

**SALEM HEIGHTS ELEMENTARY SCHOOL
PARENT/TEACHER CLUB BYLAWS**

ARTICLE I: NAME

The name of this nonprofit organization shall be the Salem Heights Parent/Teacher Club (SH PTC).

ARTICLE II: MISSION STATEMENT

To enrich education at Salem Heights Elementary by organizing activities and programs, raising and distributing funds, and organizing community volunteers.

ARTICLE III: OBJECTIVES

1. Promote closer cooperation and communication between the home, neighborhood and school.
2. Organize fund raising activities during the school year to supplement the equipment and activities provided by the school district.
3. Encourage community input and volunteer assistance for Salem Heights programs and activities.
4. Advocate for and sponsor appropriate programs and organizations not provided by the school.

ARTICLE IV: LIMITATIONS

1. No individual SH PTC member has the power to enter into contracts of any nature unless approved in advance by an affirmative vote at a SH PTC meeting.
2. In the absence of written consent, no committee member shall be required to provide any sum of money, property or services described herein, to the SH PTC.
3. The SH PTC shall have no power to bind any member of the school district to any debt, liability or obligation in the absence of any written authorization from the part to be bound.

ARTICLE V: MEMBERSHIP

1. Membership in the SH PTC is open to any parent, caregiver or adult person having care and custody of a child enrolled at Salem Heights Elementary School, Salem Heights School staff members, Salem Heights School business partners, and any interested adult living or working within the Salem Heights School attendance area.
2. The SH PTC shall hold regular monthly meetings.
3. The membership shall be guided by the SH PTC Officers as outlined in Article VI.
4. Anyone meeting the requirements of membership shall have a vote when attending a meeting.
5. Proxy voting and absentee ballots will not be permitted. Voting by e-mail will be allowed if it is determined necessary by the PTC Officers.

6. If a member ceases to meet the requirements to be a member of the SH PTC, then that person shall no longer have a vote when attending a SH PTC meeting.
7. An annual recruitment of SH PTC members shall be conducted at the start of the academic school year. Parents registering children for school in the spring will be given information regarding the SH PTC.

ARTICLE VI: PTC OFFICERS AND ELECTIONS

1. SH PTC Officers shall be: chairperson, vice-chairperson, secretary, treasurer, and volunteer coordinator.
2. Secretary and treasurer may be combined if agreed upon by a vote of two-thirds of the membership in attendance.
3. Officers shall be elected annually at the May meeting. Candidates for Office must present a short synopsis of his/her qualifications and what he/she hopes to accomplish during his/her term.
4. Election of officers shall be accomplished by secret ballot. To be elected, a person must receive two-thirds of the vote of members in attendance.
5. Each spring, a publicity campaign and candidate search for PTC Officer positions must be conducted for the next year's council, regardless of current officers intent to serve in their elected position for another year. It is recommended that a search for PTC Officer candidates begin before spring break.
6. Officers are elected for a term of one year and are not eligible for the same position for more than three consecutive years. If no other member is presented as a candidate for an office, the current officer may continue in his/her position for up to five years.
7. A person shall not serve as chairperson for SH PTC if he/she is employed at Salem Heights School. However, the chairperson may be a Salem-Keizer School District employee at another location.
8. A vacancy occurring in the office of chairperson shall be filled by vice-chairperson. A vacancy occurring in any other office shall be filled for the unexpired term by an individual who is voted in by two-thirds of the members of the SH PTC in attendance.
9. Recall of an officer: the SH PTC, if agreed upon by a vote of two-thirds of the membership in attendance, may expel a SH PTC officer. Expelled SH PTC officers may not run for re-election or hold another SH PTC office.

10. Duties of PTC Officers

All officers shall perform the duties as described below. They shall deliver to their successors in office all records, documents, official materials and an end of the year report within five days of expiration of their term of office.

a. Chairperson

- i. Preside at all meetings of the organization.
- ii. Enforce all bylaws and keep an updated version of the bylaws on file at the school.
- iii. Implement all decisions approved by the PTC membership.
- iv. Be a party signature to any SH PTC bank accounts.
- v. Sign all letters, reports and other communications of SH PTC.
- vi. Appoint the chairperson of standing committees and other functional committees as needed.
- vii. Be an ex officio member of all standing committees.
- viii. Make the agenda for each monthly meeting with consultation from the principal and the vice-chairperson.

b. Vice-Chairperson

- i. Accept the office of chairperson in the event of a vacancy in this office.
- ii. Act as an assistant to the chairperson in all duties of that office.
- iii. Act as chairperson in the absence of the chairperson in meetings.
- iv. Be a party signature to any SH PTC bank accounts.

