

# **Molalla Elementary Parent Teacher Club Bylaws**

## **Article I – Name**

The official business name of the organization shall be Molalla Parent Teacher Student Organization.  
The daily operating name shall be Molalla Elementary PTC.

## **Article II – Purpose**

The organization is organized for the purpose of supporting the education of children at Molalla Elementary by fostering relationships among the school, parents and teachers.

## **Article III – Participants**

Any parent, guardian or other adult residing in Molalla may be a participant and shall have voting rights. The principal and any teacher or staff member employed at the school may be a participant and have voting rights.

## **Article IV – Officers and Elections**

### Section 1. Officers

The officers shall be a President, Vice President, Secretary and Treasurer.

#### A. President

- The president shall preside over meetings
- Prepare meeting agenda
- Serve as the primary contact for the Principal
- Represent the organization at meetings outside the organization
- Responsible for staffing of committee leaders
- Oversee all PTC related activities

#### B. Vice President

- Assist the President and carry out the Presidents duties in his or hers absence or inability to serve
- Automatically assumes the office of President upon the event of vacancy

#### C. Secretary

- Keep all records of the organization
- Take and record meeting minutes
- Handle correspondence
- Send notices of meetings
- Keeps copy of meeting minutes book, bylaws, rules and any other necessary supplies and brings them to meetings

#### D. Treasurer

- Keep accurate record of receipts and expenditures
- Reconcile account with each monthly bank statement
- Pay out funds in accordance with the approval of the vote
- Present financial statement at each meeting and other times through out the year when requested
- Prepare and present full financial report at end of each school year at annual meeting, including profit and loss
- Prepare budget each September to be presented at first meeting of school year
- Keep check book and bring to all meetings

### Section 2. Nominations and Elections

Elections will be held at the second to last meeting of the school year. At that meeting anyone running for an officer position shall be present. Voting shall be by voice if only one person for each position. If more than one person is running for an office, a ballot vote shall be taken.

### Section 3. Terms of office

Officers are elected for one year and may serve no more than 2 consecutive years in the same office. Each person elected shall hold only one office at a time. If at end of 2 years the officer would like to continue and no other person has run for the position by majority vote the person can continue in position for another year and so forth.

### Section 5. Vacancies

If there is a vacancy in the office of President, Vice President will become President. At the next regularly scheduled meeting a new Vice President will be elected. If there is a vacancy in any other office, participants will fill the vacancy through an election at the next regular meeting.

### Section 6. Removal from office

Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where previous notice of vote has been given.

### Section 7. Veto power

The officer board shall retain the power to veto any project or proposal that is deemed to be not in the best interest of the PTC or inconsistent with the organizational purpose. This shall be done by a majority vote of the 4 officers and the principal.

## **Article V – Meetings**

### Section 1. Regular meetings

The regular meetings shall be held every month during the school year beginning in September on the second Wednesday at 3:45p in the school library.

### Section 2. Annual meeting

The annual meeting will be held in June on the second Wednesday at 3:45p. The annual meeting is for receiving reports from treasurer and confirming any summer plans and expenditures. Also ruff draft the next school year budget.

## **Article VI – Committees**

### Section 1. Leaders and participants

Committees may consist of participants and officers. The President will appoint the leader of each committee.

### Section 2. Standing Committees

The following committees shall be held consistently by the PTC with leaders at all times:

- Fundraising (One leader for each event planned for the school year)
- Hospitality
- Family events (One for each event planned for the school year)
- Auditing

## **Article VII – Finances**

### Section 1. Budget

A tentative budget at the annual meeting and finalized by the treasurer. It shall be presented at the September meeting each year.

### Section 2. Records

The treasurer shall keep accurate records of any disbursements, income and bank account information.

### Section 3. Signatures

Two authorized signatures shall be required on each check over \$500. Authorized signers shall be the Treasurer, Secretary and Principal (if needed). Treasurer signature is required for all withdraws. When an officer leaves the position the other authorized signer and the new signer will go to bank to update information within 2 weeks time.

#### Section 4. Audit

The treasurer shall prepare a financial statement at the end of the school year at the annual meeting, to be reviewed by the audit committee. The audit committee will conduct audit by end of July sending approval to officers and all records given back to treasurer.

#### Section 5. Dissolution

Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and spent for the benefit of the school.

#### Section 6. Money counting

There must be a double counting of all monies raised in fundraising or of monies acquired by other means. The two counting shall both initial the count sheet. The count sheet and deposit receipt to be given to treasurer for recording.

#### Section 7. Disbursement of funds

In order to receive a disbursement of funds one must complete one of the following forms:

- Teacher class funds request
- PTC Funds request
- Expense report

### **Article VIII – Amendments**

These bylaws may be amended at any regular meeting or special meeting, providing that previous notice was given at the prior meeting and sent to participants by the Secretary. Amendments will be approved by a two-thirds vote of those present.