

**Line School Parent Teach Club  
By-Laws**

**Mission Statement**

The Line School PTC supports the school staff in its efforts to promote the welfare of the children and youth in the home, school and community.

**1. Membership**

The membership of this Association (otherwise known as PTC) includes all parents/guardians of students and staff members at Line School who subscribe to the By-Laws of the Association, without regard to race, religion, color, creed or national origin.

**2. General Policies**

Line School PTC shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise and no candidate shall be endorsed by it.

The PTC or the names of its members in their official capacity shall not be used in connection with any other commercial concern or for any personal interest or for any purposed not appropriately related to promotion of the objectives of the PTC. This section, however, is not intended to restrict PTC approved fundraising projects.

Line School PTC may collaborate with other organizations and agencies active in matters of common interest provided that such cooperation does not violate any objectives or other policies of the PTC.

Line School PTC shall not seek to direct the administrative activities of the school or to control its policies.

The fiscal year shall be defined as the first day of the school year to the day prior to the first day of the next school year.

Correspondences shall not be sent out to the general PTC members or families at the Line School without prior approval of the Executive Committee and the Principal.

No person(s) representing the PTC shall make any commitment that binds the PTC without appropriate approval of the membership.

### 3. Officers

Each Officer of this Association shall dedicate to uphold the By-Laws of the Line School PTC.

The Executive Officers of this Association shall consist of a President, Vice President, Recording Secretary and Treasurer. Additional Officers of this Association shall consist of a Corresponding Secretary, a Bulletin Board Coordinator and a Volunteer Coordinator. Members may share any position if acceptable by the Association.

Only members of the Association in good standing, who have attended at least 3 meeting shall be eligible to serve in any elective office. The regular term of office shall be one year. The year will start July 1<sup>st</sup> and close and end June 30<sup>th</sup> the following year.

If an Officer resigns, an election will be held at the next regular meeting to fill that vacancy for the remainder of the term.

#### ➤ Nominations and Elections

Nominations are held at the April regular monthly meeting

Elections are held at the May regular monthly meeting

The President will give a brief description of each of the Officer's duties

If no one is nominated for a position, nominations can be done the day of elections

Nominees must give their consent to have their names put forward

A list of nominees will be posted following the meeting. The list may be amended prior to the election

Prior to the election, the nominees will be introduced

Voting can be by show of hands or secret ballot if requested

#### ➤ Removal of an Officer

An elected Officer may be removed from their position if (a) they fail to perform their elected duties or (b) illegal activities directly relating to the PTC take place.

Disciplinary action toward or removal of an elected Officer before their term has expired must follow the below procedure to the appropriate conclusion:

Address the problem verbally in front of the PTC Executive Committee

A written warning given to the Officer in question

Said Officer asked to resign

Said Officer voted out by office 2/3 majority vote of PTC members at a regular meeting

#### **4. Duties of the Officers**

##### **President**

The President will perform such duties as prescribed by these By-Laws below or other duties that may be assigned to him/her by the Association or Executive Committee with his or her consent.

1. Presides at all monthly meetings
2. Presides at all Executive Committee Meetings
3. Assures adherence to all PTC By-Laws
4. Coordinates PTC efforts and endeavors with the Principal
5. Maintains an open line of communication between home, school and community
6. Submits completed facility requests to the Principal's Assistant for every PTC function at least ten days in advance of the event
7. Coordinates the work of the Officers and Committees of the Association
8. Is a joint signee on the PTC Bank Accounts

##### **Vice President**

The Vice President will perform such duties as prescribed by these By-Laws listed below or other duties that may be assigned to him/her by the Association or Executive Committee with his or her consent.

1. Regularly attend all monthly meetings
2. Regularly attends all Executive Committee meetings
3. Aids the President and performs the President's duties in his/her absence
4. Maintains an open line of communication with the President
5. Audits the Treasurer's books in a timely manner

##### **Recording Secretary**

The Recording Secretary will perform such duties as prescribed by these By-Laws listed below or other duties as may be assigned to him/her by the Association or Executive Committee with his or her consent.

1. Records the minutes of every monthly meeting
2. Records the minutes of every Executive Committee meeting
3. Reports the minutes of the previous meeting at each monthly meeting
4. Makes the minutes of every PTC executive Committee meeting available to every member upon request
5. Regularly attends all monthly meetings
6. Regularly attends all Executive Committee meetings
7. Maintains an open line of communication with the President & Vice President

##### **Corresponding Secretary**

The Corresponding Secretary will perform such duties as prescribed by these By-Laws listed below or other duties as may be assigned to him/her by the Association or Executive Committee with his or her consent

1. Regularly attends all monthly meetings
2. Regularly attends all Executive Committee meetings
3. Prepares and circulates notices and reminders of PTC related functions
4. Maintains an open line of communication with the President & Vice President

#### **Treasurer**

The Treasurer will perform such duties as prescribed by these By-Laws listed below or other duties as may be assigned to him/her by the Association or Executive Committee with his or her consent.

