

**BYLAWS  
OF  
THE PARENT TEACHER CLUB  
OF  
CORAL ACADEMY**

**ARTICLE I – NAME**

The name of the organization shall be: The Parent Teacher Club of Coral Academy.

**ARTICLE II - OBJECTIVES**

1. To provide support and resources to the school for the benefit and educational growth of the Coral Academy students.
2. To promote and help develop a cooperative working relationship between the parents and teachers of our school.
3. To develop parent leadership and build capacity for greater involvement.
4. To foster and encourage parent participation on all levels.

**ARTICLE III - MEMBERSHIP**

1. *Eligibility*

Membership in the Club shall be limited to parents, legally appointed guardians, and persons in parental relation to students currently attending Coral Academy. Parents, legally appointed guardians or persons in parental relation to students currently attending Coral Academy are automatically a member of the PTC; no membership form is necessary. In the beginning of each school year, a welcome letter from the Club shall inform parents of their automatic membership status and voting rights. As a Parent-Teacher Club, membership shall be open to all teachers currently employed at Coral Academy.

2. *Voting Privileges*

Each parent of a child/children currently enrolled at Coral Academy shall be entitled to one vote. Proxy voting or absentee balloting is prohibited, with the exception of Cabinet members. Each teacher currently employed at Coral Academy shall be entitled to one vote.

## ARTICLE IV – OFFICERS

### 1. Titles

The officers of the Club shall be: President, Vice-President, Secretary, Treasurer, Volunteer Coordinator, and Fund Raiser. The Club must elect the mandatory core officers (President, Secretary, and Treasurer) in order to be a functioning PTC. In the event that no eligible parent member is interested in running for the sole officer position of President, the Club may take nominations for the positions of Co-Presidents. Co-Presidents must assume the duties of the President as outlined below. The term of office for Co-Presidents shall be for one year as outlined below.

### 2. Term of Office and Term Limits

The term of office shall be from July 1st through June 30th. Officers shall be elected by the May general body meeting for a one-year term beginning July 1st. Eligibility for office is open to any member. There are no term limits. Both incoming and outgoing Cabinet officers shall attend the June Cabinet meeting.

### 3. Duties of Officers

#### a) President

The President shall preside at all meetings of the club and shall be an ex-officio member of all committees except the nominating committee. The President shall provide leadership for its members. The President shall delegate responsibilities to other PTC members and shall encourage meaningful participation in all parent and school activities. The President shall meet regularly with the Cabinet members in accordance with these By-Laws to plan the agendas for the general membership meetings. The President shall be one of the signatories on checks. The President shall assist with the June transfer of the PTC records to the incoming Cabinet.

#### b) Vice President

The Vice-President shall assist the President and shall assume the President's duties in his/her or their absence or at the President's request. The Vice-President shall be one of the signatories on all checks. The Vice-President shall assist with the June transfer of PTC records to the incoming Cabinet.

#### c) Secretary

The Secretary shall maintain the official record (Minutes) of the proceedings and actions of all Club meetings. The responsibilities shall

include the preparation of notices, agendas, sign-in sheets and materials distributed. The Secretary shall prepare the Minutes of each Club meeting and shall make copies of the Minutes available upon request. He/she shall maintain custody of the Club's records on school premises. The Secretary shall sign and incorporate all amendments into the By-Laws and shall ensure that signed copies of the PTC By-Laws with the latest amendments are on file in the Executive Director's office. The Secretary shall be responsible for reviewing, maintaining, and responding to all correspondence addressed to the Club. The Secretary shall assist with the June transfer of all PTC records to the incoming Cabinet.

d) Treasurer

The Treasurer shall be responsible for all financial affairs and funds of the Club. The Treasurer shall also be responsible for maintaining an updated record of all income and expenditures on school premises and shall be one of the signatories on checks. The Treasurer shall prepare a proposed budget for the upcoming school year for adoption by the membership at the May membership meeting. The Treasurer shall adhere to and implement all financial procedures established by the Club. The Treasurer shall be prepared to present and provide copies of financial reports at all Club meetings. He/she shall make available all books or financial records for viewing by members upon request and for audit. The Treasurer shall prepare all financial records and assist with the June transfer of all PTC records to the incoming Cabinet. The Treasurer shall prepare for submission all related tax returns and other financial reports as required.

