

BYLAWS of the

KIT CARSON PARENT AND TEACHER CLUB

ARTICLE I- NAME, DESCRIPTION & PURPOSE

Section 1: NAME- The name of the organization shall be KIT CARSON PARENT AND TEACHER CLUB. The PTC is located at Kit Carson School.

Section 2: DESCRIPTION- The PTC is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distribution to organizations that qualify as exempt organizations under 501 (C)(3) of the Internal Revenue Code.

Section 3: PURPOSE- The purpose of the PTC is to enhance and support the educational experience at Kit Carson, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Kit Carson through volunteer and financial support.

ARTICLE II- MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of Kit Carson students, plus all staff at Kit Carson. There are no membership dues. All members have voting privileges.

ARTICLE III- OFFICERS

Section 1: PTC OFFICERS- the PTC shall consist of the following officers: President, Vice President, Secretary, Treasurer, Teacher/Student Council Representative, Head Room Parent, Historian/Student of the Month and Sunshine Representative.

Section 2: TERM OF OFFICE- The term of all officers will be one year, beginning at the end of the last PTC meeting of the year and ending the last PTC meeting of the year. There will be no limit on the amount of terms a PTC member can serve as long as they are reelected to that position or another position.

Section 3: QUALIFICATIONS- Any PTC member in good standing may become an officer of the PTC.

Section 4: DUTIES-

President:

1. Preside over all meetings of the PTC.

2. Prepare each meeting's agenda once week before meeting to be placed on the PTC Web Page.
3. Maintain all records of the PTC, including transactions, contracts, correspondence, and related it documents.
4. Appoint Special Committees as needed.
5. Hold a copy of the PTC Bylaws, Parliamentary Procedures, and Membership list and make each available upon request to any PTC Member at any PTC meeting.

Vice President:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Be the second signer on the PTC bank account and sign checks, notes, etc. in the absence of the Treasurer.
3. In the absence of the secretary, will be the official note taker.
4. Oversee Publicity and Web Communication (Facebook, web page, etc.) for all PTC events.

Secretary:

1. Record the minutes of the meetings of the PTC and post on the PTC web page.
2. Circulate the minutes from the preceding PTC meeting at each monthly PTC meeting.
3. Attend to the official correspondence of the PTC, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTC.

Treasurer:

1. Act as custodian of funds and perform all banking activities of the PTC.
2. Maintain up-to-date, accurate financial records of the PTC.
3. Receive all funds of the PTC; including, but not limited to, donations and fundraising sales and contributions.
4. Provide written and oral financial report of the receipts and expenditures at each PTC meeting and at other times upon request of any PTC member.
5. Pay all bills and disburse funds as authorized by PTC.
6. Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.

Teacher/Student Council Representative:

1. Be the Liaison between the Teachers and the PTC.
2. Be the Liaison between the Student Council and the PTC
3. Represent PTC at the monthly Teacher meeting by passing out copies of the PTC minutes of the past monthly meeting.

Head Room Mom:

1. Will be the liaison between Room Parents and PTC.
2. Will give a list of all room parents to the President to be placed in PTC documents.

3. Responsible for keeping in touch with Room Parents to ensure that all class parties are properly taken care of.

Historian/Student of the Month

1. Will keep PTC informed of past practices of the PTC
2. Will gather information from Teachers about their Student of the Month.
3. Will put together the reward for the Student of the Month.

Sunshine Representative

1. Will inform PTC of hardships taking place within the Kit Carson Family. (death, sickness, births, etc.)
2. Will purchase cards, gift cards, or other gift for hardships cases taking place within the Kit Carson Family.
3. Will purchase door prize and all other rewards for PTC meetings.

Section 5: REMOVAL- An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the PTC.

Section 6: VACANCY- If a vacant officer position occurs; the President shall appoint a PTC member to fill the vacancy, for the remainder of the officer's term. If the President position becomes vacant, the Vice President shall take over as President and appoint a Vice President.

ARTICLE IV- MEETINGS

Section 1: PTC MEETINGS- PTC meetings shall be held to conduct the business of the PTC. Meetings shall be held monthly during the school year on the first Monday of the month, or at the discretion of the President.

Section 2: VOTING- Each member in attendance at a PTC meeting is eligible to vote. Absentee or proxy votes are not allowed.

Section 3: QUORUM- Eight (8) members of the PTC present and voting constitute a quorum for the purpose of voting.

ARTICLE V- FINANCIAL POLICIES

Section 1: FISCAL YEAR- The fiscal year of the PTC begins July 1st and ends June 30th of the following year.

Section 2: BANKING- All funds shall be kept in a checking account in the name of the Kit Carson PTC, requiring signatures of the Treasurer and Vice President and held at local financial institution.

Section 3: REPORTING- All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly.

Section 4: ENDING BALANCE- The organization shall leave a minimum of \$5000.00 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS- Contract signing authority is limited to the President or the President's designee.

ARTICLE VI- BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any PTC member. Amendments presented at at PTC meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII DISSOLUTION

In the event of dissolution of the PTC, any funds remaining shall be donated to Kit Carson School.

ARTICLE VIII- PARLIAMENTARY AUTHORITY

The authority for this organization shall be "Robert's Rules of Order Newly Revised."

These Bylaws were adopted on 9/9/14.