

# **BYLAWS**

## **HALL ELEMENTARY SCHOOL PARENT TEACHER CLUB**

### **ARTICLE I NAME**

The name of this association shall be known as the Hall Elementary Parent Teacher Club, referred to as the PTC.

### **ARTICLE II PURPOSE**

The purpose of this association shall be as follows:

1. Promote the welfare of the students at Hall Elementary School in the home, the school and the community.
2. To bring into closer relationship the home and the school, for the best cooperation between parents, teachers, and administrators.
3. To develop better communication between educators and the general public.
4. To work in united efforts at securing the highest advantages in mental, physical and social education for every student at Hall Elementary School.

### **ARTICLE III POLICIES**

1. The operating year for the PTC shall be July 1 through June 30.
2. The quorum for conducting business for the PTC shall be the simple majority of current members present.
3. The PTC and PTC Board shall not seek to control Hall Elementary School's administrative affairs or its policies.
4. The PTC Board shall, whenever possible, seek the support of school members for carrying out PTC affairs and activities.

### **ARTICLE IV MEMBERSHIP**

The membership of this association shall consist of the Parents/Guardian of the children enrolled at Hall Elementary School and every teacher, aide and administrator at Hall Elementary School.

The active participation of the members shall be directed and coordinated by the Hall Elementary PTC. An active member is any member who attended 1/3 of the regular meetings during the school year.

**ARTICLE V**  
**OFFICERS**

The officers of this association shall be the officers of the PTC. The officers shall be as follows:

1. EXECUTIVE ELECTED: The executive board members shall consist of the President, Vice President, Secretary, Treasurer and Volunteer Coordinator. Members of the PTC Board may hold more than one office. The term of office shall be one year.
2. ADMINISTRATIVE APPOINTED: The administrative appointed board members shall consist of Site Council members. These officers shall be appointed by the principal in accordance with school district policy. The term of these positions are dependent upon the appointment.
3. The administration of Hall Elementary School shall not serve as officers on the PTC Board.
4. The election of officers of the PTC Board shall be held in April with nominations beginning in March. The officers of the PTC Board shall be elected from among the members of the Parent Teacher Club. All active members of the PTC shall be allowed to vote. Election is determined by a simple majority vote of active PTC members present. The newly elected board shall work with the current board members in transition for the months of May and June. The newly elected board shall be installed at the June meeting of the PTC.
5. Any officer may be removed from their elective position by the following guidelines:
  - a. A written request for removal of an officer shall be presented to any board member prior to a regularly scheduled meeting by any active member.
  - b. A committee of five (5) active PTC members must be formed to determine if the officer in question has failed to perform his/her duties as prescribed in the bylaws.
  - c. This committee will report their findings at the next regular PTC meeting.
  - d. A simple majority vote of active members is required to remove an officer from his/her elective position.
6. In the event of an officer vacancy, a special election will be held at the next regular PTC meeting. This office vacancy will be noted in the Weekly Calendar prior to the special election.
7. Elections shall be by secret ballot unless voted by the majority of the PTC members to hold verbal elections.

**ARTICLE VI**  
**MEETINGS**

The meetings of this association shall be set by the PTC Board. At least one week advance notice of all regular meetings shall be published by the PTC Board through such means as they deem appropriate. The PTC shall meet as follows:

1. During September, the PTC Board shall publish the dates of regular meetings for the coming year through such means as they deem appropriate.
2. The PTC shall meet at least once in every six (6) weeks following the September meeting.
3. Special meetings of the PTC can be called by the President, the Principal or any three members of the PTC.

**ARTICLE VII**  
**DISTRICT ADVISORY COUNCIL REPRESENTATIVES**

The PTC shall elect two (2) members to the Gresham-Barlow School District Advisory Council to be Hall Elementary representatives. One member shall be elected in even numbered years and the other member shall be elected in odd numbered years. This election shall take place at the April PTC meeting. The term of office for a DAC representative shall be two (2) years. No representative to the DAC shall serve more than two (2) consecutive terms. This article is drafted in accordance with the DAC goals and guidelines. If at any time the DAC should change these requirements, this article shall be amended to abide by the DAC goals and guidelines.

**ARTICLE VIII**  
**COMMITTEES**

The PTC Board shall appoint any committees which it deems necessary to carry out the work of the PTC and PTC Board.

**ARTICLE IX**  
**EXPENDITURE OF FUNDS**

1. Expenditures shall be consistent with the budget which has been prepared for the upcoming year by the current and newly elected board in May and approved by the membership at the June meeting. Budgets may be amended so as not to constrain the PTC from changing its mind or needs. Copies of the approved budget will be printed in sufficient quantity to supply the PTC Board, individuals who request a copy, and to provide copies for distribution through the office when requested.
2. Expenditure of funds requires approval of the PTC Board. Any proposal for expenditure of PTC funds will be presented to the membership for discussion not less than one general meeting of the PTC prior to commitment of funds.
  - a. A proposal for expenditure of funds must be included on the agenda for the meeting at which it will be discussed. An item can be included on the agenda by either contacting the President of the PTC prior to the meeting or by requesting at any meeting that the item be included on the agenda for the next meeting.
  - b. All expenditures will be supported by itemized invoices or similar documentation.
  - c. A checking account will be established in a reputable bank under the official name of the PTC. There will be two signers on every check written from the PTC bank account.
  - d. The Treasurer receives all money from persons delegated to collect or raise funds and issue a receipt, and to deposit all money in the name of the association.
  - e. Expenditures not included in the yearly PTC budget shall be approved/disapproved by a simple majority vote of the PTC members present.
  - f. The executive elected board is authorized to make expenditures by a majority vote, not to exceed \$500.00 without a vote of the PTC membership at a regular meeting. These requests for funds are cumulative per project. The executive board shall provide a report of such expenditures to the membership at the next scheduled meeting.

**ARTICLE X**  
**PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of “Robert’s Rules of Order Newly Revised” shall govern the PTC and PTC Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the PTC Board may adopt on behalf of the PTC.

**ARTICLE XI**  
**AMENDMENT OF BYLAWS**

The Bylaws can be amended at any regular meeting of the PTC by simple majority vote of active members, provided that the amendment has been read at the previous regular PTC meeting.