

Auburn LSAC / Parent Teacher Club

THE CONSTITUTION

ARTICLE I: - NAME, DESCRIPTION & PURPOSE

Section 1: NAME - The name of this organization shall be known as Auburn Parent Teacher Club (PTC). The PTC is located at Auburn Elementary School, 4612 Auburn Rd. NE Salem, Oregon 97301.

Section 2: DESCRIPTION: - The PTC is a nonprofit organization that exists for charitable education, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE - The purpose of the PTC is to enhance and support the educational experience at Auburn School, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Auburn School through volunteer and financial support.

ARTICLE II: MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of Auburn School students who are at least 21 years of age, plus all staff members at Auburn School. There are no membership dues. Members have voting privileges, one vote per household.

ARTICLE III: OFFICERS

Section 1: EXECUTIVE BOARD - The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary, Communications Secretary and Treasurer, officer positions can be combined. The Auburn School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE - The term of office for all officers is one year, beginning August 1 and ending July 31 of the following year. All candidates for office must be present at the meeting when nominated or signify in writing, to the Recording Secretary, their willingness to serve if elected. Nominations for officers will be at the May meeting and elections will be held at the June meeting. Two members of an immediate family cannot serve as president, treasurer or secretary-treasurer or cosign for withdrawals from the Auburn PTC bank account.

Section 3: QUALIFICATIONS - Any PTC member in good standing may become an officer of the PTC. No officer may hold an office for more than two continuous years.

Section 4: VACANCY - If a vacancy occurs on the Executive Board, the President shall appoint a PTC member to fill the vacancy for the remainder of the officer's term.

ARTICLE IV: MEETINGS

Section 1: General PTC Meeting - General PTC meetings shall be held to conduct the business of the PTC. Meetings shall be held monthly during the school year or at the discretion of the President. The time and date of the PTC meeting will be at the discretion of the Executive Board. Notice of the meeting will be sent home with students.

Section 2: VOTING - Each member in attendance at a PTC meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

Section 3: QUORUM - Five (5) members of the PTC shall constitute a quorum at any regular or special meeting.

ARTICLE V: FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTC begins August 1 and ends July 31 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of Auburn PTC, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING - All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTC shall arrange an independent review of its financial records. The review will be done in January and June, with the findings reported back to the PTC at the next regular meeting.

Section 4: CONTRACTS - Authority to sign contracts is limited to the President. Any amount spent over \$100.00 must be approved by a vote of the members at the meeting.

ARTICLE VI: DUTIES OF OFFICERS

Section 1: PRESIDENT

- A. Preside at all LSAC/PTC meetings.
- B. Sign all letter, reports and other communication of the PTC.
- C. Appoint all committees as needed. And name chairperson of each committee.
- D. Submit the completed form A and B to the Community Involvement Department according to Salem School District guidelines in a timely manner. Review information from CIAC (Community Involvement Advisory Committee) and relate the pertinent information to the PTC.
- E. Set the agenda for the next PTC meeting.
- F. Enforce all rules and regulation of the LSAC/PTC.

Section 2: VICE-PRESIDENT

- A. In the absence of the president, the vice president shall perform the duties of the president.
- B. Acts as chairperson of fund raising committee. To review all fund raising projects and make recommendations to the Executive Committee.
- C. Responsible to see that refreshments are available at all PTC meetings.

Section 3: RECORDING SECRETARY

- A. Keep official minutes of all regular and special meeting. Transmit copies to all persons deemed necessary. Record attendance at all meeting.
- B. Review School Board minutes and report to Executive Committee pertinent information. File minutes and then make them available for reading at the next regular meeting.
- C. Is the custodian of all LSAC/PTC historical records.

Section 4: Communications Secretary

- A. Manage communications and marketing for the PTC, including but not limited to PTC newsletter, email broadcasts, website, bulletin boards, etc.
- B. See that minutes are sent home with students, mailed or put in school paper.
- C. Send thank you notes to PTC presenters, students spotlight presenters, etc.
- D. Monitor the PTC mailbox weekly to be sure all committees receive mail in a timely manner.
- E. Keep a register of telephone numbers of all PTC members.

Section 5: Treasurer

- A. Serve as custodian of the PTC's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTC, and hold all financial records.
- B. Pick up and deposit all money from fundraiser in a timely manner.
- C. Report at monthly meetings the financial summary of the PTC.
- D. Present end of year budget summary at the June meeting.

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.

ARTICLE VII: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any PTC member. Amendments presented at a PTC meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

ARTICLE VIII: DISSOLUTION

In the event of dissolution of the PTC, any funds remaining shall be donated to Auburn Elementary School.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Section 1: "Robert's Rule of Order, Revised" shall be the guide for all points of order not covered by the bylaws.

Section 2: A current copy of "Robert's Rules of Order, Revised" shall be owned by the PTC and be in the custody of the President for his/her use.

These bylaws were adopted on
October 20, 2011