

**CONSTITUTION AND BYLAWS
ARBOR VIEW
PARENT-TEACHER COUNCIL**

CONSTITUTION AND BYLAWS, ARBOR VIEW PARENT-TEACHER COUNCIL

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CONSTITUTION AND BYLAWS, ARBOR VIEW PARENT-TEACHER COUNCIL

ARTICLE I - NAME

The name of the organization shall be the Arbor View Parent-Teacher Council, herein referred to as the "PTC".

ARTICLE II - PURPOSE & OBJECTIVES

SECTION 2.1 - Purpose

The PTC is organized for the purpose of supporting the education of the children at Arbor View Elementary by fostering positive, cooperative relationships among the school, families, teachers and community.

SECTION 2.2 - Objectives

The objectives of the PTC are to promote a sense of school spirit and encourage an atmosphere of communication among families, staff and students. The PTC also provides a forum for information on educational issues and works to develop united efforts to secure the highest advantages in social and emotional education for every child. The PTC may also plan and conduct special events which may raise funds to be used to benefit Arbor View Elementary and the school community.

ARTICLE III - POLICIES

SECTION 3.1 - Activities

PTC activities are dedicated toward serving the above stated objectives. These activities are developed through programs, committees and projects. However, the PTC does not attempt to direct the activities of the school or control its policies.

SECTION 3.2 - Fundraising

Fundraising activities shall be conducted to support the goals of the PTC. Any funds accumulated beyond those needed to promote and sustain this organization shall be allocated to enhance PTC objectives unless funds accumulated are earmarked for an approved PTC cause or purpose.

SECTION 3.3 - Non-Discriminatory Policy

The PTC shall operate all family and student based events and activities for all families and students of the Arbor View community without regard to race, color, national origin, ancestry, age, sexual orientation, gender identity, ethnicity, language, religious belief and physical or mental impairment.

SECTION 3.4 - Reasonable Compensation

No part of the net earnings of the PTC shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons except that the PTC shall be authorized and empowered to pay reasonable compensation for services rendered.

SECTION 3.5 - Disbursements

Disbursements are to be made for budgeted purposes only. No PTC member may make commitments for expenditure of PTC funds for any purpose that has not been expressly approved by the PTC Executive Board, either during the budget process or as an additional appropriation. Disbursements that exceed budgeted amounts are not permitted without the express approval of the Executive Board.

SECTION 3.6 - Politics

The PTC is a non-commercial, non-sectarian, non-profit, non-partisan Council. The PTC cannot endorse any candidate for public office. The name of the PTC and its officers in their official capacity cannot be used in connection with any commercial concern, any partisan interest or any other matter, except in the course of the regular work of the PTC.

No substantial part of the activities of the PTC shall be the carrying on of propaganda or otherwise attempting to influence legislation. The PTC shall not participate in or intervene (including the publishing of statements for any political campaign) on behalf of any candidate for public office.

SECTION 3.7 - Use of Outside Experts

The PTC may from time to time consult/hire outside resources or experts. Payments to any outside expert must be approved by the Executive Committee, shall be reasonable and shall not exceed fair market value.

SECTION 3.8 - Cooperation with Other Organizations

The PTC is encouraged to cooperate with other PTC groups in District 89 and other organizations, in order to further the objectives of the PTC. However, that association shall not be in violation of the PTC policies as established in the Articles of these bylaws.

SECTION 3.9 - Fiscal Year

The fiscal year shall be August 1 – July 31.

ARTICLE IV - GENERAL MEMBERSHIP

SECTION 4.1 - Membership

The General Membership of the PTC shall include any parent or guardian of a student at the school, the school Principal and any faculty or staff member employed at the school.

SECTION 4.2 - Membership Rights

The General Membership of the Council has the right and is encouraged to attend, participate and vote in all General Meetings and activities of the Arbor View PTC.

ARTICLE V - EXECUTIVE BOARD

SECTION 5.1 - Elected Positions

All General Members are eligible to hold any elected officer position within the PTC. The elected officers of the Executive Board shall be President or Co-Presidents, Vice President or Co-Vice Presidents, Secretary or Co-Secretaries and Treasurer. The Co-positions of President, Vice President and Secretary are not required and may be filled if there is more than one interested party for a given position. The elected Officers of the PTC make up the Executive Board of the Council.

SECTION 5.2 - Term of Office

Officers are elected for one year. Each person elected shall hold only one office at a time.

