

## **Site Bylaws of the Cottage Hill Elementary School Parents Club**

### **Article I- Name of Organization**

The Cottage Hill Elementary School Parents Club (hereafter referred to as "Site Organization") operates as a separate unincorporated parents club under the legal organization of the Pleasant Ridge Union School District Parents Club ("PRDPC").

### **Article II- Articles of Organization**

The PRDPC is a non-profit public benefit corporation, designated by the IRS as a 501 (c) (3) tax exempt corporation. Each of the individual school sites within the Pleasant Ridge Union School District ("PRUSD") may operate a separate unincorporated parents club, or Site Organization, within the PRDCP, provided that the activities of each Site Organization is limited to non-profit activities for the sole benefit of PRUSD students and faculty and provided that such activities do not violate the bylaws set forth below.

### **Article III- Objectives**

The objectives of the Site Organization are to:

- 1) Promote the best possible educational experience for the students of Cottage Hill Elementary School, hereafter referred to as the "School."
- 2) Provide a forum for parent expression.
- 3) Provide a support network for school activities and projects.
- 4) Raise funds for the school and to determine uses for such funds.
- 5) Provide a meaningful vehicle for communication between parents, teachers, students, District Parents Club, Site Council, and the administration of the school.

### **Article IV- Basic Policies**

The following are the basic policies of the Site Organization:

- 1) The Site Organization shall be non-commercial, nonsectarian, and nonpartisan.
- 2) The Site Organization shall cooperate with school staff to actively support the improvement of education.
- 3) Neither the name of the site Organization nor that of any member acting in any official Site Organization capacity shall be used to promote any commercial concern, partisan interest or any other purpose not appropriately related to the objectives stated above.
- 4) The Site Organization shall not, directly or indirectly, participate or intervene in any way (including the publishing, distributing, printed, digital or otherwise of statements) in any political campaign on behalf of or in opposition to a candidate for public office.

- 5) The Site Organization may cooperate with other organizations and agencies concerned with student welfare or other agencies that benefit the student body.
- 6) In the event of dissolution of the Site Organization, its assets shall be held by the District Parents Club until such assets can be distributed in accordance with the desires of the membership, as determined by majority vote in a duly held meeting.
- 7) Each Site Organization shall have a minimum of a President, a Treasurer and a Secretary to be considered a viable Parents Club organization in order to secure proper custody of Site Organization funds. In the absence of the required number of officers, the PRDPC Treasurer will assume custody of the Site Organization's funds and monies will be distributed to the Site Organization upon request and as approved by the PRDPC Board.

#### **Article V- Membership**

Every individual who is a parent, grandparent, or guardian of a child attending the school, attending a minimum of 60% of annual meetings within a school year, shall be considered voting members of the Site Organization with full voting privileges (in addition to board members and committee chairpersons). The group may consider a non-related volunteer as a voting PTC member who meets the aforementioned criteria on a case by case basis. Members of the school staff, who are parents of a child attending the school, must abstain from voting in matters where a potential conflict of interest may be perceived. Members of school staff who are not parents or guardians of a child attending the School shall be non-voting members of the organization.

#### **Article VI- Meetings and Quorum**

There shall be a minimum of 8 general meetings of the Site Organization per school year. Meeting dates shall be set at the beginning of the school year and shall be made public to all members. A change in the date or time of a regularly scheduled meeting must be publicized at least 72 hours in advance via email or other reasonable communication. General meetings are open to all members.

Attendance by 5 members of the Site Organization, including at least 2 officers, as defined in Article VII, must be present to constitute a quorum at general and special meetings. Without a quorum, any decisions made at the meeting will be non-binding and non-enforceable. Special meetings of the Site Organization may be called at any time by order of the officers or by a request from 3 or more members. Such meetings shall be announced at least 48 hours in advance to the general membership using any reasonable means.

Every member shall have one vote. Members must be present at a meeting to vote or submit, in advance, a written or electronic (i.e., email) proxy. Any such proxy must be submitted to the President or Secretary prior to the vote and is valid only for the meeting stipulated in the proxy.

