

## **Article I: Name**

The name of the organization is Carpenter Elementary Parent-Teacher Council (PTC), Lake Orion, Michigan.

## **Article II: Objectives of this Organization**

- I. To promote the care and protection of the children.
- II. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of the child.

## **Article III: Politics**

- I. The Carpenter Elementary PTC shall be a non-profit organization.
- II. The organization shall cooperate with the school to support the improvement of education in the ways that will not interfere with the administration of the school.

## **Article IV: Membership**

- I. Any individual who subscribes to the objectives and the basic politics of this organization may become a member of this organization. Membership of this organization shall be available without regard to race, color, creed, national origin, sex, age, or handicap.
- II. Any individual that is a parent (Guardian) of a student at Carpenter Elementary or the Principal and Teachers are members of the PTC and may vote. Members must be present at the meetings in order to vote on any issue raised at the meetings.
- III. The membership year shall be from the first day of July through the last day of June the following year.

## **Article V: Duties of Officers**

### **Section I – The President Shall:**

- I. Preside at all meetings of the organization and the Executive Committee.
- II. Be a member ex-officio of all Committees.
- III. For the purpose of expedience, have the authority to make minor decisions should official business need to be presented to the Executive Committee between regular monthly meetings.

### **Section II – The Vice President shall:**

- I. Act as aid to the President and shall perform the duties of the President in the absence or disability of that officer to act.
- II. Be a member ex-officio to all Committees.

**Section III – The Secretary shall:**

- I. Keep an accurate record of all meetings of the PTC and the Executive Committee.
- II. Conduct the correspondence delegated by the PTC.
- III. Keep current listing of the PTC Executive members (phone numbers and addresses).
- IV. Shall call current Executive Committee members 2-5 days in advance for notification of scheduled impromptu meetings.

**Section IV – The Treasurer shall:**

- I. Oversee **FUNDS** of the PTC in accordance with the organizing document Articles of Incorporation Article VI.
- II. ***Ensure taxes are filed in accordance with IRS standards each year.***
- III. Keep full and accurate account of the receipts and expenditures.
- IV. Make disbursements in accordance with the approved budget, as authorized by the organization of the Executive Committee.
- V. Present a financial statement at every meeting of the PTC and at other times when requested by the Executive Committee.
- VI. Submit a yearly report at the first PTC meeting of the following school year.
- VII. Two authorized officer's signatures are required on all checks.

**Section V – All other Committee positions shall:**

- I. Be appointed as committees when deemed necessary by the current PTC Executive Committee.
- II. Each committee shall be headed by a Chairperson or Chairpersons.
- III. *Committee leaders are required to communicate with executive board as necessary and described per committee job description.*
- IV. Chairperson(s) are to deliver to their successor all official material, including an annual report at the expiration of their term of office.

## **Article VI: Officers and Committee Chairperson(s) Elections**

**Section I – Elections:**

- I. The officers of this Organization shall be the President, Vice-President, Secretary, and Treasurer.
- II. *If more than one person is nominated for a committee position, votes will be cast, via paper ballot, by members present at the May meeting. Ballots will be tallied by the Executive Board as a whole. If there is an even number of people present, the President will NOT cast a vote.*
- III. Committee Chairperson(s) shall be appointed annually in the month of May.
- IV. Incoming committee Chairperson shall assume their official duties after May

appointment through the following school year.

Section II – Nominations:

- I. The nominations of the Officers and Committee Chairperson(s) shall be submitted to the President by any members of the PTC.

Section III – Vacancies:

- I. A vacancy occurring in the Executive Committee shall be filled for the unexpired term by a person elected by the majority vote of the remaining members of the Executive Committee.
- II. In case a vacancy occurs in the office of President the Vice-President shall preside.

Section IV-Term Limits:

- I. Each Executive Officer and Committee Chairperson position shall have a “term limit” of 4 years, at which time a new PTC member must be appointed to that position.

**Article VII: Executive Committee**

Section I – The Executive Committee shall consist of the officers of this organization the principal of Carpenter Elementary, and a Carpenter Elementary Teacher representative.