SECTION 5.3 - Executive Board's General Duties

The duties of the Executive Board shall be:

- To transact necessary business in the intervals between the PTC meetings and such other business as may be referred to it by the PTC.
- To create and/or eliminate Committee positions as may be required to promote the objectives and interests of the PTC.
- To oversee a budget representing the expected receipts and expenditures for the year and approve routine bills.
- To obtain a majority approval of the PTC meeting attendees of any expenditure in excess of \$500 for an item that is not in the current budget.
- To oversee PTC fundraising.
- To present an annual report at the completion of each school year.
- To meet with the incoming Executive Board before the end of the fiscal year to transfer all relevant information regarding their positions.
- To be familiar with the Arbor View PTC Bylaws and Robert's Rules of Order.

SECTION 5.4 - President's Duties

The President(s) shall:

- Preside over meetings of the PTC and Executive Board.
- Serve as the primary contact for the Principal.
- Sign and execute all contracts, agreements and/or other obligations in the name of the PTC.
- Represent the PTC at meetings outside of the PTC including the monthly District 89 PTC presidents' meeting.
- Serve as ex officio members of all committees except the Nominating Committee.
- Coordinate the work of all the officers and committees so that the purpose of the PTC is served.
- Be an authorized signor on the PTC account.
- Develop an agenda for the membership at large.

SECTION 5.5 - Vice President's Duties

The Vice President(s) shall:

- Assist the President(s) and carry out their duties in their absence or inability to serve.
- The Vice President(s) may also be required to perform other duties as prescribed in these by-laws or assigned by the PTC or the Executive Committee.

SECTION 5.6 - Secretary's Duties

The Secretary(Secretaries) shall:

- Be present and record the minutes of each PTC Executive Board and General PTC meeting.
- Assist the President(s) with preparing the meeting agendas.
- Publish the meeting agendas.
- Distribute a copy of the minutes to all PTC members.
- Collect and maintain all PTC files.
- Keep a copy of the minutes book, bylaws, rules and any other necessary supplies, and bring them to meetings.
- Distribute written reports to the newly elected Executive Committee.

SECTION 5.7 - Treasurer's Duties

The Treasurer shall:

- Keep accurate accounts of all monies received or disbursed for the benefit of the PTC.
- Endorse and make timely deposits of all monies, drafts and checks in the name of, and to the credit of, the PTC in such banks or other depositories as approved by the Executive Board.
- Disburse monies for PTC expenditures authorized by the Executive Board, or others having the express authority of the PTC.
- Submit a written financial report at each meeting of the General Membership of the PTC and report the financial condition of the PTC through the monthly newsletter.
- Prepare an annual financial report at the end of each fiscal year.
- Be a signor on bank accounts.
- Ensure the PTC taxes are filed.

SECTION 5.8 - Vacancies on the Executive Board

A vacancy in the office of President shall be filled by a Vice President or Co-Vice President who shall vacate the office of Vice President or Co-Vice President and immediately assume permanent title to, and full responsibility for, the office of President for the remainder of the unexpired term.

A vacancy in the offices of Vice President, Secretary or Treasurer shall be filled by nomination of the Executive Board and approved by the General Membership with a majority vote at the next General Membership meeting, to serve for the remainder of the unexpired term.

A vacancy in the offices of Co-President, Co-Vice President or Co-Secretary may be filled by nomination of the Executive Board and approved by the General Membership with a majority vote at the next General Membership meeting, to serve for the remainder of the unexpired term.

SECTION 5.9 - Resignation

An Officer may resign at any time by filing a written resignation with the Executive Board.

SECTION 5.10 - Removal of Executive Board Members for Just Cause

In the event that an Executive Board Officer is not fulfilling his/her duties as required under these bylaws he/she may be removed from office following these guidelines:

- Obtain a petition signed by fifteen (15) PTC members including two Executive Board members.
- Discussion will take place in a special session of the Executive Committee.
- The Executive Board member who is the subject of removal shall be given notice at least ten (10) days prior to the meeting in which the removal vote will take place to allow the member to respond if he/she chooses.
- The subject member may attend the special session and defend the proposed action, but shall not have a vote on the issue.
- Any vote for removal must be a two-thirds majority by the remaining Executive Committee members in attendance, except no such vote may be had between June 1 and August 30.
- Any Executive Board member who is expelled shall not be allowed to hold office in the future.

