

## **FARMINGDALE ELEMENTARY PARENT TEACHER CLUB (PTC) BYLAWS**

### **ARTICLE I. NAME**

The name of this club shall be the Farmingdale Elementary Parent Teacher Club of Pleasant Plains Unit District 8. Symbolic letters are PTC.

### **ARTICLE II. OBJECT**

The object of the Farmingdale Elementary Parent Teacher Club shall be:

1. To encourage cooperation and communication between home and school.
2. To promote the education and welfare of youth attending the school.

### **ARTICLE III. BASIC POLICIES**

**Section 1.** This club shall be noncommercial, nonsectarian and nonpartisan. This club shall not endorse a commercial enterprise or candidate. The name of this club or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work of the club.

**Section 2.** The organization is a 501 (c) (3) organization and shall not carry on any activities not permitted to be carried on by a 501 (c) (3) organization, according to Federal tax laws.

**Section 2.** This organization shall have input with the school administration, but will not seek to direct the administrative activities of the school or to control its policies.

### **ARTICLE IV. MEMBERSHIP AND DUES**

**Section 1.** Membership in this organization will be comprised of any parent, guardian, or adult standing *in loco parentis* with a student at Farmingdale Elementary School; and any teacher, staff, or administrator employed at Farmingdale Elementary School.

**Section 2.** No annual dues are presently assessed. Annual dues shall be determined by the Executive Committee at the start of each school year.

**Section 3.** Each member shall have one vote. Voting may take place by voice or by written ballot.

### **ARTICLE V. OFFICERS AND THEIR ELECTION**

**Section 1.** The officers of this club shall be: a President, 2 Vice Presidents, 2 Secretaries, a Treasurer and an Assistant Treasurer.

Officers shall be elected by ballot annually in the spring. If there is but one nominee for any office, upon motion from the floor, the election may be by voice. The officer vote will be held twice at consecutive meetings of the PTC.

Officers shall assume their official duties at the close of the last meeting of the school year and shall serve for a term of two years and/or until their successors are elected and assume their duties. All officers shall deliver to their successors all official material by the end of the school year, including job descriptions.

A person shall not be eligible to serve more than two consecutive terms in the same office.

The office of President shall be filled by a current member of the PTC who has served at least one year on the Executive Committee past or present. If no member of the Executive Committee is willing or able to serve as President, the position should be filled by an individual who has experience being involved with the organization.

**Section 2.** Nomination of officers shall be made by a nominating committee. The nominating committee

shall report the names of candidates for each office to be filled prior to the election of officers. Additional nominations may be made from the floor, but must have the consent of the nominee.

**Section 3.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the members of the Executive Committee, notice of such election having been given. In case a vacancy occurs in the office of President, the First Vice President shall serve notice of the election.

## **ARTICLE VI. DUTIES OF OFFICERS**

### **Section 1. The President shall:**

1. Preside at all meetings of the organization and the Executive Committee.
2. Serve as a member or chair of the Fundraising Committee.
3. Serve as an ex-officio member of all committees except the Nominating Committee.
4. Appoint special committees to perform such duties as may be assigned by the organization or Executive Board.
5. Perform such other duties as may be assigned to him/her by the club or the Executive Committee.
6. Coordinate the works of the officers and committees in order that the objectives may be promoted.
7. Vote in the case of a tie in a vote of the Executive Board, the Advisory Committee or the membership.

### **Section 2. The 1st Vice-President shall:**

1. Act as an aide to the President and shall perform the duties of the President in the absence or inability of that officer to serve.
2. Perform the duties of the President in the absence or inability of that officer to serve.
3. Serve as chair of the Service and Family Engagement Committee.
4. Be a member of the Executive Committee.
5. Perform other such duties as assigned by the President.

### **Section 3. The 2nd Vice-President shall:**

1. Act as an aide to the President and shall perform the duties of the President in the absence or inability of that officer, or the 1<sup>st</sup> Vice President, to serve.
2. Serve as chair of the Education Committee.
3. Serve as the chair of the Nominating Committee and coordinate the works of recruitment efforts of the PTC in order that the objectives may be promoted.
4. Be a member of the Executive Committee.
5. Perform other such duties as assigned by the President.

