

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".

ARTICLE II - OBJECTIVES

SECTION A.

The LBCS PTC mission is to raise funds and provide support for programs, activities, and items that the Membership 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 so that the positive relationships between families, staff and community members become stronger.

SECTION B.

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

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 procedure 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

Any parents or guardians of pupils attending LBCS, staff, or any adult interested in serving the interests of LBCS shall be a member.

ARTICLE V - PTC BOARD

SECTION A.

The Board shall consist of elected officers: President, Vice President, First Treasurer, Second Treasurer, Secretary, Activity Director 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 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.

Board members 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.

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 and staff and inviting them to join the PTC.

SECTION E.

All names of those persons interested in serving on the Board shall be submitted upon deadline determined by the Board within the month 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 that/those position/s. This will allow the new Treasurer/s adequate opportunity to shadow the existing Treasurer/s and learn the duties.

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 shall:

- Be responsible for the efficient functioning of the PTC;
- Preside over the general membership and board meetings;
- Act as liaison to the LBCS Director and SSA and represent the PTC at meetings outside the organization;
- Consult with and advise other Board members;
- Direct inquiries to appropriate committees and parties;
- Maintain public relations within the organization;

- Be a member ex-officio of all committees;
- Act as the liaison between the PTC and SSA by attending SSA meetings when possible and reporting back to the general membership;
- Track action items from committee meetings and ensure they are on schedule;
- Lead the effort to update articles and bylaws as needed;
- Provide updates to school secretary for weekly schoolwide correspondence and communicate with school population via monthly PTC newsletter.

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

SECTION H.

Vice President

The Vice-President 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 new student's parents or guardians receive PTC information and 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;
- Collect monies at the end of all PTC sponsored events and co-sign a deposit slip, with the event Chair.

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

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.

- Prepare annual budget for board approval;
 1. Budget items (income) – Fundraisers
 2. Budget items (expense) - Athletics Expense, Assemblies, BBQ Open House, Facilities and Equipment, Field Day, Graduation, Honor Roll, Library, Miscellaneous, Monart, Music, Operations, Science/Math Docent, Spanish Program, Teacher Appreciation, Technology
 3. **Any new budget expense categories will need approval from the board*
- Provide monthly treasurer's report for the PTC general meeting;
- Month-end close; Reconcile bank accounts and make correcting journal entries (review with PTC President at monthly PTC meeting);
- Year-end close out; bank reconciliation, close out expense accounts and allocate funds;

1. Funds - Base Fund, Drama Fund, Field Trip Fund, MYP Elective Fund, Science Fund, MYP Project Grants, Student Government Fund, Teacher Grant Fund, Yearbook Fund
2. **Any new funds will need approval from the board*
 - Provide year-end reports and documentation for annual tax filings to CPA firm – Tax year is August 1 – July 31;
 - File 'Annual Registration Renewal Fee Report to Attorney General of California'.
 - Responsible for maintaining non-profit status of the organization;
 - One year of experience as a second treasurer or 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.

- Prepare annual budget board approval (see above for outline of budget items);
- Prepare weekly cash deposit (note: Treasurer's cannot make the actual bank deposit);
- Prepare weekly check-run;
- Monitor LBCS PTC Treasurer e-mail for any check requests or financial inquiries;
- Identify correcting journal entries, if necessary, provide information for Treasurer 1 to post during monthly close;
- Web store maintenance (work in conjunction with School Clerk);
- Year-end close out; allocate funds (see above for outline of funds).

SECTION J.

Secretary

The Secretary shall:

- Record the minutes of each PTC meeting and assist the President with needed correspondence;
- Supply a copy of the most recent minutes to the Board for review via email (A majority of the committee must reply vote for approval, at the next meeting, before the minutes are official);
- Provide the Communications Director with a copy of the approved minutes to post on LBCS's PTC web page;
- Generate an agenda for monthly board meetings and send to school secretary for distribution at least 2 days prior to the meeting date.

SECTION K.

Activity Director

The Activity Director shall:

- Oversee fundraising efforts or programs which are sponsored (wholly or partially) by the PTC;
- Communicate fundraising information to parents, staff, and the general membership of the PTC and the Board;
- Assist the board in finding chairs for different fundraising/social events as needed.
- Act as liaison between grade level school event chairs 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 schoolwide events;
- Provide social/fundraising event guidelines to all chairs;
- Advise event Chairs of the event budget, notify chairs of budget changes and communicate to Board if budget requests are placed by event chairs.

