

NORMA J. PASCHAL ELEMENTARY SCHOOL



Parent Teacher Club (PTC) BYLAWS

Revised September 7, 2012

**Norma J. Paschal Elementary School
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Article I – Organization

Section I - Name

The name of this organization shall be the Norma J. Paschal Elementary School Parent-Teacher Club (Paschal PTC).

Section II - Executive Board and Fiscal Year

Paschal PTC Executive Board members' term and fiscal year are concurrent—July 1st to June 30.

Section III - Responsibilities

- A. Norma J. Paschal PTC has the responsibility to obtain and maintain 501 (c) (3) Non-profit Organization status.
- B. Shall be required to follow all Federal and State requirements imposed on 501 (c) (3) Non-profit Organizations.

Article II – Statement of Purpose

Section I – Goals

- A. To provide communication, cooperation and better understanding between Educators and Parents through working together in the best interest of the Students.
- B. To unite Educators and Parents in promoting and organizing activities which will assist in better education programs and which will cultivate a closer relationship between home and school.
- C. To conduct discussion so that a mutual understanding of the problems and areas of concern within the school and community can result and that effective solutions to these problems and concerns may be generated.

Section II – Policies

- A. The Norma J. Paschal PTC shall be non-commercial, nonsectarian, and nonpartisan. It shall not endorse commercial enterprises or political candidates. The name of the club or the names of any of its members, in their official capacities, shall not be used in connection with commercial concerns, partisan interests or for any purpose other than the regular work of this club.
- B. The Norma J. Paschal PTC shall not, directly or indirectly, participate or intervene in any way, including the publishing or distributing of statements, in any political campaign on behalf or in opposition to any candidate for Public Office.
- C. The Norma J. Paschal PTC shall not seek to direct the administrative activities of the school or control its policies.
- D. The Norma J. Paschal PTC may cooperate with organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided its representatives make commitments only as authorized by its general membership.

- E. It is the policy of the Norma J. Paschal PTC to provide services to all persons without regard to race, color, national origin, religion, sex, age, or disability. No person shall be excluded from participation in, or be denied the benefits of, any service; or be subjected to discrimination because of race, color, national origin, religion, sex, age, or disability.

Article III – Membership & Dues

Section I – Members

- A. Any parent or teacher may become a member of the Norma J. Paschal PTC. All that is required to become a member is to participate.
- B. Active enrollment of members shall be conducted throughout the year. Additional members may be accepted at any time. T
- C. Community members may join at the discretion of the regular membership.
- D. There will be no membership fee. Money given by Parents and Teachers wishing to contribute to the membership will be accepted as donations.
- E. Parents and Teachers shall have an equal voice regardless of donations accepted by the club.

Article IV – Executive Board

- A. The Executive Board will consist of 5-10 parents who have expressed a desire to serve on the board by the date set by the Principal each year. The parents will be appointed by the Principal. A faculty member shall also serve on the committee. All effort will be made to have all grade levels represented equally on the board so that continuity can be achieved.
- B. A Chairperson selected by the appointed Executive Board and after consulting the Principal will preside over Executive Board meetings.

Article V – Duties of Executive Board

Section I – Chairperson

- A. The Chairperson shall preside at all Executive Board meetings and give reports at regular scheduled PTC meetings or request another Executive Board Member to give the report(s).
- B. Shall serve on the Budget and Finance Committee.
- C. The Chairperson shall appoint special committees as the need arises.
- D. Shall insure that a member(s) of the Audit committee is opening all communications from the financial institution and to complete a second reconciliation of the bank statement.
- E. The Chairman shall insure the Principal is consulted on all activities of the PTC.
- F. Shall insure there is a written document describing what the PTC is required to do and how the PTC operates.

Section II – Secretary

- A. A faculty member who has volunteered to serve on Executive Board will serve as Secretary.
- B. The Secretary shall keep accurate records and minutes of all meeting of the Norma J. Paschal PTC and of the Executive Board meetings.
- C. The Secretary shall handle all general correspondence and will direct it to the proper persons/committee.

Section III – Treasurer

- A. The Treasurer shall serve as Chairman of the Budget and Finance Committee.
- B. The Treasurer shall insure that all federal and state forms are accurate then present to the Executive Board for approval and then file on time.
- C. The Treasurer shall insure that a financial report of the Norma J. Paschal PTC is presented at all Executive Board meetings as well as general meetings of the PTC.