### **Section 4. The Treasurer shall:**

1. Act as an aide to the President.
2. Receive all monies of the club, keep an accurate record of receipts and expenditures, and pay out monies in accordance with the approved budget as authorized by the club, or upon order of the Executive Committee.
3. Present a written financial statement at every meeting of the club and at other times as requested by the Executive Committee, making a full report at the annual May meeting.
4. Provide books for audits to be performed for an internal or external audit.
5. Review the preceding year's expenses and make budget recommendations for the following year.
6. Serve as a liaison to the organization's banking institution(s).
7. Be a member of the Executive Committee.
8. Perform other such duties as assigned by the President.

### **Section 5. The Assistant Treasurer shall:**

1. Act as an aide to the President.
2. Assist the Treasurer in the financial affairs of the PTC.
3. Reconcile monthly bank statements.
4. Complete and submit all IRS paperwork required for a 501(c) (3) organization by November

15<sup>th</sup>.

5. Provide a financial report at the monthly meeting, in absence of the Treasurer.
6. Be a member of the Executive Committee.
7. Perform other such duties as assigned by the President.

**Section 6. The Corresponding Secretary shall:**

1. Act as an aide to the President.
2. Conduct the official correspondence of the organization.
3. Maintain the PTC bulletin boards.
4. Maintain inventory of the PTC closet, including stocking paper as needed.
5. Coordinate communication and publicity about PTC meetings, programs, and events, through appropriate channels, including, but not limited to, the PTC newsletter, PTC website, and PTC Facebook page.
6. Assist the President in managing email correspondence through the PTC email account and listserv.
7. Purchase all gifts, card, and flowers given by the club.
8. Record minutes of meetings in absence of the Recording Secretary.
9. Be a member of the Executive Committee.
10. Perform other such duties as assigned by the President.

**Section 7. The Recording Secretary shall:**

1. Act as an aide to the President.
2. Record, distribute, and archive accurate minutes of monthly meetings and Executive Committee meetings.
3. Be a member of the Executive Committee.
4. Perform other such duties as assigned by the President.

**ARTICLE VII. MEETINGS**

**Section 1.** Regular meetings of this club shall be determined by the Executive Committee prior to the commencement of the school year.

**Section 2.** Special meetings may be called by the Executive Committee, two days notice having been given.

**Section 3.** The May meeting shall be the annual meeting at which time annual reports shall be given.

**Section 4.** Seven members shall constitute a quorum for the transaction of business of this club.

**Section 5.** This club may dissolve if a 30-day notice of this action is given, in writing, to all members in good standing for discussion at the next regular meeting. Final action shall be taken at the following regular meeting and such action shall require a 2/3 vote of the members present and voting. Dissolution shall follow all regulations for a 501 (c) (3) organization, with remaining funds used to benefit the school.

**ARTICLE VIII. EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall consist of elected officers.

**Section 2.** Meetings shall be held at the call of the President or a majority of the Executive committee. A majority shall constitute a quorum.

**Section 3.** The Executive Committee may meet as soon as the officers have been duly elected for the purpose of selecting the chairperson of standing committees and formulating tentative plans for their term of office.

**Section 4.** The Executive Committee may transact business of the club in an emergency; however, no action taken shall be in conflict with that already taken by the voting body of the club.

**Section 5.** Any member of the Executive Committee absent for 3 consecutive meetings without a

reasonable excuse shall automatically forfeit their place on the committee and be so notified.

## **ARTICLE IX. STANDING COMMITTEES AND SPECIAL COMMITTEES**

**Section 1.** Such standing committees shall be created by the Executive Committee as may be deemed necessary to promote the object and carry on the work of the club. The following standing committees shall be held by the PTC: fundraising, service and family engagement, education, nominating, and audit. The chair of each committee shall coordinate the works of the PTC in order that the objectives may be promoted. Each committee shall be comprised of no less than three members and may appoint individual members or subcommittees to oversee activities.

The *Fundraising Committee* shall oversee all PTC fundraising efforts including, but not limited to:

1. Plans, organizes, and oversees an annual auction fundraiser.
  - a. The Auction subcommittee shall consist of no less than three members that oversee logistics, donations, promotions and marketing, and decorations. The Treasurer shall serve ex-officio on the auction committee.
2. Researches, plans, and implements a major sales-related fundraiser.
3. Researches and promotes opportunities for indirect fundraising through online programs.
4. Manages School Store, including purchasing and staffing.
5. Manages Box Tops class competition, submission, and rewards.
6. Organizes fundraisers with local businesses, other merchandise or gift card sales, and other miscellaneous fundraisers as determined by the Fundraising Committee & PTC.