The officers may hold periodic "Officer" meetings throughout the year as needed. At Officer Meetings, each officer shall have one vote. At least three officers must be present to constitute a quorum. Officers must be present at a meeting to vote, or submit, in advance, a written or email proxy. Any such proxy must be received by the President or Secretary prior to the vote and is valid only for the meeting stipulated in the proxy. The officers shall conduct the meetings of the Site organization in accordance with the most current version of "Roberts Rules of Order."

#### **Article VII- Officers**

The officers of the Site Organization, at a minimum, shall consist of a President, a Secretary, and a Treasurer. The management of the Site Organization shall be the responsibility of the officers, as defined below.

In addition to the duties specified below, officers shall:

- 1) Develop and approve the organization's operating budget.
- 2) Create and/or dissolve committees as needed.
- 3) Appoint chairpersons of committees.
- 4) Hear reports from all committees.
- 5) Disseminate appropriate information to the general membership.
- 6) Attend the organization's general and special meetings.
- 7) Attend District Parents Club meeting, two officers present with an option to proxy a vote if need be.
- 8) Perform all other functions and tasks necessary for the operation of the organization.

#### **The Site President shall:**

Oversee the operations of the Site Organization, including by not limited to:

- 1) Preside at all meetings of the Site Organization.
- 2) Plan and set agendas for Site Organization meetings.
- 3) Coordinate the election of new officers as set forth in these bylaws.
- 4) Coordinate the work of the officers and committees of the Site Organization.
- 5) Abide by the provisions set forth in the (Financial Procedures and Controls Agreement.)
- 6) Perform such other duties and obligations as needed.

#### **The Secretary shall:**

- 1) Keep an accurate record of minutes and agendas for all general meetings of the organization.
- 2) Maintain a current copy of the Bylaws of the organization, properly annotated with any amendments and showing when each amendment was adopted by the organization.
- 3) Perform the duties of the President in the event that the President and the Vice President are unable to do so.
- 4) Perform such other duties as assigned.

#### **The Treasurer shall:**

- 1) Have custody of all funds of the organization.
- 2) Prepare and present a projected annual budget of revenues and expenses no later than August to be voted on at the first general meeting.
- 3) Keep a full and accurate account of all receipts and expenditures of the organization.
- 4) Present monthly financial reports at general meetings of the organization and to the PRDPC Board, as requested.
- 5) Present monthly financial reports at general meetings of the organization and provide a copy to the District PTC Treasurer.
- 6) Oversee the activities of any committee addressing finances of the organization.
- 7) Abide by the provisions set forth in the (Financial Procedures and Controls Agreement.)

Other positions as specified by the Site Organization:

Vice President(s) shall:

Chief communicator of the group (makes announcements for meetings and events). Steps in as the President when needed. Attends and/or supports most events. Attends monthly board meetings one hour before the general meeting. Attends the four district PTC meetings per year. Shall approve all postings and or flyers before printing or out to the public. As well as providing a monthly PTC newsletter.

Volunteer Chairperson shall:

Regularly attend Parents Club meetings and ensure that the necessary requirements are met to successfully complete the following duties during the year:

- 1) Coordinate volunteers for their committee
- 2) Perform all duties required to successfully run event
- 3) Provide a report to update the PTC members if they cannot attend the monthly meeting.

## **Article VIII- Elections**

Elections shall be held each April for the following year at a general meeting of members. Any member may nominate another member for each office. Nominations shall be solicited from the general membership at least 30 days prior to the election. Additional nominations may be made on the floor immediately prior to the election. A designated nominating official, who is neither an outgoing officer nor a nominee, may be designated to collect nominations, prepare ballots, and confirm directly with each nominee their willingness to serve.

Officers shall be elected by a vote of the majority of members present at the April general meeting. If there is only one candidate per position, a nominating slate may be approved by a “verbal” call to vote. However, if there is more than one nominee for any given position, a written ballot shall be required for all positions.

