

**Franklin Elementary School
Parent Teacher Club Bylaws
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Franklin Elementary School Parent Teacher Club Bylaws

Article I - Name

The name of the organization shall be Franklin (Elementary School) Parent Teacher Club (PTC), and referred to herein as "the PTC."

Article II - Mission

The Franklin PTC mission is to encourage involvement of parents, teachers and staff by providing programs and community events that will help raise funds to further advance the education and prosperity of the Franklin Elementary students outside of the annual education budget provided by the Loomis Union School District.

Article III - Policies

Section 1. The PTC shall operate for charitable, education, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed or national origin.

Section 2. The policies of the PTC are established to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.

Section 3. The name of the PTC and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the PTC.

Section 4. The PTC may cooperate with other PTCs within the same school district that have similar goals and interest, but shall not interfere with the administration of these schools or seek to control its policies.

Article IV - Membership

Section 1. Voting Rights. Any parent or guardian of a student, the Principal, or staff member of Franklin Elementary School may be a member and shall have voting rights.

Section 2. Dues. Dues, if any, will be established by the Board of Directors each fiscal year. If dues are charged, a member must have paid his or her dues at least 14 calendar days before a Board or General meeting to be considered a member in good standing with voting rights.

Article V - Officers

Section 1. Officers. The officers shall consist of: President, First Vice President, Second Vice President (which shall be the school Principal), Recording Secretary/Historian, Treasurer, VP- Marketing & Communications and VP-Ways & Means. Two persons may be nominated and elected to fill any single position. In this instance, both of the persons shall be given all of the rights and responsibilities of the office as enumerated herein. Each position, not person, shall have one vote, even if the position is shared.

Officers

a. President

The President shall:

- Preside over meetings of the General Membership and Board of Directors meetings.
- Coordinate with the Recording Secretary to prepare all meeting agendas.
- Serve as the primary contact for the Principal.
- Represent the organization at meetings outside the PTC.
- Serve as an ex officio member of all committees.
- Coordinate the work of all the Board members and committees so that the purpose of the PTC is served.
- Vote only in the case of a tie in a vote of the Board of Directors or the Membership.
- Appoint Special Committees as needed.
- With the assistance of the First and Second Vice Presidents, appoint Committee Chairpersons based on the PTC Volunteer Recruitment Survey.

b. First Vice President

The First Vice President shall:

- Assist the President and carry out the President's duties in his or her absence or inability to serve.
- Coordinate, tabulate and disperse the results of the PTC Satisfaction Survey sent out to all members during the month of March.
- Be responsible for coordinating volunteers, distribute job descriptions and previous committee chair's records.
- Develop policies and procedures specifically for recruiting, managing and retaining volunteers.
- Ensure financial, legal and personnel responsibilities are being met and report to the Board.
- Act as Parliamentarian and hold a copy of the PTC Bylaws and *Robert's Rules of Order* at the PTC office site, and make each available upon request.

c. Second Vice President

The Second Vice President shall:

- Be the Principal of Franklin School.
- Be an official member of the Board of Directors and may serve in an advisory capacity to any committee.

d. Recording Secretary/Historian

The Recording Secretary/Historian shall:

- Maintain all records of the PTC.
- Prepare meeting agendas and provide to the VP of Marketing & Communications to be distributed to the membership prior to Board of Directors and General meetings.
- Take and record minutes of the PTC Board of Directors and General membership meetings.
- Within two weeks, forward copies of minutes to each Board member of the recorded meeting and ensure that these minutes are uploaded to the PTC website.
- Circulate the minutes from the preceding Board of Directors & General meetings at each monthly Board of Directors & General meetings.
- Keep a copy of the minutes book, PTC Bylaws, Standing Rules, membership list, and other necessary supplies, and bring them to meetings.
- Provide a printed copy of these Bylaws to each newly elected Board member prior to the first Board of Directors meeting.
- Be responsible for maintaining a "photo record" of the activities and achievements of Franklin Elementary School.

e. Treasurer

The Treasurer shall:

- Maintain all financial records and keep updated copies at the PTC office site.
- Pay out funds in accordance with the approved PTC budget and procedures.
- Present previous month's bank statements and a financial report at every meeting and at other times of the year when requested by the Board of Directors.
- Keep an accurate record of receipts (from deposits), and expenditures (reimbursement requests and invoices) provided by the VP of Ways & Means.
- Provide a monthly financial statement to VP of Marketing and Communications to be published on the PTC web site.
- Complete all financial updates by the close of the fiscal year and provide a full year-end report.
- Along with the President, perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTC's 501(c)3 status, as applicable; and maintain accurate records as such.

f. VP-Marketing & Communications

The VP of Marketing and Communications shall:

- Check and respond to all emails & inquiries, either via PTC email address, WebMail or mobile app.
- Disseminate all PTC information to membership via weekly news flash and other appropriate signage.
- Email membership thanking all volunteers for specific coordinated efforts.
- Edit and Maintain PTC website, mobile app. (send all push notifications as needed) and Facebook Page.
- Be responsible for maintaining the PTC kiosk.
- Forward all pictures uploaded to the mobile app. to the school yearbook coordinator.
- Actively promote the PTC mobile app. throughout the year.
- Work in conjunction with Board of Directors & Committee Chairs to actively promote PTC sponsored events via news flash, website, mobile app., Facebook page and appropriate signage.

g. VP-Ways & Means

The VP of Ways & Means shall:

- Monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.
- With input from the Board of Directors, prepare a proposed annual budget for the next fiscal year to be presented to the membership at the final General meeting of the current fiscal year.
- Receive all funds of the PTC and deposit to PTC bank accounts.
- Educate Board members on forecasting, expenses and budgeting for charitable events.
- Advise the Director of Fundraising as to the PTC fiscal monetary needs.
- Work directly with the Treasurer to provide banking and financial accounting support.
- Be familiar with Treasurer practices in such case the Treasurer is unable to perform their duties.

Article VI - Board of Directors

Section 1. Membership. The Board of Directors shall consist of the Officers, a Teacher Representative, and four Directors: the Director of Membership & Franklin Community Events, the Director of Enrichment, the Director of Operations and the Director of Fundraising. The Principal will be an officer and active member of the Board of Directors as Second Vice President, advising, assisting, and coordinating. Each Director may hold up to one committee chair. Each Director will have one vote per their director position. The Directors will be "subject matter experts" for their committee chairpersons and will act as an interpreter of needs from Committee Chairs to the Board of Directors. No individual can serve in two Board capacities simultaneously.

Section 2. Duties. The Board of Directors shall:

- Manage all the affairs, activities and operations of the PTC.
- Transact necessary business between meetings in preparation for the General membership meetings.
- Create Standing Rules and Policies.
- Create Standing and Special Committees.
- Submit a budget to the membership for approval, approve routine bills, and prepare reports and recommendations to the membership.
- Approve the plans and work of Standing and Special Committees.
- Present reports and recommendations at the General membership meetings.
- Attend all Board of Directors and General membership meetings.

h. Teacher Representative

The Teacher Representative shall:

- Provide annual budgetary forecast for the next fiscal year to VP of Ways & Means at the April meeting of the current fiscal year.
- Attend monthly PTC Board of Directors and General membership meetings.
- During PTC Board of Directors meetings, let PTC know of any concerns teachers have regarding procedures or programs that the PTC is sponsoring.
- Give advice to the PTC about issues or ideas that parents suggest and want to work on in the school.
- Encourage the faculty to join the PTC.
- Keep the faculty informed about any PTC issues that affect education.
- Communicate to the faculty about PTC's resolutions and agendas that they are sponsoring.
- Encourage a partnership between the teachers and the parents by supporting PTC's activities after school hours and in the community.
- Solicit teacher requests and communicate with the PTC-Teacher Liaison for approval and fulfillment.
- Along with the Director of Operations, help coordinate staff appreciation events.
- Be a strong advocate of the PTC and encourage faculty members to participate in, and be supportive of, PTC sponsored events.

i. Director of Membership & Community Events

The Director of Membership & Community Events shall:

- Provide advice and direction to all committee chairs under this position's purview.
- Provide (membership & community event) annual budgetary forecast for the next fiscal year to VP of Ways & Means at the April meeting of the current fiscal year.
- Maintain membership directory and keep updated copy at PTC office site.
- Co-chair Welcome Back BBQ and Open House.
- Consistently promote PTC membership by holding membership drives.
- Work with office staff to welcome new families throughout the school year.

