

Loomis Basin Charter School Parent Teacher Club Bylaws

ARTICLE I - NAME

SECTION A.

Loomis Basin Charter School (LBCS) Parent Teacher Club, herein referred to as “the PTC” or “the LBCS PTC.”

ARTICLE II - OBJECTIVES

SECTION A.

The mission of the LBCS PTC is to raise funds to support programs, activities, and items that the Board find to be significant and important to the education and welfare of the students and staff at LBCS and to provide opportunities for the school and community to gather together to foster positive relationships between families, staff and community members.

SECTION B.

To provide a forum for and to foster communication amongst the teachers, administration, and parents and guardians of students at LBCS.

ARTICLE III - POLICIES

SECTION A.

The PTC shall be non-commercial, non-sectarian, non-partisan, and non-profit.

SECTION B.

The PTC shall seek to neither direct the administrative activities of the school nor control its policies.

SECTION C.

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

SECTION D.

Operational policies and procedures not addressed in the LBCS PTC bylaws shall adhere to the parliamentary authority outlined in Robert’s Rules of Order, Newly Revised.

ARTICLE IV - MEMBERSHIP

The parents or guardians of any pupil(s) attending LBCS, LBCS staff, interested in serving the interests of LBCS may be a member of the PTC.

ARTICLE V - PTC BOARD

SECTION A.

The Board shall consist of the following elected officers: President(s), Vice President(s), First Treasurer, Second Treasurer, Secretary(ies), Activity Director(s) and Communication Director. All members of the Board shall be voting members. If a Board position is split by two or more people that have been elected to the Board, each of their votes will count

separately and the division of their duties will be at their discretion. A quorum shall consist of the majority (at least 51%) of the Board and is necessary for passage of any board motion. Any PTC Board member must have a student actively enrolled at LBCS.

SELECTION OF OFFICERS

SECTION B.

Board members shall be elected for a term of one school year. An individual shall not serve more than two consecutive terms as President. An optional 3rd term is possible to support transition to new president, upon board approval. There is no limit to the number of non-consecutive terms an individual can serve as President.

SECTION C.

Newly elected Board members shall attend the next Board meeting in an ex-officio capacity with the existing Board members and will assume their active duties in July of that year.

SECTION D.

It shall be the responsibility of all outgoing and returning Board members to help fill all vacancies that occur on the Board (and determine whether or not an election is necessary) by promoting participation with all LBCS parents, guardians, and staff and inviting them to join the PTC and attend PTC events

SECTION E.

All names of those persons interested in serving on the Board shall be submitted upon deadline determined by the Board within the months of April/May. They must be placed in nomination, provided the agreement of the candidate has been obtained before-hand. If an election is deemed necessary, it will be held at the discretion of the current PTC Board.

The exception shall be the Treasurer position/s. If one or both of the current Treasurers is leaving the PTC at the end of the current term, a special election will be held no later than February of that year, to fill the position(s). This will allow the new Treasurer(s) adequate opportunity to shadow the existing Treasurer(s) and learn the duties of the role.

SECTION F.

Any vacancy occurring during the school year, 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 shall:

- Be responsible for the efficient functioning of the PTC;
- Preside over closed and open PTC meetings;
- Act as liaison to the LBCS Director and SSA;
- Represent the PTC at meetings outside the school;
- Consult with and advise other Board members regarding PTC business;
- Direct inquiries to appropriate committees and parties;
- Maintain public relations within the organization;

- Be a member ex-officio of all school functions and activities;
- Act as the liaison between the PTC and SSA by attending SSA meetings when possible and reporting back to the PTC Board; This duty can be delegated to another board member.
- Track action items from committee meetings and ensure timely completion;
- Lead the effort to update bylaws as needed;
- Provide updates to school secretary for weekly schoolwide correspondence and/or communicate with school population via monthly PTC newsletter.\
- Generate an agenda for each monthly public PTC meeting and send to school secretary for distribution at least 2 days prior to the meeting date.
- Generate an agenda for each monthly closed meeting, bring copies to meeting, and send a digital copy to secretary.

If the President position is occupied by more than one individual, the division of duties will be at the discretion of those individuals.

SECTION H.