Article VI – Standing Committees & Duties

Section I – Names of Committees

The standing committees of the Norma J. Paschal PTC shall be Budget and Finance, Auditing, Fund-raising, Volunteers and Media/Communications.

Section II – Committee Duties

- A. Budget and Finance Committee will consist of the Treasurer, Chairman, and another board member. The committee shall receive all money of the PTC and shall keep accurate records of the receipts of any expenditures and gains. Shall pay out funds as authorized by the Executive Board. Will propose a budget to the Executive Board, consult the Principal and then obtain approval form the General Membership.
- B. Auditing Committee shall perform all duties to ensure accurate accounting procedures have been used and all Federal forms, State forms, deposits, expenditures, and fundraisers were conducted in accordance with established processes by the Executive Board.
- C. Fund-raising Committee will generate funds through fundraisers accepted by the membership for the betterment of the school. The coordinator for each fundraiser will be in charge of starting, monitoring, handling problems and finalizing that fundraiser.
- D. Volunteers Committee shall be charged with recruiting and training volunteers to help out with PTC activities, including assisting teachers with classroom activities when requested.
- E. Media/Communications Committee shall be charged with communicating events and projects of the PTC to parents and community by various printed and electronic means.

Article VII - Meetings

Section I – General PTC Meetings

There will be four regular PTC meetings scheduled throughout the school year. The dates of the four meetings will be announced within the first six weeks of the school year.

Section II – Executive Board Meeting

- A. Chairperson after consulting with the Principal shall schedule regular convening Executive Board meetings based on PTC activities prior to start of school.
- B. Additional meetings can be called at the discretion of the Chairperson.

Section III – Quorum

- A. A quorum is established at the general membership meeting of the Parent Teacher Club by a two-thirds vote of the members present and voting; providing that the members have a minimum of a 72 hour notice of the proposed agenda.
- B. A quorum of the Executive Board meetings is required to conduct official business of the PTC. A minimum of at least three (3) Executive Board members in attendance is required for a quorum.
- C. A quorum for email vote is a 2/3 approval of the Executive Board.

Article VIII – Finance

- A. Funds provided by the Norma J. Paschal PTC to Norma J. Paschal Elementary School shall be used for specified purposes recommended and approved by a quorum of the general membership.
- B. Budget – the Norma J. Paschal PTC shall operate an annual budget prepared prior to the first general meeting of the school year and voted on by the membership at the first annual meeting of the school year.
- C. The Executive Board, after consulting the Principal, may commit Norma J. Paschal funds, not to exceed \$500, for the operation and maintenance of the Norma J. Paschal PTC or for special projects without prior approval of the general membership.
- D. Any amount over what was in the approved budgeted for State sales tax shall be paid, with approval of the Executive Board and after consulting the Principal.
- E. The Treasurer shall include in the financial statement all such commitments of funds not later than the next regularly scheduled meeting of the Norma J. Paschal PTC.
- F. Financial records of the Norma J. Paschal PTC shall be maintained for a minimum of three years on campus.
- G. The Treasurer's account shall be examined, at least, annually by an Auditing Committee of not less than two members, who, satisfied that the Treasurer's Annual report is correct, should sign a statement of that fact at the end of the report.
- H. The Chairperson shall appoint the Auditing Committee at least two weeks before the September meeting.

- I. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501c(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 state or local government, for public purpose.

Article IX – Property of PTC

- A. Inventory – there shall be an inventory of all PTC property at the end of each school year. A committee assigned by the Chairperson of the Executive Board will conduct the inventory. Any equipment will be added to the inventory as it is purchased. A complete inventory will be kept in the PTC file cabinet as well as the school office.
- B. Equipment belonging to the Norma J. Paschal PTC shall not be loaned to another school or organization without the approval of a majority of the Executive Board. When Norma J. Paschal PTC equipment is loaned out a member of the Norma J. Paschal PTC executive Board must be present during its use and will be responsible for the equipment while it is loaned out.
- C. At the dissolution of the Norma J. Paschal PTC, all the PTC's property becomes the property of Norma J. Paschal Elementary School.

Article X – Bylaw Amendments

These Bylaws may be amended at any general membership meeting of the Parent Teacher Club by two-thirds vote of the members present and voting; providing that the members have had an advance notice of the proposed amendments.