j. Director of Enrichment

The Director of Enrichment shall:

- Provide advice and direction to all committee chairs under this position's purview.
- Provide (curriculum & enrichment) annual budgetary forecast for the next fiscal year to VP of Ways & Means at the April meeting of the current fiscal year.
- Work directly with the Principal, Teacher Representative, PTC members and school parents to assess existing curriculum and provide curriculum enhancement suggestions not provided by the Loomis Union School District.
- Research potential educational programs for Franklin students, communicate with the Principal and the district regarding district-wide programs, and coordinate any of these events.
- Monitor requests made by teachers and staff and recommend expenditures of PTC funds for the benefit of both.

- Survey the school staff on effective curriculum provided by the PTC.
- Help coordinate health and safety events with the Principal, school staff, and parents to take on other school safety issues as necessary.
- Help facilitate all other enrichment programs (grade specific or not: i.e. camps) that increase student development and progress.

k. Director of Operations

The Director of Operations shall:

- Provide advice and direction to all committee chairs under this position's purview.
- Provide (operations) annual budgetary forecast for the next fiscal year to VP of Ways & Means at the April meeting of the current fiscal year.
- Work with the President, First and Second Vice President to set the PTC's strategic goals for the fiscal year.
- Ensure all activities, performances and objectives will be achieved. If the indications are that objectives are not being met, along with the First Vice President, intervene and decide on actions that will bring everything back into a positive position.

l. Director of Fundraising

The Director of Fundraising shall:

- Provide advice and direction to all committee chairs under this position's purview.
- Provide (fundraising events) annual budgetary forecast for the next fiscal year to VP of Ways & Means at the April meeting of the current fiscal year.
- Visualize the strategies, develop the events schedule and manage the efforts to fundraise the money that will support the goals and needs of the PTC.
- Create a cohesive communication strategy utilizing PTC and school approved communication mediums (bulletins, websites, Facebooks, emails, etc).
- Along with the VP of Marketing & Communications, create communications for general fundraising messages to the PTC Board, school staff and parents.
- Work with Committee Chairs to establish plans for each fundraising event, provide documents and reference materials from previous years, share learned lessons.
- Assist Committee Chairs with removing roadblocks, addressing issues, and avoiding risks to ensure successful events.

Additional Notes: Fundraising strategies must be approved by the PTC Board. The fundraising goal is determined by the Treasurer and VP of Ways & Means, and is approved by the General Membership in May for the following school year.

Section 3. Meetings. Regular Board of Directors meetings shall be held monthly, on the same day and at the same time each month, to be determined by the Board of Directors. Special meetings may be called by the President or a majority of the Board with 24 hours notice. Adequate notice of all meetings shall be given to all members of the Board and, in the absence of an emergency, at least seven (7) days in advance. When possible, notice of the meeting should be announced to all members of the PTC. Any voting member may attend a meeting of the Board, but shall not be entitled to vote on matters before the body.

Section 4. Quorum. Half the number of Board members plus one constitutes a quorum. Voting by proxy, mail, or email ballot may occur if the decision is made in writing and is unanimous.

Section 5. Robert's Rules of Order. The First Vice President will ensure compliance with *Robert's Rules of Order* at the Board of Directors meetings.

Article VII - Board of Directors Elections

Section 1. Procedure. Elections for the twelve Board of Directors positions shall take place during the May General meeting each year. All voting members of the PTC may participate in the election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be made by voice vote. Any contested election shall be by written ballot. A majority of the votes cast by the Voting Members present shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the greatest number of votes shall be immediately held.

Section 2. Terms of Office. Board of Directors positions are elected for one year and may serve no more than three (3) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the Board of Directors presents its slate.

Section 4. Slate. The PTC Board shall: be responsible for receiving all suggestions for persons to serve as Officers & Directors; prepare a slate of Board of Directors to present for election by the membership; shall contact all persons who will be nominated to confirm their willingness to serve; and shall ensure that all nominees are voting members and otherwise eligible to serve in the office. The slate shall be published at least ten (10) days prior to the election.