SECTION L.

Communication Director

The Communication Director shall:

- Coordinate all messaging out from PTC to LBCS membership;
- Input all events on the internal school calendar;
- Update dates of events as they are planned, creating push notifications to be sent;
- Update the PTC Facebook page with current and relevant information pertaining to the PTC;
- Maintain and update the LBCS PTC Mobile APP;
- Fulfill the duties of the webmaster advisory position in the event this position is not filled.

ARTICLE VI - PTC ADVISORY POSITIONS

SECTION A.

The Parent Teacher Club MAY include the following advisory positions: PTC Teacher Liaison, Financial Secretary, Webmaster, Past-President, Historian, Room Parent Coordinator, School Work Day Coordinator, School Directory Coordinator, Spirit Wear Chairperson, Watch D.O.G.S Coordinator, Auction Committee Chairperson, Parliamentarian. These volunteer positions are not PTC Board positions and, as such, are non-voting positions. Volunteers in these positions shall attend the PTC General Meetings and may attend PTC 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 B.

PTC Teacher Liaison

The PTC Teacher Liaison shall:

- Act as liaison between the PTC and teachers;
- Attend the PTC general meetings;
- Gather information and ideas from the teachers for presentation to the PTC;
- Relay information from the PTC to the teachers.

This position must be filled by one or more LBCS teachers.

SECTION C.

Financial Secretary

- The financial Secretary shall serve as an additional check and balance in support of the Co-Treasurers.

SECTION D.

Webmaster

The Webmaster shall:

- Facilitate and maintain an active and relevant website for LBCS;
- Collect data for the website upon request of the PTC.

SECTION E.

Past-President

The President of the previous term shall:

- Transition all relevant documentation regarding PTC business;
- Be a non-voting PTC advisory member;
- Provide relevant context to the current President regarding past decisions made by the PTC.

SECTION F.

Historian

The Historian shall:

- Keep a scrapbook containing pictures, newspaper clippings and articles describing the activities of LBCS and the PTC;
- Keep all reports made to the PTC by event chairpersons and have them available as needed.
- Help supplement yearbook coverage, when necessary.

SECTION G.

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 an idea box in the office;
- Assist volunteers in compiling a Teacher Wish List each year, to be approved by the Director, and provided to PTC;
- Coordinate with the room parents and hold consultations as needed;
- Oversee coordination of Teacher Appreciation Week activities;
- Delegate and coordinate monthly staff lunches to be put on by each grade level.

SECTION H.

School Work Day Coordinator

The School Work Day Coordinator shall:

- Coordinate one or more School Work Day events each school year;
- Compile and prioritize a list of necessary improvements or maintenance projects;
- Assign volunteers to projects and provide them with necessary tools.

SECTION I.

School Directory Coordinator

The School Directory Coordinator shall:

- Receive from LBCS office staff a listing from Aeries, of all LBCS families who agree to have their contact information included in the LBCS Directory;

- Compile the LBCS Directory annually;
- Provide completed document to LBCS office staff for distribution.

SECTION J.

Spirit Wear Chairperson

The Spirit Wear Chairperson shall:

- Obtain a vendor for spirit wear and maintain this relationship;
- Oversee the selection, purchasing and distribution of spirit wear;
- Communicate pertinent information regarding spirit wear to the school community via email or flyers etc;
- Look for and arrange opportunities to sell spirit wear at various events.

SECTION K

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 L

Auction Committee Chair

The Auction Committee Chair Shall:

- 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;
- Manage 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.

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 States 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 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 PTC 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

SECTION A.

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 LBCS PTC section of the office for general membership access.

These bylaws shall be reviewed 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 issued as per the stated objectives in ARTICLE II of these bylaws.

SECTION B.

BUDGET

The fundraising goals and spending budget for the following school year will be discussed no later than May 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 (June 30th).

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 (June 30th).

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 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 general membership for approval at a general meeting or at a special meeting as described in Article VIII, Section B.

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.

To assure the general membership that all PTC accounts are accurate, the financial records of the PTC 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.

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 the PTC does not function in the best interest of the LBCS, 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 LBCS.

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, 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 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 at any time a voting member does not function in the best interest of the LBCS 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.

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.

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