ARTICLE VI - EXECUTIVE COMMITTEE

SECTION 6.1 - General Information

The Executive Committee is chaired by the PTC President(s). It consists of the Executive Board and may include any Committee Chairpersons, an appointed Arbor View faculty member and the school Principal. Regular meetings of the Executive Committee will occur at the General PTC meetings.

SECTION 6.2 - Assumptions of Duties

Members of the Executive Committee shall assume their official duties on June 1. The Chairperson(s) of each committee is to complete his/her duties and turn over a written report and/or folder to the Secretary(Secretaries) by June 1.

New Officers shall assume their responsibilities at the General Membership meeting in May. There is a transitional period for the office of Treasurer beginning with the General Membership meeting in April and extending until the General Membership meeting in May. During the General Membership meeting in April, new business shall include solicitations for membership to the Audit Committee. From those present at the April meeting, a Chairperson for the Audit Committee shall be selected. The Audit Committee will then be completed by the remaining interested members in attendance.

The PTC bank accounts are examined during the transitional period by the Audit Committee, who, when satisfied that the Treasurer's annual report is correct, shall sign a statement of fact at the end of the report. After the audit is completed and the term of the office is expired, the Treasurer shall turn over all money and records to the newly elected Treasurer.

SECTION 6.3 - Regular Meetings

Regular meetings of the Executive Committee shall occur at the General PTC meeting.

SECTION 6.4 - Cancellation of Meetings

A regularly scheduled meeting may be cancelled by the President(s), or the Vice President(s). In the event a regularly scheduled meeting must be cancelled, the Secretary(Secretaries) shall notify the PTC membership, at their earliest convenience, of the cancellation. The Executive Board of the PTC shall re-schedule any cancelled regularly scheduled meetings and the Secretary(Secretaries) must communicate to the PTC membership the new meeting date, place and time within seven (7) days of the originally cancelled meeting date.

ARTICLE VII - COMMITTEE CHAIRPERSON POSITIONS

SECTION 7.1 - Committee Chairs

All Committee Chairs (except Nominating and Audit) are appointed by the President(s) and/or approved by a majority vote of the Executive Committee.

SECTION 7.2 - Term of Committee Chairperson Positions

Biennial rotation of persons into and out of the role of Chairperson is encouraged.

SECTION 7.3 - General Committee Chairperson Duties

The duties of the Committee Chairperson are:

- To attend PTC meetings and/or provide a written report of committee activities in advance of all PTC meetings and be responsible to the Executive Board.
- Committee Chairpersons shall be approved by the Executive Committee and are responsible to recruit members for his/her committee with assistance and approval of the Executive Committee.
- To report the plans and activities of the committee to the Executive Committee at the monthly meetings of the PTC. The Executive Committee must approve all such reports.
- To provide a financial report to the PTC Treasurer for all monies received in conjunction with PTC fundraisers under their control within fourteen (14) days of the end of any such event.
- To coordinate committee meetings, using his/her committee budget, in order to purchase necessary supplies and materials, keep receipts of purchases and file necessary paperwork with receipts to the PTC Treasurer for reimbursements, within fourteen (14) days of the event conclusion.
- No Committee Chairperson shall have the authority to make commitments or incur expenses in excess of budgeted amounts without prior approval of the Executive Committee. Committee Chairpersons must have all contracts and financial decisions approved by the Executive Committee.
- To present a written report to the Secretary(Secretaries) at the completion of the committee's activity.

SECTION 7.4 - Committee Chairperson Transition

When the work is finished and a final report is accepted or adopted, the Committee Chair shall forward all Committee information and paperwork back to the PTC Secretary(Secretaries) for safekeeping until a new Committee Chair is appointed and approved.

SECTION 7.5 - Resignation

A Committee Chair may resign at any time by filing a written resignation with the PTC President(s).

SECTION 7.6 - Removal of Committee Chairpersons for Just Cause

In the event that a Committee Chairperson is not fulfilling his/her duties as required under these bylaws he/she may be removed from his/her position by the Executive Committee following these guidelines:

- Discussion will take place in a special session of the Executive Committee.
- The Committee Chairperson who is the subject of removal shall be given notice at least ten (10) days prior to the meeting in which the removal vote will take place to allow the member to respond if he/she chooses.
- The Committee Chairperson may attend the special session and defend the proposed action, but shall not have a vote on the issue.
- Vote for removal must be a majority vote by the Executive Committee members in attendance.
- Any Committee Chairperson who is expelled shall not be allowed to hold a Committee Chairperson position in the future unless approved by the Executive Committee.

