

Bylaws of the Franklin Elementary School Parent Teacher Committee

Article I. Name

The name of this council is the Franklin Elementary School Parent Teacher Committee (PTC).

Article II. Objective

The objectives of this PTC are:

1. To enrich the lives of the children in home, school, and community.
2. To encourage a positive home life for children.
3. To encourage communication between Franklin Elementary School, and teachers and the parents.
4. To provide feedback and support Ludington Area Schools' teachers and staff.

Article III. Basic Policies

The following are the basic policies of the PTC:

1. The PTC or members in their official capacities shall not engage in activities not related to promoting the objectives of the PTC.
2. The PTC shall be noncommercial, nonsectarian, and nonpartisan.
3. The PTC shall work with the school to provide quality education for all children and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Boards of Education, state education authorities, and the local education authorities.
4. No part of the net earnings of the PTC shall benefit, or be distributed to its members, officers or other private individuals except that the PTC authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
5. Notwithstanding any other provision of these Articles, the PTC 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 © (3) of the Internal Revenue code or (ii) by an organization, contributions to which are deductible under Section 170 © (2) of the Internal Revenue Code.

Article IV. Membership

Section 1: Eligibility

Membership in the PTC shall be limited to all parents, guardians, or other related persons (as defined by Franklin Elementary PTC) of students currently attending Franklin Elementary School. Membership shall also be open to all teachers and staff currently employed at Franklin Elementary School.

Section 2: Enrollment

The PTC operates with open enrollment and an open forum.

Section 3: Voting Privileges

Each attending eligible person during PTC meetings is entitled to one vote.

Section 4: Dues

The PTC shall not be contingent upon the payment of any dues.

Article V. Officers

Section 1: Titles

The elected officers of the PTC shall make up the Executive Committee and be comprised exclusively of eligible persons of the PTC. These officers shall include: President, Vice-President, Treasurer, and Secretary (at times the Executive Committee may also consist of co-officers when desired).

Section 2: Eligibility

Any member of the PTC is eligible to hold office, excluding Franklin Elementary school staff.

Section 3: Terms of Office

Elected officers shall assume their official duties on the last day of the current school year and shall serve for a term of one year or until a successor is elected. One person may not serve in more than one office at the same time.

Section 4: Duties of Officers

All officers shall attend PTC meetings. All officers shall try and serve on at least one committee.

- a. **The President** shall preside at all PTC meetings and Executive Committee meetings, coordinate the work of the officers and committees of the PTC in order that the objectives may be promoted. The President must present an agenda at each PTC meeting to all members. The President will try to keep open communication between school and the PTC.
- b. **The Vice President** shall act as aide to the President and perform the duties of the President in the President's absence or inability to serve. The Vice President shall maintain an accurate list of current officers, committee members and their contact information. The Vice President shall be responsible for all of PTC functions, including meetings and PTC sponsored events.
- c. **The Treasurer** shall be responsible for the annual operating budget and maintaining the PTC financial records. The Treasurer shall present financial reports at the beginning of each PTC meeting and budget throughout the year accordingly. It is the responsibility of the Treasurer to make sure that all bills of the PTC are paid, by the PTC, in a timely manner. The Treasurer, plus one additional officer, shall be signers on the checking account.
- d. **The Secretary** shall reserve the official records of the proceedings and actions of all the PTC meetings. The Secretary shall keep a copy of the PTC's bylaws and have available if discussion of the bylaws is needed. The Secretary shall prepare and distribute minutes in a timely manner to the Executive Committee and designated school representatives, and make minutes available to members upon request. The Secretary shall be responsible for all correspondence, including thank you letters to volunteers, donations or speakers.

Section 5: Nomination Procedures

The election of officers shall be announced prior to the election. Only those persons who have signified their consent to serve, if elected, shall be nominated for or elected to such office.

Section 6: Elections and Voting

The election of officers shall take place within a month of a vacancy occurring. The election of an officer shall take place at a PTC general membership meeting. Each member of the PTC is entitled to one vote in the election. All information and data necessary for that elected position should be transferred to the incoming Executive Committee member within 30 days of the newly elected member taking the elected position.

Section 7: Vacancies

All vacancies of the Executive Committee must be announced as soon as possible to all members. This can be done at a general meeting, in a newsletter or email. A vacancy occurring in the office of President shall be filled temporarily by the Vice President. Any member interested in filling such vacancy must advise the Executive Committee as soon as possible. Vacancies shall be filled with approval of the present members at its next PTC general meeting or at a special meeting called by the Executive Committee. Officers who wish to resign their positions must do so to an Executive Committee member. He/She must resign and turn over any records to the President.

Article VI. Executive Committee

Section 1: Composition

The Executive Committee shall consist of the elected officers of the PTC.

Section 2: Powers and Duties

The Executive Committee shall conduct the business of the PTC and shall plan and direct the work necessary to carry out the program and policies adopted by the general membership. The Executive Committee shall consult regularly with the school leadership.

Section 3: Meetings

Special meetings shall be called by the President. Any member of the PTC may attend as observers and may speak and otherwise participate at the discretion of the chair.

Article VII. Committees

Section 1: Standing Committees

The President shall request the names of persons interested in serving as chair or co-chairs of a Committee and shall appoint committee chairpersons with the approval of the majority vote of the PTC. At the first general PTC meeting of the school year, and if necessary, at any time thereafter, the President and the committee chair persons shall recruit and solicit volunteers to serve on these committees and shall provide continuing opportunities for members to join committees.

Section 2: Committee Chairs' Responsibilities

It shall be the responsibility of the committee chair to: schedule meetings as necessary, keep an accurate record of committee members and their contact information, notify committee members of the committee activities, report at each general PTC meeting of any progress or problems the committee is having and schedule, organize and manage the required activities,

income and expenses of the committee. The standing committees are as follows: fun walk, book fair, teacher appreciation, and end of year celebration.

Article VIII. Membership Meetings

Section 1: Regular Membership Meetings

General membership PTC meetings shall be three times a year or as needed for special events. A schedule of prepared events shall be prepared by the President and be announced at the first PTC meeting of the school year. Written notice of each meeting shall be distributed and posted prior to the scheduled meeting date.

Section 2: Special Membership Meetings

Special membership meetings may be called by the President to deal with a matter or matters of importance which cannot wait until the next regular meeting.

Section 3: Order of Business

General meetings of the PTC will follow Robert Rules of Order. An agenda should be given to each member and follow this order:

1. Welcome/Call to Order
2. Attendance
3. Minutes from last meeting (Secretary)
4. Treasurer's Report
5. Committee Reports
6. Old Business
7. New Business
8. Principal's Comments
9. Adjournment

Article IX. Amendments

Section 1: Amendments

These bylaws may be amended at any regular meeting of the PTC by a two thirds vote of those members present and voting. Amendments are effective immediately unless otherwise stated in the motion. The adoption of an amendment to the bylaws is identified by a double (**) which shall serve automatically and without the requirement of further action by the PTC to amend their corresponding bylaws.

Section 2: Bylaw Review

Copies of the bylaws shall be kept by the Secretary of the PTC and available in case further discussion is needed.

Article X. Dissolution

Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the Franklin Elementary School PTC, the remaining assets shall be distributed between Ludington Area Schools. Franklin Elementary School PTC funds will be transferred to LSAD. All accounts thereafter will be closed and funds will be properly dispersed.

Article XI. Fiscal Year

The Fiscal Year for Franklin Elementary School PTC shall be July 1 – June 30.

Adopted Date: _____

Signed: _____

Franklin Elementary School PTC
Ludington, Michigan

Witness: _____

Franklin Elementary School Representative: _____