Section 5. Vacancies. If there is a vacancy in the office of President, the First Vice President will become the President. At the next regularly scheduled meeting, a new First Vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next General meeting.

Section 6. Removal From Office. Officers and Board members can be removed from office by a two-thirds vote of those present (assuming a quorum) at a General meeting where previous notice has been given at least 10 days prior to the meeting.

Article VIII- Committees

Section 1. Membership. Committees may consist of persons from the general membership and/or the Board, with the President acting as an ex officio member of all committees.

Section 2. Standing Committees. The following Standing Committees shall exist for the purpose of carrying out a specific set of relative duties. Should the Board of Directors deem a committee no longer necessary for the next fiscal year, it may retire said committee for the next fiscal year:

Under the Director of Membership & Franklin Community Events:

- Directory Editor, Welcome Back BBQ, Minimum Day After School Movies, Quarterly Parents Night Out, Grandparents Day, Family Reading Night, Talent Show, B.E.A.R. Night, Open House, and Field Day.

Under the Director of Enrichment:

- Curriculum Enrichment, Garden Docent, Art Docent, After School Enrichment Classes, Trojan Trackers, Reading Counts, Starstruck Dance Showcase, Choices Training, and Science Night.

Under the Director of Operations:

- Hospitality, Staff Appreciation & Staff Welcome Back Lunch, PTC-Teacher Liaison, Room Parent Coordinator, Publicity, LBEF/LUSD Liaison, and Athletic Uniform Coordinator.

Under the Director of Fundraising:

- Annual Giving Campaign, Book Fair, Fall Festival, Mother Son Event, Father Daughter Dance, Dinner Auction, Jog-A-Thon, Box Tops, Raley's/Safeway/eScrip/Amazon, Trojan Spirit Wear, Outside Vendor Events, Marquee, and Other Fundraising Events

Section 3. Chairpersons Chairpersons of Standing Committees shall be appointed annually by the President. Confirmation shall be made at the June General meeting. A Board member may also act as a Chairperson of one Standing Committee, other than Curriculum and Dinner Auction due to their significant budgets and extensive time commitment.

Section 4. Records The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairpersons.

Section 5. Committee Members. Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

Section 6. Contracts & Purchases. No Committee Chairperson shall secure any contract in the name of the PTC without approval to do so by vote of the PTC members. Any approved purchases must be made within the budgetary restrictions.

Section 7. Terms of Service. A person may not serve as the Chairperson of the same committee longer than three (3) consecutive years.

Section 8. Attendance. Committee Chairpersons shall attend monthly PTC meetings to report on the activities of his/her committee and stay apprised of PTC business.

Section 9. Continuity. Each standing Committee Chairperson shall assist in the nomination of the incoming Chairperson of their respective committee.

Article IV - Meetings

Section 1. General Meetings. The General meeting of the PTC shall be held once a month during the school year. The calendar of regular meetings shall be set prior to the start of the school year and announced by the President at the first General meeting of the school year. Changes to the General meetings can be determined by the Board of Directors at least one month before the meeting. The Annual meeting will be held at the May General meeting. The Annual meeting is for receiving reports, electing the Board of Directors and conducting other business that should arise. The time and place of the meetings shall be announced either at the conclusion of each meeting or at least seven (7) days prior to the meeting. Meeting date and time should also be relayed publicly via school publications and signage, etc.

Section 2. Board of Directors Meetings. Shall be held monthly, the week prior to the general meeting, if needed. Shall be held no less than quarterly.

Section 3. Special Meetings. Special meetings may be called by the President, any two members of the Board of Directors or five General members submitting a written request to the Recording Secretary. The objective(s) of such special meetings must be set forth and presented at least five (5) days prior to the meeting via school publications and signage.

Section 4. Quorum. For Board of Director, General, and Special meetings, the quorum shall consist of one more than half the Board members, one of which must be the President or First Vice President. Voting by proxy, mail, or email ballot may occur if the decision is made in writing and is a unanimous Board vote.

Section 5. Budget. The newly elected Board of Directors shall meet at least once between the Election at the May General meeting and the first PTC meeting of the upcoming fiscal year for the purposes of reviewing the proposed budget that shall be presented at the first General PTC meeting of the school year. A vote shall be taken at the first PTC General meeting as to either accept or amend the Board's proposed budget.