SECTION 7.7 - Vacancies

The vacancy of a Committee Chair shall be filled by a nomination of the President(s) and approved by the Executive Committee by a majority vote. The new Committee Chair will immediately assume full responsibility of that Committee's Chair position for the remainder of the unexpired term.

ARTICLE VIII - SPECIAL COMMITTEES

TITLE I - Nominating Committee

SECTION 8.1.1 - Size of Committee

The Nominating Committee will form in November to oversee the procedures for installing newly Elected Officers to the Executive Board of the PTC. The Nominating Committee shall consist of at least one (1) current Executive Board member and three (3) members from the General PTC Membership and shall be dissolved at the conclusion of the elections during the April General Membership meeting.

SECTION 8.1.2 - Composition of Committee

The President(s) shall appoint a Nominating Committee Chairperson no later than January. Members of the Nominating Committee must have a child/children in attendance at Arbor View during the current year or the following year.

SECTION 8.1.3 - Presentation of Committee

The Nominating Chairperson shall present the names of the Nominating Committee to the Executive Board upon formation of the Committee. The Chairperson will present the names of the Nominating Committee to the PTC at the February meeting.

SECTION 8.1.4 - Committee Eligibility

Any member of the Nominating Committee who wishes to be considered for an Executive Board position must resign from the Committee and be replaced with another member selected by the Chairperson.

SECTION 8.1.5 - Solicitation of Interested Parties

The Nominating Committee shall use the Ramp, PTC website and email blasts to seek interested parties for the Executive Board positions during the month of February.

SECTION 8.1.6 - Nominations for Executive Board

Nominations are to be made in writing and submitted in a sealed envelope and turned into the Arbor View office. The nominations for Executive Board may be made anonymously. The Nominating Committee will select a date for nomination submittals prior to the March PTC meeting. The Nominating Committee will meet to open sealed envelopes and compile a list of nominations for each office. After the list is compiled, the Nominating Committee will contact the nominees to verify willingness to run for the specified office.

SECTION 8.1.7 - Presentation of Nominees

In the absence of nominations from the General Membership, it will be the responsibility of the Committee to actively recruit one nominee for each office. The Nominating Committee Chair shall present the ballot, which may include a short written statement from each candidate, for the PTC Officers election at the March General Meeting.

SECTION 8.1.8 - Voting

Voting will take place through an absentee ballot and paper ballot at the April PTC meeting. Each member of the PTC, with the exception of the Nominating Committee Chairperson, will be allowed to cast one (1) ballot. A simple majority determines the winner in these elections.

A) Absentee Voting

- The Principal and Nominating Committee Chairperson shall establish a date and time frame when the absentee ballot voting shall take place. The date shall be prior to the April PTC meeting date.
- The Principal and Nominating Committee Chairperson shall establish the format that will be accepted for an absentee ballot to count.
- The Principal and Nominating Committee Chairperson shall tally the absentee ballots prior to the April PTC Meeting.

B) April PTC Meeting Voting

- The Nominating Committee shall present a written ballot.
- Each PTC member present, who has not already voted via absentee ballot, shall be allowed to cast a ballot.
- The Principal and Nominating Committee Chairperson shall cross-check names of PTC members casting a ballot at the meeting to ensure that they have only cast one (1) ballot.

SECTION 8.1.9 - Tie Breakers

The Chairperson of the Nominating Committee shall have a vote only in the case of a tie.

TITLE II - Bylaws Revision Committee

SECTION 8.2.1 - Size of Committee

The Bylaws Revision Committee shall consist of at least three (3) PTC members.

SECTION 8.2.2 - Appointment of Chairperson

The Chairperson of this committee shall be appointed by the President(s).

SECTION 8.2.3 - Review of Bylaws

The Bylaws Revision Committee shall be convened to review and recommend revisions and amendments, as necessary.

SECTION 8.2.4 - Voting

Voting will take place through an absentee ballot and paper ballot at the PTC meeting. Each member of the PTC, with the exception of the Bylaws Revision Committee Chairperson, will be allowed to cast one (1) ballot. The bylaws shall be revised by a two-thirds ($\frac{2}{3}$) majority vote.

A) Absentee Voting

- The Principal and Bylaws Revision Committee Chairperson shall establish a date and time frame when the absentee ballot voting shall take place. The date shall be prior to the PTC meeting date.
- The Principal and Bylaws Revision Committee Chairperson shall establish the format that will be accepted for an absentee ballot to count.
- The Principal and Bylaws Revision Committee Chairperson shall tally the absentee ballots prior to the PTC Meeting.

