

BLUE OAKS PTC

Working together for our students

Bylaws

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Article I, Name

The name of this organization shall be Blue Oaks Elementary School Parent Teacher Club, herein referred to as Blue Oaks PTC (or PTC).

Article II, Declaration

Blue Oaks PTC makes the declaration that our Bylaws are our main and only organizing document and have been approved by the Founder's Committee of our organization. These Bylaws also serve as our organization's constitution. These Bylaws were formally adopted on July 25, 2004 and will be amended in accordance with Article XI provisions.

Article III, Objectives

The objectives of the PTC shall be:

Section A: To promote a positive, cooperative school community for students, parents, staff and administration.

Section B: To provide support for the students, staff and administration of the school.

Section C: To provide members the opportunity to serve the school and its student body by contributing to the development of the school, its curriculum and student enrichment programs.

Article IV, Policies

Section A: This PTC shall be educational, non-partisan, non-profit, and non-commercial. It shall not endorse anyone for office.

Section B: The PTC shall seek neither to direct nor to control administrative activities of the school.

Section C: Funds raised by the PTC each year must be dispersed or encumbered by the end of the school year or those funds shall revert to the PTC general fund.

Section D: This organization shall not propagandize, or otherwise attempt to influence legislation. The PTC shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

Section E: The property of this PTC is irrevocably dedicated to charitable purposes. Income or assets of this organization shall not inure to the benefit of any board member or to the benefit of any private person. PTC can contract with individuals or companies to provide services.

Section F: The PTC does not discriminate on the basis of race, creed, color, gender, religion, sexual orientation, disability, or national origin.

Section G: The PTC shall adhere to the policies outlined in the Blue Oaks Parent Teacher Club/ Student Council Financial Services Policy.

Article V, Membership

Parents, guardians and family members of students attending Blue Oaks Elementary School, teachers, or staff may become members by becoming actively involved and paying annual membership dues. Annual dues shall be determined from time to time by the Executive Board. Memberships shall be non-assessable.

Membership in the PTC gives each member the right to vote on issues that are decided at general meetings. Members have the right to vote on issues of policy with guidance from the Executive Board, such as annual budget, fundraising policies, short and long-term goals, etc.

Article VI, Parent Teacher Club Executive Board

Section A: All members of the Executive Board shall be voting members, except for the President (*who will only vote in the event of a tie*) and the Past President Advisor. Board members may only vote if they are actually in attendance, by electronic media or by teleconference, as long as the action is reflected in the minutes of the meeting. New officers will be installed at the general meeting at which the election is held, with their terms beginning at the start of the fiscal year. Each office has a term of one year. No person shall hold the same elected office for more than two consecutive years.

Executive Board members will make decisions regarding the operations of the PTC and may have Executive Board meetings to vote on and/or discuss issues, which arise in the daily course of PTC business. Chairpersons may be asked to participate in such meetings but are not eligible to vote. If a Chairperson or Board Member does not have the ability or authority to make a decision (*which has not been addressed*) in an over-arching policy, the Executive Board may take a vote to decide the matter. These votes and their results will be reported at the next general meeting, and may result in future policy adjustment to reflect the will of the members.

Section B: The Executive Board shall be comprised of both elected and appointed officers, to include the following members:

Elected Officers

President

The President shall (1) preside over all PTC Executive Board and general meetings, (2) prepare a master calendar that includes Executive Board and general meetings, PTC-sponsored events, activities and fundraisers, (3) coordinate the work of the officers and committees of the PTC in order that the objectives be promoted, (4) make sure PTC activities are approved by the Principal and do not interfere with school activities, (5) appoint non-elected officers and committee chairpersons, (6) develop agendas for meetings in consultation with Executive Board members, (7) keep parents and staff apprised of PTC activities and acts as primary liaison between them, (8) file signature card for the PTC account at the bank, and (9) perform duties prescribed in these Bylaws, and (10) present a proposed budget to the Executive Board and membership for approval.