Section 6. Final Meeting. The final PTC General meeting shall take place in June, prior to the close of school.

Article X - Finances

Section 1. Budget. The Vice President of Ways & Means, with input from the Board of Directors and General members including teachers and staff, shall prepare a budget in the spring for the following school year. This budget shall be presented at the final General meeting of the current fiscal year for approval by a majority vote. This budget shall be used to guide the activities of the Board during the year. Any deviation from the budget must be approved by the Board of Directors. In the event that budgeted monies are not spent by the end of the Fiscal year (June 30th) they will be returned to the PTC to be reallocated as the Membership dictates.

Section 2. Use. PTC funds shall be used for programs, events, and items that directly benefit the students of the School.

Section 3. Income. All funds raised for the PTC must be documented and submitted to the PTC Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited in the PTC bank account within 4 days of receipt. These deposits must be made by the VP of Ways & Means. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 4. Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTC Treasurer. Reimbursement requests should be submitted to the to the VP of Ways & Means within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt.

Section 5. Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to the PTC at a General meeting by any PTC member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTC. Advance notice of the upcoming vote shall be publicized to the PTC membership at least 1 week prior to the vote.

Section 6. Reporting. An updated financial report in printed form shall be presented at every General and Board of Directors meeting and at other times of the year when requested by the Board. Additionally, a copy of the current bank statement (account number to be blacked out) shall accompany the financial report at Board of Directors meetings, and these shall be initialed by members of the Board of Directors present.

Section 7. Obligations The Board of Directors may authorize any Board Member or Committee Chairperson to enter into contracts or agreements for the purchase of materials or services on behalf of the PTC. They shall not have the authority, however to enter in such agreements on behalf of Franklin Elementary School or Loomis Union School District, nor should they hold themselves out as having such authority.

Section 8. Loans. No loans shall be made by the PTC to anyone.

Section 9. Payments. The Board of Directors may authorize the payment of routine organizational bills within the limits of the budget adopted by the PTC and may authorize payment of other bills. Two authorized signatures shall be required on all checks. Authorized signers shall be the President, First Vice President, and Treasurer.

Section 10. Fiscal Year The fiscal year begins July 1 and ends June 30.

Article XI - Parliamentary Authority

Section 1. Rules. The rules contained in *Robert's Rules of Orders* shall govern meetings when they are not in conflict with the PTC's Bylaws. A copy of these Rules shall be held by the Recording Secretary and be made available at each meeting.

Section 2. Bylaws Committee. A special committee may be appointed by the President to submit a revised set of Bylaws by majority vote at a General PTC meeting. These bylaws shall be reviewed every three (3) years and amended as needed.

Section 3. Bylaws Amendment. These Bylaws may be amended under the following conditions:

Either the Bylaws Committee or at least 5 PTC Members shall submit the revision request to the Secretary; and

- At least 14 calendar days prior notice shall be given to the PTC Membership that a vote will be taken at the next scheduled General PTC meeting; and
- A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
- All approved amendments shall become effective immediately and recorded by the Recording Secretary. These Bylaws were amended at the Annual General Meeting held May 22, 2015.

Section 4. Authority. If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the Loomis Union School District, they shall be deemed null and void and the decision of the Loomis Union School District shall, in all cases, control. After all Voting Members received a copy of these proposed Bylaws, and had an opportunity to review and comment, these Bylaws were adopted by a majority vote from the total number of Voting Members who responded. These Bylaws were approved on May 22, 2015 and shall take effect immediately.

Article XII - Dissolution

Section 1. Dissolution. The PTC may be dissolved provided prior notice is given to the PTC membership, a vote is taken at the next scheduled General PTC meeting (a quorum must be met), and the request is approved by a two-thirds vote of those present.

Section 2. Remaining Funds. Upon a vote to dissolve the PTC, the remaining PTC funds shall first be used to pay any outstanding PTC debt and then either:

- A vote shall be taken by the PTC membership to spend remaining funds on an item or items that benefit the students; or
- Shall be held in escrow by the Principal for use by a future School PTC. If a PTC is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.

Article XIII - Standing Rules

Standing rules may be approved by the Board of Directors, and the First Vice President and Recording Secretary shall keep a record of the standing rules for future reference.