e) Fund Raiser

The fund raiser shall be in charge of fund raising committees and, coordination of fundraising events.

f) Volunteer Coordinator

The Volunteer coordinator shall be in charge of coordinating FTC volunteers, volunteer groups and maintaining event lists for which volunteers have signed up. He/she shall be liaison from the FTC Cabinet to the general FTC body in this regard.

## **ARTICLE V – ELECTION OF OFFICERS**

### 1. Timeline

The yearly election of officers of the Club must be held by the May general meeting. Any timeline established by the PTC to complete the nominations and election process must adhere to this time frame.

## 2. Notices

The meeting notice and agenda for the spring general membership election meeting shall be distributed not less than ten (10) calendar days prior to the date. All meeting notices and agendas shall be available in English and translated, whenever possible. The distribution date shall appear on all notices. It shall list all candidates in alphabetical order by surname under the office for which they were nominated.

## 3. Voting Requirements

There shall be one vote per member for the child/children currently attending Coral Academy. Each employee currently employed at Coral Academy shall be entitled to one vote. Voting by proxy or absentee ballot is prohibited with exception of absentee (Board) Cabinet members.

## 4. Contested Elections and Use of Ballot

- a) A written ballot shall be used in all contested elections.
- b) Names of candidates shall appear on the ballot in alphabetical order by surname under the title of the office(s) for which they were nominated. Names of candidates for the positions of co-Presidents must be listed as a team.
- c) Ballots shall be printed with voting instructions in English and other languages spoken by parents in the school.
- d) Ballots shall be distributed once voter eligibility has been established.
- e) Ballots shall be counted immediately following the election and in the presence of the members.
- f) Ballots shall be retained for six months by the chairperson of the nominating committee or if there is no nominating committee, by an officer. If he/she will no longer be an eligible member after June 30th, the ballots shall be turned over to the incoming Secretary.

## 5. Uncontested Elections

In uncontested elections, members may vote by show of hands or by acclamation to accept the slate of incoming officers.

## 6. Transfer of Records

The outgoing PTC Cabinet shall arrange for the orderly transfer of records and information of the PTC, which shall include an overview of all PTC transactions for the school year, to the incoming Cabinet. If possible, this should occur at the June Cabinet meeting.

7. Certification of the Election

The results of the election shall be announced by the incumbent President.

8. Vacancies

All mandatory officer vacancies must be filled by a vote of the general body. Officers who wish to resign their positions once an election has been certified, must do so in writing to the Secretary, and, at that time, shall turn over all records to the Secretary. In the event of the resignation of the Secretary, he/she must transfer records to the President or Co-Presidents.

**ARTICLE VI – DISCIPLINARY ACTION**

In other instances where an elected officer(s) of the Club has been accused of being derelict and/or neglectful in his/her duties, an officer(s) may be removed only after:

- A motion is presented by any PTC member during any meeting of the PTC assembly to appoint a review committee.
- The motion must be approved by majority vote of the general membership present.
- The majority of the review committee must be comprised from the general membership. Cabinet members against whom charges are being contemplated may serve on the review committee.
- The review committee must investigate, examine and obtain all relevant documents, interview all pertinent witnesses, etc., in order to conduct their fact-finding review. All pertinent facts and information must be considered by the committee. The officer(s) against whom charges are being contemplated has/have the right to present relevant facts, documents and/or witnesses.
- The committee must present its findings and recommendations during a general membership meeting within a period not to exceed sixty (60) calendar days from the date of the establishment of the review committee.
- The Club's notice and agenda must cite that a vote will be taken by the membership regarding disciplinary action. The general membership shall then vote to remove or absolve the officer(s).