Vice-President

The position of Vice President can be divided into more than one position at the request and agreement of candidates and the PTC members. Alternatively, the Vice President may choose to appoint chairpersons to assist in the duties below. Division of responsibilities will be determined by the Vice President(s) and the President. The Vice President(s) shall (1) temporarily assume the duties and responsibilities of the President in his/her absence, (2) act as an aide to the President, (3) help recruit chairpersons and committee members for PTC-sponsored events, activities and fundraisers, (4) plan and work with committees in charge of events, activities and fundraisers, (5) work with Media Coordinator on event publicity, and (6) become familiar with state and local requirements for fundraising projects.

Secretary

The position of Secretary can be divided into more than one position at the request and agreement of candidates and the PTC members. Division of responsibilities will be determined by the Secretary(s) and the President. The Secretary(s) shall (1) record the minutes of Executive Board and general meetings, (2) prepare meeting minutes and give a copy to the President and Webmaster within one week following each meeting, (3) be custodian of the permanent records, (4) create and maintain an annual membership roster, (5) oversee all PTC-related communication and marketing materials, (6) maintain class distribution lists for PTC-related communication, and (7) support the President and Executive Board officers with any necessary PTC correspondence.

Treasurer

The Treasurer shall (1) obtain a hard copy of financial records and materials such as supplies, ledger, checkbook, tax records, and procedures book from predecessor, (2) meet with predecessor to review procedures and programs, (3) develop a budget for the school year with Principal, President, and other budget committee members, (4) deposit all monies promptly in the PTC bank account after monies have been accounted for and receipt is issued, (5) submit written reports for bank account as needed at Executive Board and general meetings, (6) make all financial records available for audit at all times, (7) facilitate audit of PTC financial records at the end of the school year, (8) oversee preparation of all tax returns and file as required by law, (9) attend all events where money may need to be counted, (10) make sure that at least two people count the money together (e.g. Event Chairman, Financial Secretary), and (11) ensure that all persons counting money sign an "income form", and (12) obtain trimester inventory report from Spirit Wear Coordinator.

Appointed Officers

Administrative Representative

The Principal of Blue Oaks Elementary School will be the Administrative Representative to the PTC.

Financial Secretary

The Financial Secretary shall (1) upon taking office, obtain all audited financial records and material from the outgoing Financial Secretary, (2) become familiar with all PTC procedures for handling money, (3) audit amounts for accuracy and issue a receipt for each transaction, (4) record all receipts, indicating the date, amount, from whom it was received, and for what account (*e.g. membership, fundraising*), (5) note any reimbursements that need to be made, (6) prepare all reimbursements and give check to the Treasurer or President for signature, (7) reconcile monthly bank statements and prepare a monthly financial report on all monies received, deposits made and/or authorizations for payment

prepared, (8) distribute monthly financial report to the President and the Treasurer, and present at Board and General Meeting, (9) keep checkbook up to date, with current balance shown in the bank accounts at all times, (10) monitor the PayPal account and transfer money to PTC bank accounts periodically, and (11) distribute yearend financial report to President and Treasurer for tax filing.

Historian

The position of Historian can be divided into more than one position at the request and agreement of candidates and the PTC members. Division of responsibilities will be determined by the Historian(s) and the President. The Historian(s) shall (1) assemble and preserve an annual record of activities at Blue Oaks Elementary School and the PTC (e.g. assemblies, newsletters, plays and productions, spirit days), (2) create a yearbook and/or scrapbook of photos, (3) create a display of the PTC's achievements and display it at Back to School Night and during the membership drive, (4) create and maintain the PTC bulletin board in the office, and (5) safeguard the historical records of the PTC and transfer them to successors.

Parliamentarian

The Parliamentarian shall (1) provide members and the Executive Board with training on simple parliamentary procedures (e.g. how to state a motion, voting procedures), (2) advise the President on questions of parliamentary procedures, when requested, (3) assist the President by keeping track of the order of those wishing to speak, motions, amendments, voting, etc. during meetings, (4) ensure that each member of the Executive Board has a current copy of the PTC's Bylaws (5) chair the bylaws committee, and (6) annually review Bylaws with the Bylaws committee, and (7) create, maintain and coordinate the "No Hassle Fundraising".

