

**Loomis Basin Charter School
Parent Teacher Club**

Loomis Basin Charter School Parent Teacher Club
5438 Laird Road
Loomis, CA 95650

**PARENT TEACHER CLUB
ARTICLES OF CLUB/BYLAWS
Amended April, 2015**

ARTICLE I.

NAME

Loomis Basin Charter School Parent Teacher Club herein referred to as PTC.

ARTICLE II.

OBJECTIVES -- Mission Statement of the Loomis Basin Charter School PTC

SECTION A. To provide monies and/or support for programs, activities and items that the Membership find to be consequential and important to the education and/or welfare of the children and staff at Loomis Basin Charter School. To provide opportunities for the school and community to gather together so that the positive relationships between families, staff and community members become stronger and to assist with school activities.

SECTION B. To provide a forum for and to foster communication between and among teachers, parents, and administration of Loomis Basin Charter School students.

ARTICLE III.

POLICIES

SECTION A. This club shall be non-commercial, non-sectarian, non-partisan, and non-profit.

SECTION B. This club shall seek to neither direct the administrative activities of the school nor control its policies.

SECTION C. Funds raised by the organization each year must be disbursed or encumbered by the end of the fiscal year or those funds shall revert to the PTC General Fund.

SECTION D. Operational policies and procedure not addressed in the Loomis Basin Charter School PTC bylaws would adhere to the parliamentary authority outlined in Robert's Rules of Order Newly Revised.

ARTICLE IV.

MEMBERSHIP

Parents or guardians of pupils attending Loomis Basin Charter School, teachers, or any adult interested in serving the interests of the school are a member.

ARTICLE V.

PARENT TEACHER CLUB BOARD

SECTION A. The Board shall consist of elected officers: President, Vice President, Treasurer, Secretary, Parliamentarian, Communication Director, and PTC/Teacher Liaison. All members of the Board shall be voting members. If a Board position is split by two or more people that have been elected on the board their votes will each count separately and the division of their duties will be at their discretion. A quorum shall consist of the majority of the Board and is necessary for all board motions to pass.

SELECTION OF OFFICERS

SECTION B. The elected officers shall be elected for a term of one school year. An individual shall not serve more than two consecutive terms as President. There is no limit to the number of non-consecutive terms an individual can serve as President.

SECTION C. The officers shall be elected and will be expected to attend the next board meeting in an ex-officio capacity with the existing board members, and will assume their active duties in June of that year.

SECTION D. It shall be the responsibility of all outgoing and returning officers to help fill all vacancies that occur on the board by communicating with all parents and staff and inviting them to join the club.

SECTION E. All names of those persons interested in serving on the Board shall be submitted no later than 3 weeks before LBCS Open House. . They must be placed in nomination, provided the agreement of the candidate has been obtained before hand, and then voted on in May at the Open House at the same time as the LBCS SSA organization.

SECTION F. Any vacancy occurring among the officers, other than the Presidency, shall be filled by vote of the Board from the candidates presented. If the office of the President is vacated, it shall be automatically filled by the Vice-President.

DUTIES OF THE OFFICERS

SECTION G. President: The President will have the responsibility for the efficient functioning of the Parent Teacher Club; Presides over the general membership and board meetings; Acts as liaison to the Loomis Basin Charter School Principal and Site Alliance; Consults with and advises other Board members; Directs inquiries to appropriate committees and parties; Responsible for public relations within the organization. Shall be a member ex-officio of all committees. The President will also act as the liaison between the PTC and Site Alliance. This includes attending Site Alliance meetings and reporting back to the general membership. As stated above, if the position is occupied by one or more individuals, the division of duties will be at the discretion of those individuals. The President shall track action items from committee meetings half-way through the month to ensure they are on schedule.

SECTION H. Vice President: The Vice-President shall render such assistance to the President as may be required. Responsible to the PTC for the fundraising efforts or programs which are sponsored (wholly or partially) by the PTC, except Scrip. This means organizing committees. Attending fundraising meetings on a regular basis with any committee; Communicating fundraising information to and among parents, teachers, general membership of the PTC and the Board. In the event that the PTC President is unable to fulfill his/her duties, the Vice-President shall take over the responsibilities of the President. This officer will collect

monies, make a financial report, and maintain a directory of all voting members consisting of the member's name, address, telephone number, and email address. Those members who choose not to have their personal information published in the school directory will have an opportunity to make this request on the membership form. A complete roster of the members will be given to the Secretary for reference. Monies and financial report will be turned over to the Treasurer periodically throughout the year when applicable. This officer will work with the office staff and make sure that all new student's parents or guardians receive PTC information and the opportunity to become a voting member of this club throughout the school year.