B) PTC meeting voting

- The Bylaws Revision Committee shall present a written ballot.
- Each PTC member present, who has not already voted via absentee ballot, shall be allowed to cast a ballot.
- The Principal and Bylaws Revision Committee Chairperson shall cross-check names of PTC members casting a ballot at the meeting to ensure that they have only cast one (1) ballot.

SECTION 8.2.5 - Tie Breakers

The Chairperson of the Bylaws Revision Committee shall have a vote only in the case of a tie.

TITLE III - Audit Committee

SECTION 8.3.1 - Function & Size of Committee

The Audit Committee will assemble during the April General Membership meeting to review the PTC bank accounts. The Audit Committee shall consist of at least one (1) current Executive Board member and two (2) members from the General PTC Membership and shall be dissolved after the presentation of the committee report at the May General Membership meeting.

SECTION 8.3.2 - Appointment of Chairperson

The Chairperson of the Audit Committee shall be appointed by the President(s). This person shall not be a spouse of the Treasurer.

ARTICLE IX - MEETINGS

SECTION 9.1 - Executive Board Meetings

The Executive Board shall meet monthly.

SECTION 9.2 - General Meetings

The General Membership meetings of the PTC are used to transact regular PTC business and shall be held on the second Tuesday of each month during the school year (except in December) at 7:00 p.m. in the Arbor View Elementary school building, or at a time and place determined by the Executive Board at least one month prior to that meeting. All General Membership meetings shall be open to all PTC members and invited guests. The Secretary (Secretaries) shall communicate to the PTC membership all meeting dates and times.

SECTION 9.3 - Annual Meetings

The Annual Meeting will be held at the April General Membership Meeting. The Annual Meeting is for receiving reports, electing officers and conducting other business that should arise.

SECTION 9.4 - Special Meetings

Special Meetings may be called by the President(s), any two (2) members of the Executive Board or five (5) General Members submitting a written request to the Secretary(Secretaries). Previous notice of the Special Meeting shall be sent to the General Membership at least ten (10) days prior to the meeting.

SECTION 9.5 - Quorum

Half the number of the Executive Board members plus one (1) constitutes a quorum. A quorum must be present for any General Membership, Annual or Special Meeting.

ARTICLE X - CONFLICT OF INTEREST POLICY

Whenever a Board Member or Committee Chair has a financial or personal interest in any matter coming before the Board, the Board shall ensure that:

- The interest of such Board Member or Committee Chair is fully disclosed to the Executive Committee.
- No interested Board Member or Committee Chair may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the Executive Committee at which such matter is voted upon.
- Any transaction in which a Board Member or Committee Chair has a financial or personal interest shall be duly approved by members of the Executive Committee not so interested or connected as being in the best interests of the PTC.
- Payments to the interested Board Members or Committee Chairs shall be reasonable and shall not exceed fair market value.
- The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

ARTICLE XI - AMENDMENTS TO BYLAWS

These bylaws may be amended at any General Membership or Special Meeting, providing that previous notice was given in writing at the prior meeting and then communicated to all members of the PTC by the Secretary(Secretaries). Amendments must be approved by a two-thirds (2/3) vote of those present, assuming a quorum.

ARTICLE XII - PARLIAMENTARY AUTHORITY

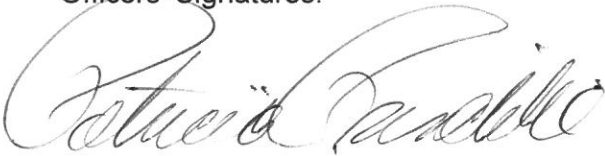
Robert’s Rules of Order, Newly Revised, govern this PTC in all cases for which its regulations are applicable and for which they are not inconsistent with these bylaws.

ARTICLE XIII - DISSOLUTION

The PTC may be dissolved with previous notice (14 calendar days) and a two-thirds (2/3) vote of those present at the meeting. Upon the dissolution of the organization, the PTC Executive Board shall, after paying or making provisions for the payment of all liabilities of the organization, distribute the assets for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, as the PTC Executive Board shall determine. Any such assets not so disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purpose or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

Bylaws approved on May 2017 by the vote of the PTC members present.

Officers' Signatures:


Anana Aichturka