Vice President(s)

The Vice-President(s) shall:

- Render such assistance to the President as may be required;
- Keep order and ensure that proper procedures are followed at each meeting;
- Have complete knowledge and understanding of the articles and bylaws of the PTC;
- Track all articles and bylaws for current usefulness;
- Work with office staff and make sure that all parents or guardians of new students receive PTC information (including the opportunity to become voting members of the PTC) throughout the school year;
- Oversee the fulfillment of PTC advisory positions and maintain communication with those individuals throughout the year offering guidance and assistance where needed;
- Act as a liaison between the Board and advisory position holders; [Should this apply to just the auction or to all roles]

In the event that the PTC President is unable to fulfill his/her duties, the Vice-President shall assume the responsibilities of the President.

If the Vice-President position is occupied by more than one individual, the division of duties will be at the discretion of those individuals.

SECTION I.

Co-Treasurer(s):

The First Treasurer shall have the following responsibilities to maintain the record books and the bank account for the PTC General Fund.

- Working with the PTC's outside accountant, perform and complete timely filing of all federal and state tax returns or other financial reports pertaining to the PTC's 501(c)3 status, as applicable, and maintain records of same;
- Prepare and provide 1099 forms as needed;
- Month-end close; Reconcile bank accounts and make correcting journal entries

- (review with PTC President at monthly PTC meeting);
- Provide monthly treasurer's report for the public PTC meeting;
- Perform bank reconciliation within thirty (30) days of last statement date;
- Prepare financial reports for board discussions.
- Oversee fund accounting;
- Prepare annual budget for board approval;
 1. Budget items (income) – Fundraisers
 2. Budget items (expense) – expense allocations will be based on previous year budget items. The Board will vote to add or remove categories based on need.
 3. Fund accounting – any donations made with a specific purpose will be tracked on the balance sheet as such. Remaining funds shall carry over to the next school year for the specific purpose for which they were donated.
 4. The Board will vote to add any new fund accounts. If fund balances are exhausted, the Board will vote to continue the fund balance or remove the fund from the accounting.
- One year of experience as second treasurer or as treasurer of another organization is preferred.

The Second Treasurer shall have the following responsibilities to maintain the record books and the bank account for the PTC General Fund.

- Deposit all cash or checks received to the PTC checking account.
- Record keep all deposit checks to bank account to ensure accurate posting of type of deposit received in relation to financial accounting.
- Receive and review all check requests for approval. Provide approved check requests to the Financial Secretary.
- Review reports prepared by the First Treasurer. The second treasurer does not enter data into QuickBooks Online.
- Present a financial report at every public and private meeting and at other times if requested by the PTC Board.

In the event there is no Second Treasurer, these duties shall fall to the financial secretary. If there is no Second Treasurer and no Financial Secretary, the Board shall appoint a member to perform these duties.

SECTION J.

Secretary(ies)

The Secretary(ies) shall:

- Record the minutes of each private and public PTC meeting and assist the President with needed correspondence;
- Supply a copy of the most recent minutes to the Board for review via email (At the next meeting, a majority of the Board must vote to approve before the minutes are official);
- Provide the Communications Director with a copy of the approved minutes for Public PTC meetings to post on PTC web page;
- Print copies of agenda provided by PTC President, for distribution at public meetings.

If the Secretary position is occupied by more than one individual, the division of duties will be at the discretion of those individuals.

SECTION K.

Activity Director(s)

The Activity Director(s) shall:

- Oversee fundraising efforts or social events which are sponsored (wholly or partly) by the PTC;
- Communicate fundraising information to school community and the Board- (with the exception of LBCS Auction)
- Assist the Board in finding chairs for different fundraising/social or other special events as needed (with the exception of LBCS Auction)
- Act as liaison between grade level school event chairs, and the following advisory positions (Talent Show Director, Dine and Donate Coordinator, and Mustang Marketplace Director), and the Board;
- Advise grade levels of the school events they are responsible for carrying out each school year and help to obtain volunteers/chairs for the different school wide events with the exception of LBCS Auction.
- Provide social/fundraising event guidelines to all chairs;
- Advise event chairs of the event budget, notify chairs of budget changes, and communicate to the Board if budget requests are placed by event chairs.
- Act as a liaison between event chairs and district personnel to ensure LUSD requirements are met
- Obtaining necessary insurance from vendors, following LUSD insurance guidelines on events
- Collecting signed waivers for PTC sponsored after school activities
- Creating and distributing fliers and communication items for events
- Ensuring event ticket items are priced correctly and placed on school webstore
- Maintaining registration lists for event check ins

If the Activity Director position is occupied by more than one individual, the division of duties will be at the discretion of those individuals.