c. Secretary

- i. Keep an accurate record of all meetings.
- ii. Post minutes on the PTC bulletin board and to the Salem Heights website as soon as possible (within 2 weeks).
- iii. Notify members of all special meetings.
- iv. Serve as chairperson at any meeting in the absence of the chairperson and vice-chairperson.
- v. Keep an archived record of all minutes on file at the school office and electronically.

d. Treasurer

- i. Deposit all monies received by the organization into designated bank account.
- ii. Keep an account of receipts, expenditures, distributions, funding requests and budget reports.
- iii. Keep an archived record of the monthly budget reports; ledger, team reports, bank statements and bank reconciliation on file at the school office and electronically.
- iv. Present a budget statement at every meeting of the SH PTC that includes income, expenses, allocations and continuing annual expenses.
- v. Every May have the financial account reviewed by the newly elected chairperson and treasurer. The results of this review are to be reported at the June meeting (or the first meeting of the next school year).
- vi. Provide an audit of the financial account if requested by the majority of the SH PTC at any time.

e. Volunteer Coordinator

- i. Encourage and recruit parents and community members to volunteer at Salem Heights.
- ii. Act as a liason between staff and volunteers.
- iii. Collect volunteer forms, separate them into areas of interest, and distribute volunteer contact information to appropriate people.
- iv. Verify that all volunteers have undergone background checks prior to volunteering.

ARTICLE VII: FINANCIAL PROCEDURES AND GUIDELINES

1. Purpose

- a. Ensure that SH PTC funds are properly managed.
- b. Ensure that funds are handled in accordance with non-profit regulations.
- c. Ensure that all funds have an accountability trail.
- d. Ensure that all volunteers, children and staff are protected from claims of financial impropriety.

2. General

- a. The budget calendar year runs from July 1 – June 30.
- b. Funds raised in one budget year are targeted for use in the next budget year.
- c. By October, the SH PTC Officers will submit a proposed budget for the school year, to be approved by vote of the club membership. A portion of the budget shall be allocated to teachers and staff for materials and programs.
- d. By October, the SH PTC Officers will submit proposals for the year's major fundraisers, to be discussed and approved by vote of the club membership.

- e. Funds are to be held and disbursed through a commercially held bank account and must be distributed by a check that is signed by two SH PTC officers, including the treasurer.
- f. No check shall be issued without receipts and a signed reimbursement form.
- g. No blank checks shall be issued.
- h. No check shall be signed by the payee.
- i. No reimbursement shall be made in cash.
- j. On June 30 of the budget year all remaining funds will revert to the SH PTC general funds account unless a request for a specific “carry over” project has been approved.

3. Income Guidelines

- a. All incoming cash from fundraisers shall be counted by 2 individuals, in a common area. It shall be documented on the income form (available from Office Manager.).
- b. Check amounts shall be summarized using a spreadsheet or adding machine tape which accompanies the income form.
- c. All money must remain in the school safe until a deposit is made. If the cash is collected after hours, it must be deposited or secured in the safe on the next business day.

4. Reimbursements & Funding Requests

- a. All requests for reimbursement must be submitted to the SH PTC treasurer by June 20th of the current budget year.

b. Budgeted Reimbursements

- i. Teachers and staff members who have been allocated funds in the budget may submit receipts for expenses directly to the treasurer for reimbursement. They may also request pre-payment by submitting billing/order forms.
- ii. Expenses totaling more than \$200 and only referred to generally in the budget must be pre-approved by a vote of two-thirds of the PTC Membership in attendance. Examples: assemblies, external programs, general equipment needs,
- iii. Expenses totaling more than \$200, but specifically mentioned in the budget as a line item, may be reimbursed directly by the treasurer without a vote. Examples: Field Day, Family Nights, 5th Grade Graduation/Field Trip, Reading Rascals Program, Web fees, Babysitting Fees, Printing Costs.
- iv. Coordinators of SH PTC approved projects may submit billing/pre-payment/receipt forms to the SH PTC Treasurer for funding.

c. Funding Requests

- i. Teachers, staff member, PTC Officers, parents or volunteers may request additional funds for non-budgeted items such as school projects, assemblies, equipment, activities or supplies using the SH PTC Funding Request Form. Forms can be obtained from the school office or the SH PTC Treasurer.
- ii. All funding requests are subject to a SH PTC membership vote, and must be approved by two-thirds of the membership in attendance in order to be funded.

- iii. All funding requests must be submitted to the PTC Treasurer on the Funding Request Form at least 10 days prior to the next scheduled SH PTC meeting. The Treasurer shall have the principal review requests prior to the meeting.
 1. Requests received fewer than 10 days prior to the meeting will be discussed at the discretion of the chairperson.
 2. If the discussion of a request takes more time than is available, the proposal item can be tabled until the next monthly meeting, as determined by the chairperson.