SECTION I. Treasurer: The Treasurer will maintain a set of record books and the bank account for the PTC General Fund which includes, but is not limited to, receiving and paying of approved warrants; Coordinate with the Financial Secretary or co-treasurer for receipt of written statements of deposits; balance bank statements; compile a monthly treasurer's report for the PTC general meeting; Compile information for the PTC tax return following the annual financial procedures review of the books at the end of the fiscal year (June). If the PTC has no Scrip Treasurer the Treasure will work with the Scrip Chairperson to fulfill that position's requirements.

SECTION J. Secretary: The Secretary will record the minutes of each PTC meeting and assist the President with needed correspondence. The Secretary will supply a copy of the most recent minutes to the Board for approval via email. A majority of the committee must reply with approval before the minutes are official. The Secretary will post the approved minutes on Loomis Basin Charter School's PTC's web page.. Responsible for posting meeting dates. Shall keep a copy of the membership for reference.

SECTION K. Parliamentarian: The Parliamentarian will keep order and ensure that proper procedures are followed at each meeting. Should have complete knowledge and understanding of the articles and bylaws of the club. Shall track all articles and bylaws for current usefulness and will lead the effort to update articles and bylaws as needed.

SECTION L. Communication Director: The Communication Director shall be responsible for coordinating all messaging out from PTC to LBCS.

SECTION M. PTC/Teacher Liaison: This PTC member would be designated to act as the liaison between the PTC and teachers. This should include attending the PTC general meetings, gathering information and ideas from the teachers, relaying PTC information to the teachers, and reporting of same to the general membership. This position will be occupied by a Loomis Basin Charter School teacher.

ARTICLE VI

PARENT TEACHER CLUB ADVISORY POSITIONS

SECTION A: The Parent Teacher Club may include advisory positions: Financial Secretary, Scrip Committee Chairperson, Scrip Treasurer, Webmaster, Past-President, Voting Membership Chairperson, Publicity Chairperson, Historian, Teacher's Wish List Coordinator, Room Parent Coordinator, School Work Day Coordinator, School Directory Coordinator, Spirit Wear Chairperson, Fundraising Committee Chairperson, and Social Coordinator. These volunteer positions are not PTC Board positions and, as such, are non-voting positions. The volunteers in these positions will attend the Parent Teacher Club General Meetings and may attend Parent Teacher Club Board Meetings upon invitation by a PTC Board Member. If a PTC Advisory position is split by two or more people the division of their duties will be at their discretion.

DUTIES OF THE ADVISORY POSITIONS

SECTION A. Financial Secretary: The financial Secretary will make all deposits to the PTC General Fund bank account in a timely manner and provide the Treasurer with written statements of such.

SECTION B. Scrip Committee Chairperson: The Scrip Committee Chairperson will oversee the committee that sells the Scrip on behalf of the PTC. Will report on the Scrip Program's progress monthly at the PTC general meeting.

SECTION C. Scrip Treasurer: The Scrip Treasurer will maintain a set of record books and the bank account for the Scrip Fund which includes, but is not limited to: Receiving and payment of approved warrants; Maintain receipts for deposits and balance the bank statements; Compile a monthly report for the PTC general meeting; Compile information for the PTC tax return following the annual financial procedures review of the books at the end of the fiscal year (June). In the absence of a Scrip Treasurer, the Scrip Chairperson and the Treasurer will work together to fulfill this position.

SECTION D. Webmaster: To create and design a Loomis Basin Charter School Parent Teacher Club website section. The webmaster is responsible for gathering information from all facets of the school and PTC; consistently updating and facilitating an active website section; be responsible for collecting data for the website section.

SECTION E. Past-President: the President of the previous term shall be a non-voting PTC advisory member.

SECTION F. Voting Membership Chairperson: It shall be the responsibility of this officer to start the voting membership drive for this organization in August and throughout the school year primarily through promotion of active involvement and donations. The chairperson will collect monies, make a financial report, and maintain a directory of all members consisting of the member's name, address, telephone number, and email address. Those members who choose not to have their personal information published in the school directory will have an opportunity to make this request on the membership form. A complete roster of the members will be given to the Secretary for reference. Monies and financial report will be turned over to the Treasurer periodically throughout the year when applicable. The chairperson will work with the office staff and make sure that all new student's parents or guardians receive PTC information and the opportunity to become a member of this club throughout the school year.

SECTION G. Publicity Chairperson: The duties of this office shall be to cover publicity for all general membership meetings and special events of this organization, which shall include, but not be limited to, local area newspapers, local area television coverage, and other media.

SECTION H. Historian: The Historian shall keep a scrapbook containing pictures, newspaper clippings, and articles describing the activities of the school and this club. The Historian shall keep all reports made to the PTC by event chairpersons and have them available as needed. This officer may also help supplement yearbook coverage when necessary.

SECTION I. Room Parent Coordinator: Responsible for compiling and keeping current a notebook for each classroom to be used by the various room parent volunteers and an idea box in

the office for all to share. Also responsible for coordinating with the various room parents and troubleshooting as needed.

SECTION J. Volunteer Coordinator: Responsible for keeping track of LBCS Parent Volunteer hours and job assignments.