SECTION L.

Communication Director(s)

The Communication Director(s) shall:

- Coordinate all messaging from PTC Board to school community either through emails to be sent by the LBCS secretary, PTC website, print flyers or social media;
- Add all PTC events to PTC website calendar;
- Update the PTC Facebook page with current and relevant information pertaining to the PTC including events, fundraisers, and public meetings;
- Update the PTC website with agendas, minutes and schedule for public meetings;
- Update the PTC website with information about current Board members and current sponsors (if part of a fundraising effort);
- Maintain and update the PTC mobile app with current and relevant information;
- Create push notifications to be sent via the mobile app as needed;
- Work with PTC website and mobile app hosts to ensure subscriptions are kept current.

If the Communication Director position is occupied by more than one individual, the division of duties will be at the discretion of those individuals.

ARTICLE VI - PTC ADVISORY POSITIONS

SECTION A.

The PTC may include the following advisory positions: PTC/Teacher Liaison, Financial Secretary, Past-President, Yearbook Assistant, Room Parent Coordinator, School Work Day Coordinator, Spirit Wear Chairperson, Watch D.O.G.S Coordinator, Auction Committee Chairperson, Parliamentarian, Talent Show Coordinator, Mustang Marketplace Coordinator, Popsicle chairperson, Dine and Donate chairperson.

These volunteer positions are not PTC Board positions and, as such, are non-voting positions. Volunteers in these positions shall attend the PTC Public Meetings and may attend private PTC 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 B.

PTC Teacher Liaison(s)

The PTC Teacher Liaison(s) shall:

- Act as liaison between the PTC and teachers;
- Attend the public PTC meetings;
- Gather information and ideas from LBCS teachers for presentation to the PTC and vice versa.

This position must be filled by a LBCS teacher, but may be held by more than one individual.

SECTION C.

Financial Secretary

The Financial Secretary shall:

- Process all reimbursement requests, including check refunds, directly into QuickBooks Online;
- Print checks for approved check requests and deliver to an authorized signer;
- Collect proper documents from W-9 vendors and enter those vendors in QuickBooks Online;
- Serve as an additional check and balance in support of the Co-Treasurers.

SECTION D.

Webstore Coordinator

The Webstore Coordinator shall:

- Add items or events to the PTC's webstore.
- Prepare sales reports for webstore items or events once weekly.
- Process any required refunds in the webstore as authorized by treasurer.
- Manage webstore deposits to accounting system.
- Serve as an additional support person to the Co-Treasurers.

SECTION F.

Past-President

The President of the previous term shall:

- Transition all relevant documentation to the newly elected president regarding PTC business;
- Provide relevant context to the current President regarding past decisions made by the PTC.

SECTION G.

Yearbook Assistant

The Yearbook Assistant shall:

- Help supplement yearbook photography coverage
- Help in creation/design of 8th Grade Dedication Pages

SECTION H.

Room Parent Coordinator

The Room Parent Coordinator shall:

- Recruit and organize room parent volunteers;
- Provide volunteers with a brief orientation at the beginning of each school year;
- Compile and keep current a notebook for each classroom to be used by the room parent volunteer;
- Maintain a binder with teacher and staff favorite things in the office;
- Coordinate with the room parents and hold consultations as needed, respond to emails throughout the year
- Oversee coordination of Teacher Appreciation Week activities; create sign up for door decorations as well as adjunct teacher posters
- Encourage school wide participation in Administrative Assistant's Day and Principal's day through room parents
- Delegate and coordinate with school secretary for monthly staff lunches to be hosted or donated by each grade level.
- Send out reminders regarding pending room parent responsibilities/keep room parents up to date on school wide announcements.
- Send communication on behalf of PTC and auction committee to be distributed by room parents

SECTION I.

Facilities Coordinator

The Facilities Coordinator shall:

- Communicate with school staff, teachers and District personnel to compile and prioritize a list of improvements or maintenance projects for the school campus that are not otherwise funded by the LBCS or District budgets;
- Present projects to PTC for consideration, budget review and approval;
- Facilitate completion of projects by recruiting volunteers and overseeing selection of vendors for approved facility improvements;
- Serve as the liaison between the District Facilities Director and PTC;
- Coordinate one or more school work day events each school year as needed;

SECTION K.