Media Coordinator

The Media Coordinator shall (1) oversee the chairperson position of Webmaster, (2) inform and provide the Webmaster with upcoming e-mail reminders and website updates, (3) assist the President with gathering information and drafting monthly electronic newsletter, (4) send weekly eNews to families regarding PTC and school-related events, activities and fundraisers, (5) assist the Secretary with additional communication and marketing materials

PTC Facilitator

The PTC Facilitator shall (1) coordinate the logistics for the Executive Board and general meetings (*e.g. location, child care, refreshments, prizes*), (2) ensure all meetings begin on time, (3) lead the Pledge of Allegiance at each meeting, (4) ensure the meeting location is left in an orderly and secure condition, and (5) support the President as needed.

Volunteer Coordinator

The position of Volunteer Coordinator can be divided into more than one position at the request and agreement of candidates and PTC members. Division of responsibilities will be determined by the Volunteer Coordinator(s) and the President. The Volunteer Coordinator shall (1) aid the President and Vice President(s) in recruiting chairpersons, committee members and volunteers for PTC-sponsored events, activities and fundraisers, (2) be in regular communication with PTC Classroom Representatives offering support and guidance in their classroom and event participation, (3) utilize membership volunteer interest forms to recruit and assist committee chairpersons with volunteer placement, and (4) work with the Secretary and Media Coordinator to encourage additional parent/guardian involvement.

Past President Advisor

At the discretion of the President, the Past President Advisor shall attend all PTC board meetings, but does not vote on actions. He/She shall draw upon his/her experience to provide advice to, and be a resource for, the current Executive Board. The Past President Advisor shall perform such other duties as assigned to him/her by the President.

Teacher Representative(s)

The Teacher Representative(s) shall (1) attend all Executive Board and general meetings, (2) act as the liaison between staff and the PTC, (3) report on current grade-level activities within Blue Oaks Elementary School, (4) advise the Executive Board of staff concerns, (5) coordinate staff support for PTC-sponsored activities, and (6) report to the school staff all PTC-related activities and efforts.

Article VII, Committee Positions

The Executive Board relies on volunteers to support PTC-sponsored activities, services, and programs for the students at Blue Oaks Elementary School. The following chairpersons, coordinators, and representatives aide the Executive Board in reaching our goals:

Art Docent Coordinator(s)

The Art Docent Coordinator(s) (1) recruits volunteers for the Art Docent Program, (2) assists in the training of any volunteers, (3) prepares an annual budget for supplies, and (4) advises the Executive Board of any upcoming events, concerns, or needs for the Art Docent Program.

Webmaster

The Webmaster shall (1) maintain the PTC's website and Facebook page, (2) research and promote ways to increase the effectiveness of electronic communication to further the objectives of the PTC, and help reduce the costs associated with communication, and (3) take direction from the Media Coordinator and President as needed.

Box Top; Labels for Education; and eScript Coordinator(s)

The Coordinator(s) shall (1) coordinate the Box Top for Education, Labels for Education and eScript fundraising programs for Blue Oaks PTC by collecting and redeeming labels.

Book Fair Chairperson(s)

The Book Fair Chairperson(s) (1) organizes and manages the book fairs at the Bear Jamboree and during the week of Open House, and (2) helps recruit and coordinate volunteers for set-up, execution and take-down of the book fairs.

Events Chairperson(s)

The Events Chairperson(s) oversees and coordinates PTC-sponsored events like the Bear Jamboree, Luau, Adult Event and Pancake Breakfast. The chairperson(s) will (1) work with the Vice President(s) to plan the event, (2) recruits volunteers to help set-up, work at and clean-up, (3) organizes and manage the event, (4) reports the financial results to the Executive Board, and (5) evaluates potential and existing PTC-sponsored events at Blue Oaks.

Fundraising Chairperson(s)

The Fundraising Chairperson(s) (1) is the liaison between Blue Oaks and the fundraising company, (2) organizes, manages and oversees the fundraiser, (3) supervises the committee members and volunteers regarding catalog distribution, tabulating orders, and merchandise distribution, (4) reports fundraising results to the Executive Board, and (5) evaluates potential and existing fundraisers.

Staff Appreciation Chairperson(s)

The Staff Appreciation Chairperson(s) (1) develops the staff appreciation program for the school year, (2) works with the volunteers to facilitate the program, and (3) coordinates holiday and staff appreciation week luncheon.

