

Cooley Middle School  
Parent Teacher Club

9300 Prairie Woods Way Roseville, CA 95747 Federal Tax ID # XX-XXXXXXX [www.cooleyp tc.com](http://www.cooleyp tc.com)

BYLAWS

Article I. Name

The name of this organization shall be **COOLEY MIDDLE SCHOOL PARENT TEACHER CLUB** here in after referred to as Cooley PTC or PTC.

Article II. Declaration

Cooley PTC makes the declaration that our bylaws are our main and only organizing document which has been approved by the governing body of our organization. These bylaws serve as our organization's constitution and were originally adopted on September 1, 2000. They were formally amended in September, 2006 and January 2011 in accordance with Article IX provisions.

Article III. Objectives

The PTC objectives shall be:

- A. To promote a positive, cooperative school community for students, staff, administration and parents.
- B. To provide support for students, staff and the administration of the school.
- C. To provide members the opportunity to serve the school and the student body by contributing to the development of the school and student enrichment.

Article IV. Policies

- A. The PTC shall be educational, non-partisan, non-profit and non-commercial. It shall not endorse anyone for office.
- B. The PTC shall seek neither to direct nor to control the administrative activities of the school.
- C. Funds raised by the PTC each year must be disbursed or encumbered by the end of the school year or those funds shall revert to the PTC general fund.
- D. The name of the PTC or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the school.
- E. The property of the PTC is irrevocably dedicated to charitable purposes. Income or assets of the PTC shall not inure to the benefit of any board member or private person. The PTC can contract with individuals or companies to provide services.
- F. The PTC does not discriminate on the basis of race, creed, color, gender, religion, sexual orientation, disability or national origin.

Article V. Membership

Parents, guardians or family members of pupils attending Cooley Middle School, teachers, staff may become active members by paying an annual membership fee. Funds received will be used for the PTC general fund. Membership shall be non-assessable.

Membership in the Cooley PTC gives each member the right to vote on issues that are decided at general meetings. Members have the right to vote on issues of policy with guidance from the Executive Board, such as the annual budget, fundraising policies, short and long-term goals, etc.

#### Article VI. Parent Teacher Club Executive Board

- A. All members of the Board shall be voting members except for the President who will only vote in the event of a tie. The right to vote, however, is limited to members of the Board who are actually at the meeting or by electronic media or by teleconference, as long as the action is reflected in the minutes of the next meeting.
- B. New officers will be installed at the last general meeting of the academic year with the term beginning July 1. Their terms begin immediately. Each office has a term of one year. No person shall hold the same elective office for more than two consecutive years. Any Board position can be shared by no more than 2 persons with the exception of the President.
- C. Each member of the PTC Board shall be responsible for attending each regularly scheduled monthly meeting of the PTC Board. In the event that any PTC Board member misses three (3) or more of either the regularly scheduled monthly Board meetings or general meetings, the remaining members of the PTC Board may vote, with the Board's discretion and by a two-thirds majority of the Board voting, to remove said member from the PTC Board and replace that member with another individual to fill the remaining term, notice of such replacement having been given to all members of the PTC through a school-related publication.
- D. A vacancy occurring in any elective position shall be filled for the unexpired term by a person elected by a two-thirds majority vote of the remaining Board members, notice of such election having been given to all members of the PTC through a school-related publication.
- E. A Board member may hold more than one position simultaneously, but the person can not be both President and Treasurer.
- F. A member of the Board may resign their position by placing their resignation in writing to the Board.
- G. The Executive Board shall be composed of elected and appointed officers, to including the following members:

#### ELECTED OFFICERS

**President:** The President shall (1) coordinate the work of the officers and committees in order that the objectives be promoted; (2) preside at all meetings of the PTC and the Executive Board; (3) select committee chairpersons and appointed officers; (4) make sure PTC activities are approved by the Principal and do not interfere with school activities; (5) develop agendas for meetings in consultation with the Executive Board; (6) keep parents and staff apprised of the PTC activities and act as a primary liaison between them; (7) participate in the financial audit at the end of the school year; (8) perform duties prescribed in these bylaws.

**Vice -President:** The Vice-President shall (1) temporarily assume the duties and responsibilities of the President in his/her absence; (2) act as an aide to the President; (3) recruit chair people and committee members for events and activities; (4) plan and work with the committees in charge of events, fundraisers and activities; (5) be familiar with the state and local fundraising requirements.