Spirit Wear Chairperson

The Spirit Wear Chairperson shall:

- Obtain a vendor for spirit wear and manage the relationship. (Currently this is through 1st Place Spiritwear)
- Oversee the selection, purchase, and distribution of spirit wear (Currently use a direct ship to customer process via spirit wear website)
- Communicate pertinent information regarding spirit wear to the school community via email, flyers, or other means
- Find and arrange opportunities to sell spirit wear at LBCS events, when applicable

SECTION L.

Parliamentarian

The Parliamentarian shall:

- Provide expertise in rules of order and the proper procedures for the conduct of meetings;
- Facilitate special non-board meetings held by event/fundraising chairs, PTC advisory positions or other ad hoc meetings that may occur throughout the year.

SECTION M.

School Auction Committee Chair(s)

The Auction Committee Chair(s)

- Recruit volunteers to serve as part of the committee;
- Manage the overall planning of the auction (location, theme, décor, menu, auctioneer, software, entertainment, additional vendors as needed etc.);
- Oversee the solicitation of auction items;
- Supervise all donations and sponsorships made to the auction;
- Manage the completion of all aspects of the Auction;
- Serve as the liaison between the Auction committee and the Board.

SECTION N.

Used Uniform Sales Coordinator(s)

The Used Uniform Sales Coordinator(s) shall:

- Hold 3 sales per school year ~
 1. New Family BBQ,
 2. August or September
 3. February or March
- Coordinate sales dates with school secretary so flier can be sent and add date(s) to the newsletter
- Set up sale evening prior to event so it's ready to go at drop off of next school day
- Clean up sale after pick up and return all bins with unsold items to PTC shed
- Clean out uniform donation bin in office (kept in staff bathroom) periodically and organize into bins in PTC shed
- Donate or discard any donations that do not adhere to proper dress code requirements or are unsalable (stained, holes, etc.)

SECTION O.

Watch D.O.G.S Coordinator(s)

- Establish annual calendar for volunteer dates for school year
- Provide orientation of watch dog program to prospective father figures interested in volunteering
- Oversee the watchdog booth for annual school fall carnival
- Attend monthly PTC meetings providing updates as necessary
- Work with PTC on watch dog fundraising and/or social event opportunities
- Work with office staff for coordination of watch dog volunteer needs for specific events or additional onsite help
- Administrator of watchdog social media platforms

SECTION P.

Talent Show Coordinator(s)

- Plan & execute annual LBCS Talent Show in the spring.
- Communicate criteria and distribute info packets & permission slips to participants
- Schedule informational meetings with participating students
- Coordinate dress rehearsal and sound technician
- Communicate event info to teachers & staff for daytime school assembly performance
- Communicate event info to school community for evening performance
- Coordinate volunteers, decor, etc.

SECTION Q.

Mustang Marketplace Coordinator(s)

- Plan & execute annual Mustang Marketplace event in the winter for 4th-8th grade students.
- Communicate criteria and distribute info packets & permission slips to participants
- Schedule informational meetings with participating students
- Communicate event info to teachers, staff, and school community
- Be present on the day of event to oversee set up, marketplace event, and clean up.

SECTION R.

Dine & Donate Coordinator(s)

- Plan & execute monthly "Dine & Donate" fundraising/social dinner events at participating local restaurants
- Act as liaison between PTC and restaurant on details of event
- Advertise and promote monthly dinners
- Track donations received from restaurants and attempt to meet fundraising goal set for the year by the PTC Board.

SECTION S.

Popsicle Sales Coordinator(s)

- Coordinate weekly popsicle sales between PTC and the office admin staff
- Advertise and promote weekly sales

- Purchase & stock popsicles in the PTC Popsicle Freezer
- Be present to sell popsicles
- Count money with a partner and complete weekly deposit

ARTICLE VII- NON-COMMERCIAL / NON-PROFIT STATUS

SECTION A.

The PTC 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 PTC.

SECTION C.

Neither the name of the PTC 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 the PTC.

SECTION D.

No part of the net earnings of the PTC shall be utilized to the benefit of, or be distributable to its members, directors, trustees, officers, or other private persons except that the PTC 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).