SECTION K. School Directory Coordinator: Responsible for compiling and keeping current the LBCS Directory.

SECTION L. Spirit Wear Chairperson: Responsible for ordering/selling Loomis Basin Charter School (LBCS) spirit items.

SECTION M. Fundraising Committee Chairperson: Responsible for finding Chairs for the different fundraising events

SECTION N. Social Coordinator: Responsible for finding chairs for the different LBCS social events.

ARTICLE VII

NON-COMMERCIAL / NON-PROFIT STATUS

SECTION A. This club is organized and operated exclusively for education purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

SECTION B. No commercial enterprise and no political candidate shall be endorsed by the club.

SECTION C. Neither the name of this club nor the names of its officers in their official capacities shall be used in any connection with a commercial concern; nor with any partisan interest; nor for any purpose other than the regular work of this club.

SECTION D. No part of the net earnings of the club shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private persons except that the club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.

SECTION E. Notwithstanding any other provision of these Bylaws/Articles, the club shall not carry on any other activities not permitted to be carried on (a) by a club exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code (or the corresponding provision of any future United State Internal Revenue Law) or (b) by any club contributions which are deductible under section 170(c)(2) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE VIII.

MEETINGS

SECTION A. The organization will hold periodic meetings throughout the school year as set by the Board.

SECTION B. Special meetings may be held at the discretion of the Board or upon written request of ten members of the PTC general membership. Notice of the meeting must be given 24 hours in advance.

SECTION C. Members of the club present shall constitute a quorum for regular and special meetings of membership provided there is a minimum of at least 50% of the voting members of the PTC Board present. Either the President or the Vice-President must be present. When voting on a motion, in the case of a tie, the President will abstain from voting.

ARTICLE IX.

AMENDMENTS

These bylaws may be amended by a two-thirds vote of all the voting members at any regular meeting providing notice was given at the previous regular meeting. Any amendments to these bylaws must be dated and included with the organization's master copy held on file in the Loomis Basin Charter School PTC section of the office for general membership access.

ARTICLE X.

FUNDS

SECTION A. TREASURY

The treasury of this club shall consist of money accrued by donations and from all monies raised by this club. The monies from this treasury shall be issued as per the stated objectives in our Mission Statement.

SECTION B. BUDGET

1. The fundraising goals and spending budget for the following school year will be discussed no later than April at the general meeting. The budget for same will then be submitted for approval by the general membership prior to the close of the current fiscal year.
2. Not less than \$600.00 shall be left in the treasury at the end of any fiscal year, with the specific amount of reserve to be carried forward to the next school year to be set by Board prior to the end of the fiscal year .
3. All fundraising projects and programs must be presented and approved by the PTC general membership at a general or special meeting, as described in Article VII, Section B.
4. A special project fund may be carried over from year to year until completion of the designated project.
5. Upon approval of a majority of the general membership in attendance, the PTC may set aside an amount from the treasury for investment in a secure long term financial vehicle.
6. Any item over \$300.00 not covered by the operating budget or not on the list of approved expenditures shall be presented f or a vote to the general membership for approval at a general meeting or at a special meeting as described in Article VII, Section B.

SECTION C. ACCOUNTABILITY

1. Those members who should chose to spend over an approved budgeted amount will do so at their own personal expense. The exception to this rule is prepaid sales.
2. All bank accounts under the PTC name should be subject to at least three (3) signers on each account. This shall be comprised of at least two (2) Board members and one (1) LBCS staff member.
3. To assure the general membership that all PTC accounts are accurate, the financial records of the club shall be reviewed at the end of the fiscal year. The financial procedures review should include a written report in order to prepare documents necessary to file the PTC's annual tax return.
4. The PTC shall engage a competent professional to prepare the annual tax return at the end of each fiscal year.

ARTICLE XI.

TERMINATION

SECTION A. If at any time this club does not function in the best interest of the Loomis Basin Charter School, the PTC may be dissolved by a two-thirds vote of the general assembly of voting membership. In this event, any funds will be used for student welfare within the school.

SECTION B. Upon winding up and dissolution of this club, after paying or adequately providing for the debts and obligations of the club, the remaining assets shall be distributed to Loomis Basin Charter School, which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code.

SECTION C. However, if the named recipient is not then in existence or no longer a qualified distributee, or unwilling or unable to accept the distribution, then the assets of this club shall be distributed to a fund, foundation, or organization which is organized and operated exclusively for the purposes specified in section 501(c)(3) of the Internal Revenue Code.

SECTION D. If at any time a voting member does not function in the best interest of the Loomis Basin Charter School or is not fulfilling his/her responsibilities, he/she may be removed from office by a two-thirds vote in a special executive closed meeting.

These Bylaws/Articles were originally created and put in place by the PTC in August, 2009 by majority vote.

These Bylaws/Articles were amended by a majority vote of the PTC in August, 2013.

These Bylaws/Articles were amended by a majority vote of the PTC in April, 2015.