Section II – The duties of the Executive Committee shall be

- I. To transact necessary business in the intervals between meetings of the PTC and other business as may be referred to it by the PTC.
- II. To approve plans of work of the appointed committees.
- III. To present Officer’s and Committee’s reports at regular meetings of the PTC.

**Article VIII: Meetings**

Section I – Regular monthly meetings of the PTC shall be called during the school year.

Section II – Special meetings may be called by the Executive Committee.

Section III – The elective meeting shall be in May.

Section IV – Business matters shall be approved by those Executive Committee members present at a meeting for which proper notification has been given.

Section V – All Committee expenses for the PTC must be pre-approved at PTC meetings.

## **Article IX: Parliamentary Authority**

- I. Robert's Rule of Order, Revised shall govern the PTC.

## **Article X: Amendments**

Section I – The Bylaws may be amended at any regular meeting of the PTC by a majority of the Executive Committee present provided that notice of the proposed amendment has been given at the previous meeting.

Section II – A committee may be appointed to submit a revised set of Bylaws for the existing Bylaws only by a majority vote at a meeting of the PTC.

## **Article XI: Procedure to Request Funds from the PTC**

Section I - Anytime unbudgeted funds are requested from the PTC the Petitioner must follow these procedures:

- I. The Carpenter Elementary Principal must approve all staff requests.
- II. The Petitioner must submit in writing for approval, a proposal to the Carpenter Elementary PTC Executive Committee one week prior to presentation to the PTC.
- III. The Petitioner must make a full and specific presentation at a general PTC meeting: including, but not limited to purpose, exact dollar amount, shipping costs, delivery, tax exemption qualifications and timeline for requested funds.
- IV. For amounts less than one thousand dollars (<\$1,000.00), the PTC may choose to vote on the request the same night as the presentation. The Petitioner will be asked to step outside of the meeting room while further discussion and/or voting takes place.
- V. For amounts in excess of one thousand dollars (>\$1,000.00), the Petitioner will be asked to step outside of the meeting room while further discussion takes place. The request will then be tabled and voted on at the next general PTC meeting. Additional discussion may occur prior to the vote. Once again, the Petitioner must leave the meeting room during that discussion, unless the discussion requires additional information from the Requestor.

- Revised and Adopted at the regular monthly meeting held on Monday, October 7, 1996 of the Carpenter Elementary PTC.
- 2<sup>nd</sup> Revision – Article IV, Item III – Month changed from August to July to encompass the non-school year. Proposed and Adopted at the regular meeting held on Wednesday, May 3, 2000 of the Carpenter Elementary PTC.

- 3<sup>rd</sup> Revision – Article XI – Procedure to Request Funds from the PTC. Proposed and Adopted at the regular meeting held Wednesday, November 1, 2000 of the Carpenter Elementary PTC.
- 4<sup>th</sup> Revision – Article V, Section IV, Part V – Reporting requirements changed from the year-end PTC meeting to the first PTC meeting of the following school year. Proposed and Adopted at the regular meeting held on Wednesday, August 8, 2001 of the Carpenter Elementary PTC.
- 5<sup>th</sup> Revision – Article XI, Part II – Grammar changed from requiring the PTC Executive Board to return written approval to the Petitioner submitting a written request, addition that it must be one week prior to presentation to the PTC and removal of the Editor’s Note. Proposed and Adopted at the regular meeting held Wednesday, June 5, 2002 of the Carpenter Elementary PTC.
- 6<sup>th</sup> Revision – Article V, Section V – The term “Elected” was removed from all parts of this section. Article VI, Section I, Part II – Additional changes were made to remove the need to elect Committee Chairperson and instead make them appointed by the Executive Board. Proposed and Adopted at the regular meeting held on Wednesday, June 5, 2002 of the Carpenter Elementary PTC.
- 7<sup>th</sup> Revision – Article I: Name – The name of the organization was amended from “Carpenter School Parent-Teacher Council (PTC)” to “Carpenter Elementary Parent-Teacher Council (PTC)”. Also, Article V, Section IV: Treasurer, Part I – Amended from the Treasurer shall “oversee funds of the PTC” to “oversee funds of the PTC in accordance with the organizing document Articles of Incorporation Article VI.” Proposed and Adopted at the regular meeting held on Thursday, September 16, 2004 of the Carpenter Elementary PTC.