**ARTICLE VII -PARENT REPRESENTATIVE TO THE SCHOOL BOARD**

1. Title

The title shall be Parent Representative to The School Board.

2. Term of Office and Term Limits

The term of office shall be from July 1st through June 30th. The Parent Representative shall be elected by the May general body meeting for a one (1)

year term beginning July 1st. Eligibility for office is open to any member other than employees (NRS §386.305). There are no term limits.

3. Duties of the Parent Representative to the School's Board

The Parent Representative to the school's Board shall be a direct liaison from the PTC to the school's Board and shall serve in the capacity of representing the PTC to the school's Board, along with other responsibilities as may be assigned by the school's Board. The Parent Representative to the school's Board shall serve on the school's Board with duties as set forth under the by-laws of that body.

4. Election of the Parent Representative to the School's Board

The yearly election of the Parent Representative to the school's Board must be held by the May general meeting. Any time line established by the PTC to complete the nominations and election process must adhere to this time frame. All other election processes set forth by Article 4, subsections 1-8, shall be adhered to regarding the Parent Representative to the School's Board.

5. Disciplinary Action

Any Parent Representative to the school's Board who fails to attend two (2) consecutive PTC meetings shall be removed from office by recommendation of the Cabinet or motion from a member and two-thirds vote of the membership present. The Parent Representative to the school's Board shall be given the opportunity to submit, in writing, an explanation showing good cause which explains his/her reason for not attending these meetings for the Board's consideration. The Club's notice and agenda must cite that a vote will be taken by the membership regarding disciplinary action. The general membership shall then vote to remove or absolve the Parent Representative to the school's Board.

6. Vacancy

The Parent Representative to the school's Board vacancy must be filled by a vote of the general board. The Parent Representative to the school's who wishes to resign his/her position once an election has been certified, must do so in writing to the Secretary, and, at all time, shall turn over all records, if applicable, to the Secretary.

## **ARTICLE VIII – CABINET**

### 1. Composition

The Cabinet shall be composed of the elected officers of the Club. Officers shall be expected to attend all Cabinet meetings and shall be subject to removal under Article VI above, unless a good and valid reason is rendered.

### 2. Meetings

Regularly scheduled meetings of the Cabinet shall be held monthly, September through June; dates and time to be decided by the Cabinet.

### 3. Voting

Each member of the Cabinet shall be entitled to one vote, in person or by proxy.

### 4. Quorum

Three members of the Cabinet shall constitute a quorum, allowing for official business to be transacted.

## **ARTICLE IX - MEETINGS**

### 1. General Membership Meetings

- a) The general membership meetings of the Club shall be held on second (2<sup>nd</sup>) Tuesday of each month from September through June, at 6:00 pm, unless such day falls on a legal or religious holiday. In such instances, the general body shall be notified when the next meeting will be held.
- b) All eligible members may attend and participate during general membership meetings and may speak to agenda items subject to restriction in these By-Laws.
- c) Observers may speak and otherwise participate, if acknowledged by the President.

### 2. Order of Business

The order of business at meetings of the Club, unless changed by the Cabinet shall be:

- Approval of Minutes
- Treasurer's Report

- Executive Director's Report
- Committee Reports
- Old Business
- New Business
- Adjournment

### 3. Minutes

Minutes of the previous general or special membership meeting shall be available in written form and approved at the next general membership meeting. The Minutes must be made available upon request to any member.

### 4. Special Membership Meetings

- a) A special membership meeting shall be called to deal with a matter(s) of importance that cannot be postponed until the next general membership meeting. The President may call a special membership meeting with a minimum of forty-eight (48) hours notice to parents stating precisely what the topic of the meeting will be.
- b) In addition, upon receipt of a written request from five (5) Club members, the President must call a special membership meeting within five (5) working days of the request and give forty-eight (48) hours notice to parents.

### 5. Parliamentary Authority

All procedural questions not covered by these bylaws shall be governed by *Robert's Rules of Order Newly Revised*, provided they are not inconsistent with law, policy, regulation, and these By-Laws.

