

Huron Academy Parent Teacher Club (PTC) Bylaws

Article I- Name

- The name of the organization shall be the Huron Academy Parent Teacher Club (PTC.)

Article II- Purpose

- To enhance, assist, and facilitate the continuing growth and betterment of the educational experience of all Huron Academy students.
- The PTC shall be non-profit, non-sectarian, and shall take no part in or lend influence to the nomination, election, or appointment of any political candidate for any governmental office. The PTC shall observe all local, state, and federal laws to qualify for tax-exempt status as defined in applicable sections of the Internal Revenue Code.

Article III- Officers and Voting

A. *Officers:*

- President
 - Vice President
 - Secretary
 - Treasurer
 - Directors (at least five)
- The PTC board must consist of an odd number of members for voting purposes.
 - One board member must be a staff member

B. *Eligibility:*

- Any parent, family member, or staff at Huron Academy can be part of the PTC - with the exception of the Treasurer, which must be approved by the administration.
- PTC board members must have a current background check and be in “good standing.”
- Only current board members are eligible for the positions of President, Vice President, Secretary and Treasurer.
- Positions of President, Vice President, Treasurer and Secretary must agree to a 2 year term when accepting nominations. The only exception for the 2 year term is if your child is no longer attending the school, at which point the position would be filled by a current board member, voted on by the board.
- Directors are an annual position and will be voted on yearly.

C. *Nominations and Election Process:*

- The voting committee shall consist of at least two staff members (selected by building

administrator) to ensure fidelity. The voting committee is responsible for:

- Send out a nomination form (digitally) to community, staff, and school board members the first week of April.
 - The nomination form will state an end date 2 weeks after forms were sent out.
- Verification that all nominees have a clear background check.
- Calling the nominees to see if they accept/decline the nomination and recording responses for community, staff, and school board to see.
 - If accepting the nomination, the nominee must complete a short bio.
- Compile all bios written by accepted nominees by the last week of April.
- Digitally sharing the bios and the voting ballot on May 1st.
- Attend the May PTC meeting to present new PTC board members.
- Digitally share the new PTC board members with staff, community, and school board members.
- Voting will take place digitally from May 1st and will close at midnight the Monday before the May PTC meeting.

D. Additions:

- The PTC board reserves the right to add another member to the board¹, in the event that a member leaves, or is terminated, at any time.
- The PTC board reserves the right to not fill a vacant position, as long as the board consists of an odd number of members.

E. Terminations:

- Any board member can resign at any time upon written request to the PTC board and administration.
- Any PTC board member can be terminated with a majority vote of the PTC board.

Article IV- Meetings

- General meetings will be held at 6:15 p.m., the second Tuesday of every month (September-May.)
- The PTC monthly meeting dates must be shared with admin, school board, staff members, and community, prior to the first day of school.
- A minimum of three board members must be present for a quorum.
- A general meeting can be canceled if quorum cannot be obtained.
- If a meeting is canceled due to school closure, it is the PTC board discretion to meet via zoom, reschedule, or cancel completely.
- A teacher representative and administrator must be present at the monthly PTC meetings.

Article V- Meeting Voting

- Minutes and budget must be approved (motion and a second) at every monthly meeting and recorded in the minute notes.
- If a vote is required and the PTC board does not have an odd number of members present, the building administrator present at the meeting will have the final vote.
- In the event of a tie, the building administrator has the final vote.

Article VI- Board Duties

- ***President***
 - Submit agenda at least one week before the monthly PTC meeting to staff, administration, school board, and community.
 - Responsible for overseeing all events and activities sponsored by PTC.
 - Facilitate monthly PTC meetings.
- ***Vice president***
 - Submit dates of events to the main office to be approved by administration at least 10 days before the event.
 - Facilitate monthly PTC meetings if the president is absent.
- ***Secretary***
 - Submit notes from monthly PTC meetings immediately following the meeting to staff, administration, school board, and community.
 - Take attendance at monthly meetings.
 - Keep record of: attendance sheets, agendas, and meeting notes.
- ***Treasurer***
 - Responsible for recording all PTC related funds.
 - Submit a proposed budget plan at the September PTC meeting.
 - Share the digital budget document with staff, community, school board members, and PTC members so all parties can see current status.
- ***Directors and ALL PTC board members must:***
 - Attend the majority of the monthly meetings to report on their events.
 - Lead a minimum of one event.

Article VII- Finance Practices

- ***Deposits-***
 - Must be done within 48 hours of collecting/counting money.
 - Money must be deposited in the PTC bank account.
 - Account must be accessible by the building administrator and treasurer.
 - Deposit sheets must be filled out with at least two signatures.
- ***Counting funds-***
 - Only Huron Academy staff members, PTC board members, or a Huron Academy parent appointed by a PTC board member with a clear background check can collect and count funds.
- ***Personal Benefit or Usage of PTC Funds-***
 - No PTC monies may be used for the personal gain of any individual.
 - Cashing of personal checks or payment out of PTC funds, including the act of repayment of personal expenditures from event proceeds, is forbidden.

- Executive Board members must pay for all events and products according to the conditions applied to all members or participants and may not afford themselves any line of credit, free or discounted admission or product, or other advantage unless voted upon and approved as an official PTC expenditure.
- The digital budget document will be shared with and accessible to staff, community, PTC board members, and school board members at all times.
- Fiscal year will run from May 31st to the following June 1st.
- An audit will be done with the building administrator and treasurer at the end of every fiscal year, along with a third-party finance member to avoid any conflict of interest.

Article VIII- General Communications

- All documents being shared digitally will be posted on social media, sent via mass email from administration, and will be shared through staff communication tools (class dojo, etc.)
- All documents being shared will be shared with staff, community members, PTC board members, and school board members.