Continuation of any paid services, as referenced in Article VII, Section D., shall be voted on annually by each PTC Board.

ARTICLE VIII - MEETINGS

SECTION A.

The PTC shall hold monthly private and public PTC meetings throughout the school year as set by the Board.

SECTION B.

Special meetings may be held at the discretion of the Board. Notice of the meeting must be given at least 24 hours in advance.

SECTION C.

Members of the PTC present shall constitute a quorum for regular and special meetings provided there is a minimum of at least 51% of the voting members of the PTC Board present. The President or a Vice-President must be present. If voting on a motion results in a tie, the President will abstain from voting.

ARTICLE IX. - AMENDMENTS

SECTION A.

These Bylaws may be amended by a two-thirds vote of all the PTC Board members at any public meeting providing notice was given at the previous public meeting. Any amendments to these bylaws must be dated and included with the PTC's master copy held on file in the LBCS office for school community access.

These bylaws shall be reviewed at least every three (3) years and amended as needed.

ARTICLE X. - FUNDS

SECTION A. TREASURY

The treasury of the PTC shall consist of money accrued by donations and from all monies raised by the PTC. The monies from this treasury shall be expended to further the stated objectives in ARTICLE II of these bylaws.

SECTION B.

BUDGET

The Board will discuss the fundraising goals and spending budget for the forthcoming school year during the summer months preceding that school year. The budget for the forthcoming year will be submitted for approval by the PTC Board at the first public meeting of that year (typically held in September). A tentative budget will be agreed upon by PTC Board prior to the start of the school year, until the official budget is voted on.

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 the Board prior to the end of the fiscal year (July 31st).

All fundraising projects and programs must be presented and approved by the PTC Board at a public or special meeting, as described in Article VIII.

A special project fund may be carried over from year to year until completion of the designated project.

Any item greater than \$300.00, not covered by the operating budget or not on the list of approved expenditures, shall be presented for a vote to the PTC Board.

SECTION C.

ACCOUNTABILITY

Members who spend over an approved budgeted amount will do so at their own personal expense. The exception to this rule is prepaid sales.

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.

The financial records of the PTC shall be reviewed and approved at the end of the fiscal year by the PTC Board for year end submittal for annual tax return completion.

The PTC shall engage a competent professional to prepare the annual tax return at the end of each fiscal year.

SECTION .D

FINANCIAL COMMITTEE

The Financial Committee is to oversee the PTC's long-term financial planning, including the financial aspects of new programs and services, changes to the organization's operations, capital expenditures, and other financial needs that fall outside of the annual operating budget. In carrying out this objective, the Committee will monitor and review the financial performance of the organization, as a whole and with respect to its major programs or business lines, against approved budgets, long-term trends and not-for-profit industry benchmarks.

The Financial Committee shall be comprised of at least 3 members of the school community.

The Committee must review, on a regular basis, the organization's internal financial statements, including a more detailed periodic review of assets. Annually, the Committee will receive a report from the Treasurer, review the financial statements and provide guidance to the Board as needed to ensure the reliability of financial reporting year-round, recommending changes as appropriate. Committee members must understand the different types of assets held by the organization, as well as any risks associated with those assets, and the financial reporting requirements related to each asset class.

ARTICLE X - TERMINATION

SECTION A.

If at any time the PTC does not function in the best interest of the school community, the PTC may be dissolved by a two-thirds vote by parents and guardians of students at LBCS after notice is provided to the membership. The PTC Board can also vote to disperse the LBCS PTC.

SECTION B.

Upon winding up and dissolution of the PTC, and after paying or adequately providing for the debts and obligations of the PTC, the remaining assets shall be distributed to LBCS, if it 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 recipient, 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 a voting member does not function in the best interest of the LBCS PTC Board or is not fulfilling his/her responsibilities, he/she may be removed from office by a two-thirds vote of the remaining Board members in a special executive closed meeting.

Bylaws/Articles created by majority vote of the PTC in August, 2009

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

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

Bylaws/Articles amended by a majority vote of the PTC in December 2019.

Bylaws/Articles amended by a majority vote of the PTC in May 2021.

Bylaws/Articles amended by a majority vote of the PTC in March 2024.

Bylaws/Articles amended by a majority vote of the PTC in June 2024.

Loomis Basin Charter School
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