## **ARTICLE X - FINANCIAL AFFAIRS**

### 1. Fiscal Year

The fiscal year of the Club shall run from July 1 through June 30.

### 2. Signatories

The President or Co-Presidents, Vice-President and Treasurer shall be authorized to sign checks. Signatories shall not be related by blood or marriage.

### 3. Budget

The Treasurer shall be responsible for preparing a proposed budget for adoption by the membership at the May membership meeting. The

development and/or review of the budget process shall include a mandatory review by the incoming Cabinet of the proposed budget in September for presentation and discussion during the September meeting. Budget amendments may be proposed at this time. The budget may be amended by vote of the general membership at any membership meeting. All expenditures not included in the budget at the time of its adoption must be approved by resolution of the membership.

#### 4. Monies

The counting and handling of any cash, checks, or money orders received require at least two non-related PTC members to participate. Received monies shall be counted within the same day recorded, and be signed by the authorized PTC members. All monies must be counted at the school where said funds were received, *i.e.*, elementary or middle school/high school. All funds shall be deposited in the bank account by authorized Cabinet members within forty-eight (48) hours of receipt. No funds shall be kept in a member's home, but shall be secured and locked at the school where said funds were received. Documentation related to every transaction must be maintained at the school, *i.e.*, canceled checks, deposit receipts, purchase orders, PTC Minutes related to the expenditure, etc.

#### 5. Emergency Expenditures

The Cabinet is authorized to make an emergency expenditure not to exceed \$300.00 with quorum approval by the Cabinet. These expenditures shall be reported to the general membership at the next Club meeting by the Treasurer. The Minutes of the meeting must reflect a vote taken by the Club to accept this action.

#### 6. Audit

a) The President shall request volunteers to form an Audit Committee of three to five (3-5) persons. Cabinet members, if they are not check signatories, may serve. The majority of the Committee shall be comprised from the general membership. The Audit Committee shall conduct an audit of all financial affairs of the Club with the help of the Treasurer who shall make all books and records available to them. The Audit Committee may also recommend that an external audit of the Club's financial records be conducted. Additional duties of the Audit Committee may include the examination of all financial statements and records of disbursements, verification of all Club equipment and ensuring compliance with By-Law provisions for the expenditure of funds. The Audit Committee shall prepare a written report or provide copies of the external report to be presented to the membership at a general membership meeting or upon completion of their review and investigation.

This report shall be included for review and discussion during the June transfer of records.

7. Financial Accounting

a) The Treasurer shall prepare and provide copies of the interim Financial Accounting Report by January 31st and the Annual Financial Accounting Report by the June meeting including all income and expenditures, to be presented and reviewed by general membership. Copies of these reports shall be provided to the Executive Director upon request.

b) The Treasurer shall be responsible for all monies of the Club and shall keep accurate records in a form consistent with these By-Laws. The Treasurer and at least one other PTC officer, and additional persons as needed, shall be designated and approved by the PTC Cabinet to collect, count, tally and record all orders and payments. Deposit slips shall identify the source of all monies deposited. All parties involved in these financial transactions shall initial the deposit slips. The Treasurer shall make all authorized disbursements and shall, within the next banking day, deposit all monies of the Club in a responsible banking institution selected by the Club. All records of the Club including checkbooks, ledgers, cancelled checks, invoices, receipts etc., shall be maintained and secured on school premises.

c) All collected monies for the next day's bank deposit must be secured on school premises.

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**ARTICLE XI - AMENDMENTS**

These By-Laws may be amended at any regular meeting of the Club by a two-thirds vote of the members present, provided the amendment has been presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified. A thorough review of these By-Laws shall be conducted every three (3) years.

These By-Laws as set forth above have been voted on and approved by the membership. The most recent amendment(s) was/were approved in accordance with the provisions of Article XI at the membership meeting held on February 14<sup>th</sup>, 2008.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2008

\_\_\_\_\_  
Mike Pacheco, President

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Vicki Bolton, Vice-President

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Sheila Lester, Treasurer

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Diane Swanson, Secretary