

Bylaws of the Parent Teacher Club

Peru Elementary School District 124

Approved April 19, 2016

Article I – Name

The name of the organization shall be the Peru Elementary School District 124 (hereinafter called the “District”) Parent Teacher Club (hereinafter called “PTC”).

Article II – Mission

The mission of PTC shall be to enhance educational opportunities and family activities for the students of Peru Elementary School District 124 through planned fundraising activities, and also to serve as an advisory committee to the Superintendent and Board of Education when requested to do so.

Article III – Objective

The PTC shall be organized as allowed under Board of Education Policy 8:90, specifically to raise funds and develop activities as provided under Article II. The PTC shall have no administrative authority or ability to determine District policy, and must adhere to all Board policies and administrative procedures. The District will not be responsible for the PTC’s business or the conduct of its members.

Article IV – Management of Funds

All money maintained in the PTC account will be under the supervision of the club treasurer, secretary and president, all of whom shall be bonded in accordance with district policy. All money raised will be used for the benefit of District students.

All fundraisers must be submitted to the District office for approval by September 15 of each year. All solicitations in the local community must have prior approval from the District office.

Use of funds exceeding \$2,500 shall be approved by the Superintendent or designated District administrator. In the event that money is not available to cover the operating budget, PTC will be required to reduce expenditures where deemed necessary by the executive committee.

The treasurer will maintain all records and receipts throughout the fiscal year, and provide a monthly report to the District and to the membership. The Executive Committee will nominate three (3) officers to audit records, and all records and financial transactions will be subject to review by the District’s auditor. The Executive Committee must approve all expenses and two authorized officer signatures are required on each check.

Article V – Membership

Membership is open to any District parent or staff member.

Article VI – Grade Level Parent and Teacher Representatives

PTC members may serve as grade level representatives, and will serve under the guidance of the respective building Vice-President.

Article VII – Officers and Executive Committee

The Executive Committee shall be made up of the nine (9) elected officers who serve in the positions of President, Vice-President for Northview Elementary School, Vice-President for Parkside Middle School, Secretary, Treasurer, Communications Coordinator, Family Activities Coordinator, Fundraising Coordinator and Volunteer Coordinator.

The duties of the Executive Committee shall be to plan the budget and programs for the year. The President shall appoint committees during the school year as necessary, and be responsible for making sure that the executive committee understands their duties.

Article VIII – Nominations and Elections of Officers

An annual meeting will be held each May in which nominations and election of officers for the following school year will take place. Officers shall serve one year terms. The qualifications of President shall include previous active membership and service in PTC.

A vacancy in any position because of resignation, removal or any other cause shall be filled for the unexpired portion of the term by a vote of a majority of PTC members present at the next scheduled meeting.

Article IX – Removal of Officers

Any officer may be removed with or without cause at any time. Removal shall be by a vote of two-thirds of the officers present for a vote, assuming a quorum of officers are present at a meeting announced to the membership at least 48 hours in advance.

Article X – Quorum

A quorum of the Executive Committee shall consist of five officers present at a meeting announced to the membership at least 48 hours in advance.

Article XI – Organizational Structure

The organizational structure of PTC shall be as shown in Appendix A.

APPROVED AND ADOPTED BY A VOTE of the membership this 19th day of April, 2016.

President, PTC

Secretary, PTC