**Secretary:** The Secretary will (1) record the minutes of each general and Executive Board meeting; (2) prepare and provide minutes for the President and the meeting attendees; (3) conduct all correspondence of the PTC upon authorization of the President; (4) create and maintain an annual membership roster.

**Treasurer:** The Treasurer will (1) maintain a set of record books and bank accounts for the PTC; (2) be responsible for compiling information for the tax return at the end of-the-fiscal year (June); (3) pay all bills as authorized by the Executive Board; (4) Attend all events where money may need to be counted; (5) make sure at least two people count the money together and sign income forms; (6) deposit all monies promptly in the bank account after monies have been accounted for and receipts is issued; (7)keep information of expenditures related to the adopted budget of the PTC; (8) assist the President in preparing the annual budget to be ratified by the Executive Board and approved by the PTC.

**Volunteer Coordinator:** This person will (1) Maintain the database for Cooley Middle School volunteers; (2) coordinate all volunteers for all upcoming PTC events; (3) work closely with committee chairs and staff to ensure all events have volunteers.

**Hospitality:** This person shall coordinate the hospitality function for PTC events such as Staff Appreciation, PTC meetings, etc. The Hospitality Coordinator is responsible for overseeing the allocated budget, and delegating to volunteers.

#### BOARD OF DIRECTORS

**Administrative Representative:** The Principal of Cooley Middle School is the Administrative Representative to the PTC and works closely with the President to coordinate and approve all events, meetings, fundraisers and policies.

**Teacher Representative:** Shall advise Board of upcoming events, staff concerns and desires. She/he maintains a liaison relationship with the Cooley staff and the PTC.

**Site Council Representative:** Will act as a liaison between Site Council and PTC. This person may be any member who attends both the Site Council meetings and the PTC meetings.

**Electronic Media Facilitator:** Shall create and maintain the electronic communication channels (e.g. website, e-mail) in cooperation with the Secretary and upon authorization of the President.

#### COMMITTEES

The President may create committees of members or Board members deemed necessary to promote the objectives and carry on the work of the PTC. Notice of each committee formation shall be given to all members of the PTC at PTC general meetings. The Chairperson of each committee shall present a plan of work to the Board for approval. No committee work shall be undertaken without the consent of the President.

#### Article VII. Meetings

- A. The PTC will hold monthly meetings throughout the school year except for December. Summer meetings may be held at the discretion of the President.

- B. Special meetings may be held at the discretion of the Board or upon written request of members. Notice of such meetings must be given to all Board members. Special meetings are open to general membership.
- C. Members of the PTC present shall constitute a quorum for regular and special meetings of membership providing there are a minimum of 50% of the PTC Executive Board present.

#### Article VIII. Purchases & Expenditures

- A. All regular expenditures of proceeds of the PTC must be approved in accordance with the current year's budget by a majority vote of the Board members.
- B. Board members, members, or volunteers of the PTC shall not be paid from the treasury for volunteering their time in any capacity.
- C. A Board member, a PTC member or a volunteer to the PTC shall be reimbursed for reasonable expenditures incurred in accordance with the current year's budget.
- D. Volunteers shall not be prohibited from receiving incidental rewards and/or gifts given in recognition of services provided to the Club and/or Cooley School provided that the incidental gifts and/or rewards may not exceed an estimated value of \$50.00 (fifty dollars) in one school year.
- E. A PTC member or a volunteer to the Cooley School or PTC may submit bids to perform professional services provided that the vendor chosen to perform those services was selected based on the good of the school, without preferential treatment to members. The selection of vendors shall be fair, impartial, and voted upon by the board and/or membership.

#### Article IX. Amendments

These bylaws may be amended by a two-thirds vote of the membership present at any regular meeting, providing notice has been given at the previous regular meeting.

#### Article X. Authorization

The Cooley Parent Teacher Club shall exist at the invitation of Cooley Middle School.

#### Article XI. Termination

If at any time the PTC does not function in the best interest of the Cooley Middle School, the PTC may be dissolved. In this event, any funds or assets remaining in the treasury shall be used for student welfare within the school.

#### Article XII. Exempt Status

Cooley Parent Teacher Club is organized exclusively for charitable and educational purposes including, for such purposes, the making and distributions that qualify as exempt organizations under Section 501(c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code.

#### Article XIII. Parliamentary Authority

The Cooley PTC will govern by Roberts Rules of Order in all cases in which they are applicable and not in conflict with these bylaws.