The *Service and Family Engagement Committee* shall oversee all PTC service, volunteer, and family engagement efforts including, but not limited to:

1. Hosts open house and new family night
2. Recruits volunteers for scheduled PTC or school events.
3. Coordinates room parent volunteers for class parties.
4. Plans, organizes, and oversees the Fall Carnival.
5. Plans and executes teacher/staff appreciation activities, including monthly appreciation, holiday lunch, teacher appreciation lunch, and parent/teacher conference meal.
6. Works with principal to organize service/volunteer initiatives.

The *Education Committee* shall work with the Farmingdale Elementary principal and teacher liaison to oversee all PTC educational efforts including, but not limited to:

1. Determines teacher grant funding and reviews technology fund requests
  - a. The Teacher Grant subcommittee shall be comprised of no less than three PTC members and the principal.
2. Organizes educational events such as UIS Class Acts, school assemblies, Young Authors Assembly, Family Reading Night.
3. Coordinates Art Outreach program and volunteers.
4. Initiates Summer Reading Challenge and organizes rewards.
5. Consults with school to provide support for additional opportunities in areas of arts, culture, science, etc.

The *Nominating Committee* shall make nominations for the Executive Committee and other committee chairs as needed.

1. The 2<sup>nd</sup> Vice President shall serve on the Nominating Committee.
2. The President shall not serve on the nominating committee.
3. The Nominating Committee shall report the names of candidates for each office to be filled prior to the election of officers. Additional nominations may be made from the floor, but must have the consent of the nominee.

The *Audit Committee* shall review the previous year's finances and books and make a yearly report to the Executive Committee.

1. The President shall appoint a committee comprised of no less than three PTC members who were not check signatories for the year under review. The Treasurer shall assist the audit committee by providing access to materials necessary to perform the audit.
2. The Audit committee members must be available to serve between July 1 and September 1 to review the financial statements and transactions of the previous year and report their

findings at the September meeting.

3. The Audit Committee shall also oversee any external audit process by selecting the audit or review firm, providing information, and reporting to the Executive Committee and membership.

**Section 2.** The chairperson of each standing committee shall present a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Committee.

**Section 3.** The President's signature is to be included on all contracts, with copies of said contract to be presented to, and filed with, the Executive Committee. The Treasurer shall be provided copies of contracts where payment is necessary.

**Section 4.** Committee members shall adhere to budgets unless approved otherwise by the Executive Committee. All committee work that requires payment or reimbursement shall present receipts, contracts, and other documentation as required.

**Section 5.** The chairperson of a standing committee shall serve in that role for a period of 1 year and may serve consecutive terms.

**Section 6.** Special committees shall be temporarily created by the Executive Committee as may be deemed necessary to promote and carry on the work of the club. The chairpersons of special committees shall be selected by the Executive Committee.

#### **ARTICLE X. AMENDMENTS**

**Section 1.** These bylaws may be amended at any regular or special meeting of the club by a 2/3 vote of the members present and voting, providing that the proposed amendments shall have been made available in writing at least 30 days prior to the meeting.

**Section 2.** A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws upon a majority vote at a meeting of the club, or by a 2/3 vote of the Executive Committee. (09/90)

#### **ARTICLE XI. FINANCIAL RESPONSIBILITIES**

**Section 1.** The Treasurer, in consultation with the Executive Committee, shall present a proposed budget for the approval of the membership at the close of the previous year. The budget shall be approved by a twice membership vote, providing that the proposed budget shall have been made available in writing at least two weeks prior to the first vote.

**Section 2.** Expenditures over \$500.00, that were not previously approved in the current fiscal year's budget, must be submitted in writing at least seven calendar days prior to a PTC meeting. No decision can be made regarding any proposal for any such expenditure over \$500.00, prior to the next scheduled PTC meeting following the meeting at which the proposal was presented.

**Section 3.** Board approved expenditures submitted for payment will not be approved for payment by the Treasurer if the total expenditure, including shipping, handling, and any additional charges or taxes, exceeds 110% of the amount originally authorized by the PTC Executive Committee.

**Section 4.** The Treasurer's books shall be presented to be examined annually by an Audit Committee of not less than three (3) members whom, satisfied that the Treasurer's records are correct, shall sign a statement certifying its correctness.

The Treasurer's books shall be examined every fourth year by a Certified Public Accountant approved by the Audit Committee. The Audit Committee shall present the findings to the Executive Committee and the membership.