At the annual change of Officers, the Executive Committee will audit the Treasurer's books before transferring those books to a new Treasurer if deemed necessary. A written copy of the Treasurer's report shall be made available to any member upon request.

1. Maintains accurate and timely accounts of the PTC funds
2. Presents an updated report at every monthly meeting
3. Makes updated, written reports of PTC funds available to PTC members upon request
4. Provides timely expenditures of PTC funds to accomplish approved activities and events
5. Regularly attends all monthly meetings
6. Regularly attends all Executive Committee meetings
7. Maintains an open line of communication with the President

#### **Bulletin Board Coordinator**

The Bulletin Board Coordinator will maintain and keep the bulletin board up to date as needed. Will assist the corresponding Secretary with any flier that needs to be added to the bulletin board as well.

1. Maintains up to date information on bulletin boards adjacent to the main office
2. Regularly attends all monthly meetings
3. Maintains an open line of communication with the President

#### **Volunteer Coordinator**

The Volunteer Coordinator will perform such duties as prescribed by these By-Laws listed below or other duties as may be assigned to him/her by the Association or Executive Committee with his or her consent.

1. Provides a form for the recruitment of volunteers at the beginning of the school year
2. Compiles a list of volunteers
3. Recruits a reasonable number of volunteers for PTC functions
4. Works closely with the professional staff to ascertain that an adequate number of volunteers are available to the school
5. Regularly attends all monthly meetings
6. Regularly attends all Executive Committee meetings
7. Maintains an open line of communication with the President

**5. Executive Committee**

The Executive Committee consists of all the elected officers who will transact all routine business in the intervals between Association meetings. Any business requiring an expenditure in excess of the Committee's operating funds (set by these By-Laws to be \$300.00) must have prior approval of the majority of members present at a regularly scheduled meeting. The Executive Committee will meet at least once prior to the start of the new school year (usually in August).

**6. Special Committees**

The power to form special committees and appoint their members rests with the Association. The President shall be informed of all committee activities and in turn will inform the other members of the Executive Committee. Reports of special committees will be made at regular PTC meetings. Special committees may spend PTC funds in accordance with Section 8.

**7. Meetings**

PTC Meetings will be on the second Wednesday of the month during the school year, unless voted otherwise by the Association. The agenda will be made available prior to the meeting on the PTC bulletin board, on the website and by special request of the Corresponding Secretary or President.

Voting will take place as prescribed by Robert Rules of Order, Revised. Voting on an issue initiated will be in the form of a motion. A motion must be made and seconded. Discussion will be held if necessary. A vote will be taken by a show of hands unless a request is made for a secret ballot. In the event of a tie by show of hands, a secret ballot vote will be held. If the vote is still a tie, the motion will be tabled for approximately 7 days (agreeable to the majority). A special meeting will be held to resolve the issue at hand, at which time the voting process will be repeated.

All affirmative motions will be presented to the Principal for review in accordance with the RSU #57 School Board Policies.

The Executive Committee may call special meetings after giving prior notice to all Officers.

Members who wish to be notified of the time and place of the Executive Committee meetings shall submit their name and number to the Secretary.

## **8. Finances**

The PTC shall keep such permanent books of accounts and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization.

The PTC cannot approve expenditures that exceed cash on hand. The Treasurer is empowered to pay all bills presented to the PTC for expenses that have previously been approved at a regularly monthly meeting.

### **Emergency Expenditures of Funds**

- If money is needed between meetings an attempt to contact all Executive Committee Members must be made and a 2/3 majority vote must pass. Any expenditure made in this situation will be discussed at the next regular meeting. The Executive Committee and Special Committees will have discretionary funds available (up to \$300.00 per month) for operating expenses not to include office snacks or meeting supplies. The Treasurer and President must be informed of the expenditure before any purchase is made.

### **Cash Receipts**

- All "Cash" received must be counted by two people at the end of each event prior to submitting for deposit. Treasurer can not be the 2<sup>nd</sup> counter of the money received. The amount must be written down and signed by both people before being turned in to the PTC Treasurer.

### **Request for Funds**

- Any request for funds should be submitted to the Principal for approval in a timely fashion. Request forms are available in the office. The principal will forward to the PTC President all requests before the next regular meeting.

## **9. By-Laws**

Amendment of By-Laws shall be made as necessary by the formation of special committees. Presentation of amendments will be at regular Executive Committee meetings. There will then be a vote at the next regular monthly PTC meeting to adopt the amended By-Laws. A 2/3 vote will be needed.

Copies of the By-Laws will be available to any member upon request.

## **10. Dissolution**

In the event of dissolution of Line School PTC, all existing assets shall be turned over to another organization formed for similar purpose by a majority vote of the Executive Committee. If no such organization exists or if the organization refuses such assets, distribution of the assets shall be made to Line School.

In the event of dissolution, under no circumstances shall the residual assets of the PTC inure to the staff, members of the PTC or Line School Families.

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