as needed. The meeting times will be published for at least 48 hours through a minimum of one pre-established communication method; the day and hour for such meetings will be decided upon by the Executive Board.

### **Section 2 - QUORUM**

A quorum shall consist of at least two thirds of the Executive Board Members present at any regularly announced meeting.

### **Section 3 - CHILDCARE**

Childcare for members attending general meetings will be provided at no cost to the member.

## **ARTICLE VIII - COMMITTEES**

### **Section 1. MEMBERSHIP.**

Committees may consist of Members and Officers, with the President acting as an ex officio member of all committees.

### **Section 2. EVENT COMMITTEES**

In addition, event committees can include any individual with an approved background check who is willing to assist with any aspect of the event from planning to helping at the event.

Each Event Committee shall be managed by the Event Coordinator.

## **ARTICLE VIII - FINANCIAL POLICIES**

### **Section 1 - FISCAL YEAR**

Liberty PTC fiscal year is from January 1<sup>st</sup> to December 31<sup>st</sup> of the same year.

### **Section 2 – BUDGET**

A tentative budget shall be drafted by the Executive Board in the fall for each school year, brought to school administration for final approval and then approved by a majority vote of the Voting Members present at the first general meeting of the school year.

All proposed financial obligation exceeding \$200.00 must be submitted to the vote of the general membership before such obligation is incurred.

### **Section 3 – BANKING/MONEY HANDLING**

All funds shall be kept in an account at a federally accredited and insured financial institution in the name of “Liberty PTC”.

#### **Section 3a - Signatures**

- Two signatures of the following Officers must be signed on all checks: President, Vice President, and/or Treasurer.
- Resigning or removed Officers shall be removed as signees on the account within 2 business days of receipt of resignation or removal.
- In the event that there is a scheduled change in Officers, the bank signature card must be updated and signed within two business days from the date of the approved minutes which authorize said change.
- No Executive Board Member, or any person, shall remove funds from the PTC to “borrow” the money even with an intent to pay the money back.

#### **Section 3b – Money Handling**

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### **Section 4 - FUNDS REQUESTS**

For all funds request which are not previously pre-approved in the yearly budget , all requests will follow the PTC Request System.

### **Section 5 - FUNDS REIMBURSEMENT**

- All expenditures must be reported on a Funds Reimbursement Form with the receipt attached and submitted to the Treasurer.
- Funds over \$200.00 shall be authorized by the membership unless previously approved budget line item.
- Reimbursement shall be made within 7 days of receipt.
- No blank checks will be written.

### **Section 6 - ENDING BALANCE**

The organization shall leave a minimum of \$10,000 in the treasury at the end of each fiscal year.

### **Section 7 - CONTRACTS**

All contracts must be submitted to the school Principal for approval and must be in accordance with District guidelines.

### **Section 8 – ANNUAL REVIEWS**

To ensure that the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- Whether compensation arrangements and benefits are reasonable, are based on competent survey information, and are the result of arm's length bargaining.
- Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.
- A review of accounts, ledgers, and all financial transactions to date. The results of this review must be presented in written form by the person doing the review. The report must be available at the January meeting.

### **Section 9 - USE OF OUTSIDE EXPERTS**

When conducting the periodic reviews as provided for in Section 8, the organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.

If financial misconduct is suspected, the board shall immediately turn the information over to the appropriate authorities and cooperate with any and all investigations.

### **ARTICLE X - BYLAW AMENDMENTS**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

### **ARTICLE XI - DISSOLUTION**

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

If there is property and/or monetary funds at the time of dissolution, a detailed list will be created, a value placed on property and votes will be taken on the disposition of the property and funds.