

Glenwood Elementary
School
2012-2013
PTC. Bylaws

Kentwood Public Schools
Glenwood Elementary
912 Silverleaf, SE
Kentwood, MI 49508

www.kentwoodps.org/ourschools/glenwoodelementary

BYLAWS OF THE GLENWOOD PARENT-TEACHER COUNCIL

ARTICLE I: NAME

The name of this organization is the Glenwood Parent-Teacher Council (referred to as the “PTC” or the “Council”)

ARTICLE II: MISSION

Section 1. The mission of the Glenwood Parent-Teacher Council is:

- A. To promote the welfare of children in the home, school and community.
- B. To provide an avenue for parental involvement.
- C. To maintain a connection with the Kentwood Public School District at large.
- D. To provide social activities promoting interaction between students, parents, guardians and staff.
- E. To plan and implement fund-raising activities providing students with supplies, programs and equipment that enrich and augment the general core curriculum.
- F. Through guest speakers, to promote opportunities for parents and guardians to increase their knowledge concerning issues on raising and educating their children.

ARTICLE III: BASIC POLICIES

Section 1. This council is to be nonprofit, nonsectarian and nonpartisan.

Section 2. The name of this council and/or the names of any members in their official capacities will not be used in any connection with a commercial concern or with any partisan interest for any purpose not appropriately related to promotion of the goals of the council.

Section 3. This council will not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 4. This council will cooperate with Kentwood Public Schools to support the improvement of education in the schools.

Section 5. This council may cooperate with other organizations and agencies concerned with child welfare, but persons representing the council in such matters will make no commitments that bind the council.

Section 6. In the event of the dissolution of the council, the council prior to the formal dissolution date will distribute its assets. Failure to do so will result in all assets reverting to Kentwood Public Schools.

Section 7. Amendments to the Bylaws

- A. The bylaws may be amended at any regular meeting of the council provided that notice of the proposed amendment(s) will have been given at least 30 days in advance.
- B. Should an amendment be required, a committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws.

C. The revised bylaws will be voted upon at the May PTC meeting and, if approved, take affect the following fiscal year. Approval of revised bylaws by a two-thirds (2/3) vote of present members is required. If there is a failure to fulfill a quorum, as stated in Article VIII: Section 3, a two-thirds (2/3) vote of the Executive Board will suffice.

Section 8. Budget and Fundraising

- A. The PTC budget must be approved in May for the next school year.
- B. All PTC fundraising will be guided by Kentwood Public Schools School Board Policy.

ARTICLE IV: MEMBERSHIP AND DUES

Section 1. All parents, guardians, and staff members of Glenwood School will be considered members of the parent-teacher council (PTC).

Section 2. There will be no membership dues.

ARTICLE V: OFFICERS AND THEIR ELECTION

Section 1. General

- A. The officers of the council shall be called the Executive Board and shall consist of a President, Co-President or Vice President, Treasurer, and Secretary.
- B. Officers will be elected by ballot annually in the month of May. However, if there is but one nominee for any office, upon motion from the floor, the election may be by acclamation.
- C. Officers will assume their duties at the beginning of the fiscal year (September 1st). They will serve for a term of one year and will remain in office until their successors take office.
- D. Officers may not hold the same office for more than three consecutive years.
- E. A person who has served more than one half (1/2) of a term will be considered to have served a full term for the purpose of "D" above.

Section 2. Election of Officers

- A. The Executive Board will appoint an election committee consisting of two members of the council to conduct all aspects of the election.
- B. Nominations for each office will be accepted in the May meeting and made public to all council members through appropriate means.
- C. Only those who have consented to serve if elected will be eligible for nomination.
- D. Ballots will be passed out at the May meeting prior to taking nominations from the floor so that these nominations may be added.
- E. Voting will be the first order of business after additional nominations are made from the floor. Ballots are to be counted immediately after votes are cast so results may be known before the end of the meeting. If there is a tie vote, ballots will be taken until a candidate is elected.

Section 3. A vacancy occurring in any office other than that of President or Vice President (see Article VI, Sec. 2) will be filled for the remainder of the term by a person elected by the majority vote of the council at a general meeting to be held within thirty (30) days of the vacancy. Notice of such an election must be given within one week of the vacancy.