Spirit Wear Chairperson(s)

The Spirit Wear Chairperson(s) (1) identifies new spirit wear products with the Executive Board, (2) coordinates the ordering of school spirit wear merchandise from vendor, (3) oversees sales during PTC-sponsored events throughout the year, (4) creates and distributes order forms, (5) fills orders, (6) keeps records, (7) re-orders inventory throughout the year as needed, and (8) provides a trimester inventory report to the Treasurer.

PTC Classroom Representatives

PTC Classroom Representatives are non-board member parents and guardians from a particular class who serve as a liaison(s) or contact(s) for that classroom. The representatives (1) help build friendly relations among parents and guardians from that classroom, (2) work effectively with the classroom teacher, (3) inform the parents and guardians within the classroom of PTC events, activities and fundraisers, and (4) coordinate classroom projects to support PTC sponsored events.

Student Recognition Coordinator(s)

The Student Recognition Coordinator(s) (1) organizes and manages the Student Recognition Store, including purchasing supplies and coordinating set up and take down of the store, (2) helps recruit volunteers and coordinates the appearance of the school mascot.

Article VIII, Election Procedures

Section A: Notice of the Election Procedures and a copy of the PTC Bylaws will be posted and available in the office at least one week prior to the general election meeting.

Section B: All parents, guardians and staff members who are interested in elected officer positions may submit their name to the President or Principal prior to the general election meeting. Nominations will be taken from the floor at the general election meeting.

Section C: The general election meeting to elect the next school year's Executive Board will be held at the final PTC meeting of the current school year. The date and time will be determined and posted in advance. All those in attendance will be deemed voting members for the purpose of the election. The Executive Board Members shall be elected by a simple majority vote.

Section D: The Principal and those appointed by him/her will be responsible for processing and announcing the outcome of the elections. Those running for an elected position will not be allowed to tally votes.

Section E: The election results shall be announced as referenced in Section C, with those officers being installed to their positions immediately with terms beginning at the start of the next school fiscal year.

Section F: An Executive Board member may resign or be removed from office. The member will be given the option to resign from his or her position. A member of the Executive Board may make a motion to have an officer removed from his or her position for cause. The individual must be informed of the intent of the Executive Board to make this motion at least 5 business days before the next general, special or board meeting. The individual then has the opportunity to prepare a written statement. This may be read at the next general, special or board meeting by the individual or by a person of his or her choosing. The Executive Board will then vote on the motion to remove the officer. A simple majority vote is required to remove the officer. In the event of removal, the Executive Board may appoint a person to fill the position until the next general meeting. Nominations for the open position may be made by board or general members and submitted to the Executive Board. The vote to elect a new officer will be taken at a general meeting. The new board member will be installed immediately after being elected.

Article IX, Meetings

Section A: The PTC will hold monthly Executive Board meetings throughout the school year. Summer meetings may be held at the discretion of the President.

Section B: Regular and special general meetings may be held at the discretion of the Executive Board or upon written request of ten members. Notice of the meeting must be given one week in advance. All general meetings are open to all PTC members and will be posted.

Section C: Members of the PTC present shall constitute a quorum for regular and special general meetings providing there are a minimum of 50% of active members of the PTC Executive Board present.

Article X, Purchases

Educational and instructional furniture, equipment, and supplies purchased with PTC funds are the property of Blue Oaks Elementary School.

Funds may be budgeted for recognition and appreciation of staff and PTC members.

The President may, with the concurrence of the Treasurer, authorize expenditures not to exceed \$500.00.

Article XI, Amendments

These Bylaws may be amended by two-thirds vote of the members present at any regular meeting, providing notice has been given at the previous general meeting.

These Bylaws shall be reviewed annually by a committee to be chaired by the Parliamentarian and to consist of no less than the President and Principal.

Article XII, Authorization

The PTC shall exist at the invitation of Blue Oaks Elementary School.

Article XIII, Termination

If, at any time, this PTC does not function in the best interest of Blue Oaks Elementary School, the PTC may be dissolved. In this event, any funds or assets remaining in the PTC Treasury shall be used for student welfare within the school.

These Parent Teacher Club Bylaws were adopted on July 25, 2004 by Blue Oaks Elementary School and founding association members.