Incoming officers shall serve in a training capacity beginning May 1<sup>st</sup> and shall assume their official duties on July 1<sup>st</sup> for a one year term. Outgoing officers shall continue with full authority

until their term ends on June 30<sup>th</sup> and shall make every effort to adequately train and transition their duties to the incoming officers prior to that time.

Any mid-term vacancy in an officer position shall be filled upon majority vote of the officers.

Any person so elected shall hold office until the next annual election of officers.

Officers may be involuntarily removed from their position upon a vote of a minimum of two thirds of the remaining officers. Any elected board member who voluntarily vacates their position prematurely, must provide a written statement of withdrawal to the site board including the effective date and reason for vacating. Board will acknowledge receipt of notice, affirm action via the next general site club meeting, record action in the meeting "Minutes" report and attach notice to report as an attachment. If deemed necessary, site board members may choose to hold a "Special Meeting" to acknowledge absence of position, elect and appoint a replacement (i.e. during Summer break).

#### **Article IX- Finances**

The Financial Procedures and Controls Agreement, as drafted by the PRDPC, shall be signed by the President and Treasurer by July 1<sup>st</sup> and shall be adhered to in all matters regarding money handling, disbursements and reporting, unless approved in advance in writing by the PRDPC Board.

An annual budget shall be approved by the membership by the first general membership meeting following Jog-A-Thon. Disbursements that fall within the budget need not be brought to the membership for approval. Expenditure of any funds outside of those approved in the budget must be presented to the membership for approval prior to expenditure, except as noted below. Anything not in budget needs general membership vote.

Officers have the authority to approve expenditures at a duly called Officer Meeting or via electronic "email" communication up to \$250 on items not previously approved in the budget and without bringing the purchase before the general membership. Such approval must be recorded. Disbursements in excess of the specified spending limit must be approved by the general membership at a duly called meeting.

An Operating Reserve shall be established each fiscal year in each site budget at an amount deemed sufficient to cover unpaid expenditures from the prior year, plus expenditures that are expected to be needed to start the following year. Budgeted and actual expenditures may not exceed any amount which results in the Site Organization's unrestricted cash balance to fall below the Operating Reserve amount.

Amounts on hand in excess of the operating reserve shall be designated for use by end of school.

Deposits are to be made by officers or designated members of the organization. Funds removed from the safe or from the school premises should be taken directly to the bank for deposit. Funds collected should be deposited within 30 days of receipt. Officers of the Site

Organization have the authority to open bank accounts for the sole benefit of the organization once they have received approval from the PRDPC board.

Only officers of the Site Organization may enter into contracts or agreements for the purchase of goods or services on behalf of the Site Organization. Such contract must be part of annual operating budget or approved by the general membership.

In situations where an officer has a financial or personal interest in any matter coming to vote, the board shall ensure that 1) the interest of such officer is fully disclosed, 2) the interested officer may not vote or lobby in the matter in question, 3) payments must be reasonable and shall not exceed fair market value, 4) any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the organization to do so and, 5) the meeting minutes shall record the disclosure, abstention and rationale for approval.

Funds raised within the Site Organization that are publicly disclosed to be used for a defined purpose such as library or a new play structure, shall be so designated in the accounting records sufficient to identify and reserve such funds for its intended use. Such funds, referred to as "restricted funds," must be used for the intended purpose.

Funds that are internally designated by the membership for a specific use may be reallocated to an alternative use upon two-thirds vote of the members present at a general membership meeting.

No loans shall be made by the organization.

The Treasurer may convene a Finance Committee to assist in the audit procedure or budget processes.

The officers shall ensure that the funds of the organization are properly accounted for and shall immediately report to the President or to the PRDPC Board any concerns in this regard.

The fiscal year of the organization shall be from July 1 through June 30.

#### **Article X- Amendment of the Bylaws**

These bylaws may be amended at any general meeting by a majority vote of two-thirds of those members present and voting.

These bylaws are to be reviewed, updated and approved as necessary but not less than every four years.

#### **Article XI- Other Site Specific Provisions**

Each Site Organization may specify additional bylaws below, provided that such bylaws do not contradict the bylaws specified above.