ARTICLE VI: DUTIES OF OFFICERS

Section 1. The President will:

- A. Preside at all meetings of the council and the Executive Board.
- B. Be a member ex-officio of all committees except the nominating committee.
- C. Perform such other duties as may be prescribed in these bylaws or assigned him/her by the council or by the Executive Board.
- D. Coordinate the work of the officers and committees in order that the goals may be realized.
- E. Deliver to his/her successor all official material within 30 days following the expiration of his/her term in office.

Section 2. The Vice President or Co-President will:

- A. Act as an aide to the President and perform the duties of the President in the absence or inability of that officer to serve.
- B. Assume duties delegated by the President.
- C. Deliver to his/her successor all official material within 30 days following the expiration of his/her term of office.

Section 3. The Secretary will:

- A. Keep an accurate record of all meetings of the council and of the Executive Board. Submit minutes of all meetings for publication no later than fourteen (14) days after each meeting.
- B. Conduct the correspondence delegated to the office.
- C. Be responsible for sending cards and/or gifts on behalf of the council.
- D. Deliver to his/her successor all official material within 30 days following the expiration of his/her term of office.

Section 4. The Treasurer will:

- A. Perform the following duties:
 - 1. Receive and deposit all moneys of the council.
 - 2. Keep an accurate record of receipts and expenditures.
 - 3. Pay out funds in accordance with the approved budget as authorized by the council. Only the Treasurer and the school principal (or the appointed Glenwood employee whose name is on bank account) will be authorized to sign checks for council expenditures.

4. Present a balanced financial statement at every meeting of the council and at other times when requested by the Executive Board.
5. Deliver to his/her successor all official material within 30 days following the expiration of his/her term of office.

B. During special events, when it is anticipated that large sums of cash will be collected, the Treasurer or his/her designee will collect funds at interim periods during the event and three (3) individuals will account for the funds and prepare the deposit. Cash will NEVER be removed from the place of the event without first being accounted for.

C. The Treasurer's account will be examined annually by an auditor or an auditing committee of not less than three (3) members who, satisfied that the Treasurer's annual report is correct, sign a statement of that fact at the end of the report. The auditing committee will be appointed, by the Executive Board at the May meeting (Sec. VII 2 D).

ARTICLE VII: THE EXECUTIVE BOARD

Section 1. General

A. The Executive Board will consist of the officers of the council: President, Co-President or Vice President, Treasurer and Secretary.

B. The Executive Board shall set meeting dates prior to the beginning of the school year and shall have the power to change meeting dates as needed.

Section 2. The Executive Board will:

A. Conduct a monthly meeting during the school year. Special meetings of the Executive Board may be called by the President or by a majority of the members of the board.

B. Create standing committees.

C. Approve plans of the standing committees. No committee work will be undertaken without the approval of the Executive Board. If a board member expects to be absent, reports are to be given to the President prior to the board meeting.

D. Appoint an auditing committee at the May meeting upon request.

E. Approve routine bills within the limits of the budget.

F. Deliver to their successors all official material within 30 days following the expiration of their term(s) of office.

Section 3. The Executive Board will have the power to declare a vacancy in any board position, and will publicize the necessary election to fill such a vacancy, providing the board member in question has submitted his/her resignation. (See Article V., Sec. 3).

ARTICLE VIII: GENERAL MEETINGS

Section 1. The PTC will hold meetings on the second Tuesday of each month from September to May with the election meeting being held in March and the annual meeting being in May.

Notice of general PTC meetings will be announced at least ten (10) days prior to the meeting date. All general meetings shall be held at school.

Section 2. The annual meeting shall be held in May for the purpose of installing officers, receiving reports from officers and committee chairpersons, presenting awards and any other business that may arise.

Section 3. Ten (10) members will constitute a quorum for the transaction of business at any meeting of this council.

ARTICLE IX: BENEFITS

Section 1. At no time shall any member of the Executive Board, PTC general members, or Glenwood staff receive or be awarded monetary compensation for any reason, except as noted in Article IX: Section 2.

