

# BYLAWS

## Broadwater Elementary School Parent Teacher Council (PTC)

**Article I – Name:** The name of the organization shall be the Broadwater Elementary School Parent-Teacher Council or Broadwater School PTC.

**Article II – Purpose:** The Broadwater Elementary School PTC is organized for the purpose of supporting and enhancing the educational experiences of children at Broadwater Elementary School in Helena, Montana, by:

- Providing an organization through which parents/guardians, teachers, school staff, and community members can work cooperatively;
- Providing financial support for educational, social and recreational programs and materials funded outside of the annual Helena School District budget;
- Supporting and sponsoring school-based events as a means to strengthen and sustain the school community; and
- Collaborating with members of the community, businesspeople and other local partners who endeavor to enrich and broaden the educational needs of students at Broadwater Elementary School.

### **Article III – Members**

Section 1. All parents/guardians of current students at Broadwater School and administrators, teachers and school staff employed at Broadwater School are automatic members and shall have voting rights.

Section 2. Parent/Guardian Representatives, recruited at the beginning of the school year for each classroom, are encouraged to attend PTC meetings to facilitate a meaningful exchange of information, needs and opportunities for PTC engagement.

Section 3. Members of the community who wish to support the purpose and mission of the PTC are also welcome to attend meetings, but do not have voting rights.

Section 4. Dues are not required for membership.

### **Article IV – Officers and Elections**

Section 1. Officers. The Officers shall be a president, vice president, secretary, and treasurer. The officer positions of this organization may be co-chaired at the Board’s discretion by no more than two people. In the event a position is co-chaired by two people, each person will have individual voting privileges.

A. President: The President shall:

1. Be the principle executive officer of the organization and subject to the counsel of the Executive Board and the direction of the organization.
2. Preside at all meetings of the organization and all meetings of the Executive Board.
3. Be an ex-officio member of all committees except the nomination committee.
4. Coordinate, with the Vice President, the establishment of committees in order that the PTC objectives and mission may be promoted.
5. Establish ad hoc committees as needed to fulfill the objectives and mission of the PTC.
6. Develop the agenda in cooperation with the board and membership for all General Membership and Executive Board meetings.

7. Encourage members to propose, lead and carry out PTC-approved projects without the direct supervision of the President.
8. Perform such other duties as prescribed in these bylaws or assigned by the organization.

B. Vice-President: The Vice President shall:

1. Assist the President and perform the duties of the President in his/her absence or inability to serve.

C. Secretary: The secretary shall:

1. Keep all records of the organization, handle correspondence, and may prepare the agenda and send notices of meetings to the membership.
2. Take and record minutes at each member meeting. Submit draft minutes first to officers, and then email to all members prior to next regular meeting where such minutes will be discussed and approved.
3. The secretary also keeps a copy of the minutes, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
4. Publish the final, approved minutes and other pertinent documents on the Broadwater PTC webpage on the Helena School District website.

D. Treasurer: The Treasurer shall:

1. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board.
2. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

E. All Officers: All officers shall:

1. Attend all PTC meetings, unless excused. If an officer is unable to attend most meetings and their absence is detrimental to the functioning of the PTC, they will be asked to resign.
2. Select and appoint the chairpersons of all Standing and Special Committees.
3. Perform the duties outlined above as well as any other duties prescribed in these bylaws and such other duties as may be delegated to him/her.
4. Upon expiration of their term of office or in the case of resignation, each officer shall immediately turn over to the President all records, books, and other materials pertaining to the office, and shall return to the Treasurer all funds pertaining to the office.

Section 2. Nominations and Elections. Elections will be held at the second to last meeting of the school year. The nomination committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Eligibility. Members are eligible for office if they have been actively involved in the PTC throughout the school year and have shown a commitment to the purpose and mission of the PTC.

Section 4. Term of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president is expected to step into the role of president. If the vice president is not able to serve as president, other members may be

considered. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal from Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

## **Article V - Meetings**

Section 1. Regular Meetings. The regular meeting of the organization shall be on the second Monday of each month during the school year at 6:30 p.m., or at a time and place determined by the executive board at least one month before the meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The principal, faculty and/or PTC officers shall notify members of upcoming meetings via email or other means.

Section 2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer and phone calls.

Section 3. Quorum. Those members present at any given meeting shall constitute a quorum.

## **Article VI – Executive Board**

Section 1. Membership. The Executive Board shall consist of the officers and the school principal.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours' notice.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum of the board.

## **Article VII – Committees**

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2. Committees. The board may appoint additional committees as needed.

## **Article VIII – Finances**

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization.

Section 4. The treasurer shall prepare a financial statement at the end of the year, to be audited if expenditures exceed \$25,000.

Section 5. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 6. The fiscal year shall begin August 1 and end July 31.

**Article IX – Dissolution** - The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

**Article X – Amendments** - These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Created: September 25, 2016

Approved: October 10, 2016