Section 2. In the event of a serious illness of any PTC officer, committee chairperson, or Glenwood staff member, the PTC will send flowers at a cost not to exceed forty dollars (\$40.00). This is to be done responsibly and conservatively and at the discretion of the Executive Board.

ARTICLE X: FISCAL YEAR

Section 1. The fiscal year of the council will be September 1 thru August 31.

Section 2. PTC files taxes for Form 990-EZ for the calendar year beginning September 1 and ending August 31.

Section 3. PTC taxes must be filed by January 15.

ARTICLE XI: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised will govern in all cases in which the rules are not in conflict with these bylaws.

ARTICLE XII: STANDING COMMITTEES AND PROGRAMS OF THE PTC

Section 1. The President, in consultation with the Executive Board, shall confirm committee chairpersons.

Section 2. All chairpersons and/or committee members shall assume all duties associated with the titles and positions held.

Section 3. The term of all chairpersons shall be for one year. Confirmation will be made during the September meeting of each school year or whenever a position is filled for the current year. Newly confirmed chairpersons shall assume duties at the beginning of the school year. Chairpersons may hold the same position until they can no longer fulfill the duties of said committee.

Section 4. Committee positions may include the following duties and activities:

BIRTHDAY CHAIRPERSON(S)

Shall coordinate monthly recognition of every student's birthday.

CARNIVAL CHAIRPERSON(S)

Shall oversee organizations, volunteers, theme, activities, food, and games of the Glenwood Carnival.

DECORATIONS COORDINATOR

Shall oversee all decorations and decorations budget for non-classroom events.

ELECTION COMMITTEE

Shall oversee the nomination, confirmation, and election of new members to the Executive Board.

FAMILY ACTIVITIES CHAIRPERSON(S)

Shall oversee family oriented activities for Glenwood students and parents.

FALL/SPRING FUNDRAISER CHAIRPERSON(S)

Shall research, present, and coordinate fundraising programs for the PTC for approval. Shall coordinate all major fundraising activities.

HOSPITALITY COMMITTEE CHAIRPERSON(S)

Shall organize food and refreshments for Fall Open House. Shall oversee organization, volunteers, theme, and food for Teacher Appreciation Luncheon.

KPAC REPRESENTATIVE

Shall attend all legislative meetings and report to the PTC.

LABEL FUNDRAISER CHAIRPERSON(S)

Shall oversee the publicity, collection, and redemption of all fundraising product labels.

BOX TOPS FOR EDUCATION CHAIRPERSON(S)

Shall oversee the publicity, collection, and redemption of all Box Tops for Education fundraising.

LEGISLATIVE REPRESENTATIVE

Shall attend all legislative meetings and report to the PTC.

PUBLICITY AND PHOTOGRAPHY CHAIRPERSON(S)

Shall oversee the publicity and/or advertising for all PTC related functions. Shall photograph/videotape Glenwood PTC activities. Shall update and maintain the PTC bulletin board.

ROOM PARENT (CLASSROOM PARTY) COORDINATOR

Shall coordinate volunteers (room parents), party money collection, and classroom party themes for all Glenwood classrooms.

SCRIP FUNDRAISER CHAIRPERSON(S)

Shall oversee organization, weekly publicity, and collection of all SCRIP orders. Shall report running totals of monies earned for each grade.

TEACHER REPRESENTATIVE

Shall act as the liaison between the Glenwood teachers and the PTC through monthly PTC meetings. Shall keep teachers and the PTC informed of each other's special projects and/or events.

TREASURY AUDITING COMMITTEE

Shall oversee the verification of the Treasurer's annual report.

Revised 3/84, 9/85, 4/91, 1/96, 8/98, 7/99, 9/99, 1/00, 1/01, 2/02, 3/03, 4/12

AMENDMENT(S)

Amendment to: Article V: Officers and Their Election, Section 1., D. Extending the Treasurer's term of Office for an additional (4th) year to allow for a replacement to be found.

KENTWOOD PARENT ADVISORY COUNCIL ADDENDUM

1. In order to meet the organizational test for exemption under section 501 (c) (3), your organizational document, bylaws, must be amended to include the following provisions: Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizational under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization 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 the forth in the purpose clause hereof.

3. No substantial part of the activities of the organization shall be carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributing to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

4. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purpose or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.