

**Cooley Middle School  
Parent Teacher Club**

9300 Prairie Woods Way    Roseville, CA 95747    Federal Tax ID # **68-0456958**    [www.cooleyptc.com](http://www.cooleyptc.com)

**BYLAWS**

**Article I. Name**

The name of this organization shall be **COOLEY MIDDLE SCHOOL PARENT TEACHER CLUB**, also referred to as Cooley PTC or PTC.

**Article II. Declaration**

Cooley PTC makes the declaration that our bylaws are our main and only organizing document which has been approved by the governing body of our organization. These bylaws serve as our organization's constitution and were originally adopted on September 1, 2000. They were formally amended in September, 2006, January 2011, and April 2015 in accordance with Article X provisions.

**Article III. Objectives**

The PTC objectives shall be:

- A. To promote a positive, cooperative school community for students, staff, administration and parents.
- B. To provide support for students, staff and the administration of the school.
- C. To provide members the opportunity to serve the school and the student body by contributing to the development of the school and student enrichment.

**Article IV. Policies**

- A. The PTC shall be educational, non-partisan, non-profit and non-commercial. It shall not endorse anyone for office.
- B. The PTC shall seek neither to direct nor to control the administrative activities of the school.
- C. Funds raised by the PTC each year must be disbursed or encumbered by the end of the school year or those funds shall revert to the PTC general fund.
- D. The name of the PTC or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the school.
- E. The property of the PTC is irrevocably dedicated to charitable purposes. Income or assets of the PTC shall not inure to the benefit of any board member or private person. The PTC can contract with individuals or companies to provide services.
- F. The PTC does not discriminate on the basis of race, creed, color, gender, religion, sexual orientation, disability or national origin.

**Article V. Membership**

Parents, guardians or family members of pupils attending Cooley Middle School, teachers, staff may become active members by paying an annual membership fee. Funds received will be used for the PTC general fund. Membership shall be non-assessable.

Membership in the Cooley PTC gives each member the right to vote on issues that are decided at general meetings. Members have the right to vote on issues of policy with guidance from the Executive Board, such as the annual budget, fundraising policies, short and long-term goals, etc.

## Article VI. Parent Teacher Club Executive Board and Board of Directors

- A. All members of the Board of Directors, "Board," shall be voting members except for the President who will only vote in the event of a tie. The right to vote, however, is limited to members of the Board who are actually at the meeting or by electronic media or by teleconference, as long as the action is reflected in the minutes of the next meeting.
- B. New officers will be installed at the last general meeting of the academic year. Their terms begin immediately. Each office has a term of one year. No person shall hold the same elective office for more than two consecutive years, unless the elected office is unable to be filled. Any elected Board position can be shared by no more than 2 persons with the exception of the President. Only one person may hold the office of President.
- C. Each member of the PTC Board shall be responsible for attending each regularly scheduled monthly meeting of the PTC Board. In the event that any PTC Board member misses three (3) or more of either the regularly scheduled monthly Board meetings or general meetings, the remaining members of the PTC Board may vote, with the Board's discretion and by a two-thirds majority of the Board voting, to remove said member from the PTC Board and replace that member with another individual to fill the remaining term, notice of such replacement having been given to all members of the PTC through a school-related publication.
- D. A vacancy occurring in any elective position shall be filled for the unexpired term by a person elected by a two-thirds majority vote of the remaining Board members, notice of such election having been given to all members of the PTC through a school-related publication.
- E. A Board member may hold more than one position simultaneously, but the person can not be both President and Treasurer.
- F. A member of the Board may resign their position by placing their resignation in writing to the Board.
- G. A member of the Board may be removed from their position when their affiliation is determined to undermine the objectives of the organization. Any elected officer may make a motion to have a Board member removed from his or her position. A two-thirds majority of the Board, exclusive of the Board member being considered for removal, is required to remove a member from the Board.
- H. The Executive Board shall be composed of elected officers. The Board of Directors shall be composed of both elected and appointed officers, including the following members:

### ELECTED OFFICERS AND EXECUTIVE BOARD

**President:** The President shall (1) coordinate the work of the officers and committees in order that the objectives be promoted; (2) preside at all meetings of the PTC and the Executive Board; (3) assist in the selection of committee chairpersons and appointed officers; (4) make sure PTC activities are approved by the Principal and do not interfere with school activities; (5) develop agendas for meetings in consultation with the Executive Board; (6) keep parents and staff apprised of the PTC activities and act as a primary liaison between them; (7) participate in the financial audit at the end of the school year; (8) perform duties prescribed in these bylaws.

**Vice-President of Events:** The Vice-President of Events shall (1) serve as the events coordinator for PTC events; (2) temporarily assume the duties and responsibilities of the President in his/her absence; (3) recruit chair people and committee members for non-fundraising events and activities; (4) plan and work with the committees in charge of non-fundraising events, and activities; (5) facilitate communication relating to non-fundraising events to the school community.

**Vice-President of Fundraising:** The Vice-President of Fundraising shall (1) serve as the fundraising coordinator for the PTC; (2) schedule the fundraisers in consultation with the administration and Board; (3) recruit chair people and committee members for fundraising events and activities; (4) plan and work with the committees in charge of fundraising events and activities; (5) facilitate

communication relating to fundraising events to the school community; (6) be familiar with state and local fundraising requirements.

**Secretary:** The Secretary will (1) record the minutes of each general and Executive Board meeting; (2) prepare and provide minutes for the President and the meeting attendees; (3) conduct all correspondence of the PTC upon authorization of the President; (4) create and maintain an annual membership roster; (5) prepare and distribute board applications, election ballots, and other items relating to the Elections Procedures; (6) maintain current copy of bylaws and incorporate any approved amendments.

**Treasurer:** The Treasurer will (1) record all receipts, indicating the date, amount, from whom it was received, and for what account (e.g. membership, fundraising); (2) pay all bills as authorized by the Executive Board; (3) Attend all events where money may need to be counted; (4) make sure at least two people count the money together and sign income forms; (5) deposit all monies promptly in the bank account after monies have been accounted for and receipt is issued; (6) prepare all reimbursements and give check(s) to the President for signature.

**Financial Secretary:** The Financial Secretary will (1) maintain a set of record books and bank accounts for the PTC; (2) balance the monthly checking account statements and provide copies to the Treasurer; (3) prepare and present the monthly financial report to the PTC; (4) keep information of expenditures related to the adopted budget of the PTC; (5) assist the President in preparing the annual budget to be ratified by the Executive Board and approved by the PTC; (6) be responsible for conducting a yearly audit; (7) facilitate the preparation and filing of any tax returns that are required by law.

## BOARD OF DIRECTORS

The Board of Directors shall be composed of elected and appointed officers. A current list of Board members shall be maintained by the Secretary and published to the membership. The Board of Directors shall include, but is not limited to elected officers and the following members:

**Administrative Representative:** The Principal of Cooley Middle School is the Administrative Representative to the PTC and works closely with the President to coordinate and approve all events, meetings, fundraisers and policies.

**Teacher Representative:** Shall advise Board of upcoming events, staff concerns and desires. She/he maintains a liaison relationship with the Cooley staff and the PTC. This person is appointed by the Principal of Cooley Middle School.

**Site Council Representative:** Will act as a liaison between Site Council and PTC. This person may be any member who attends both the Site Council meetings and the PTC meetings.

**Electronic Media Facilitator:** Shall create and maintain the electronic communication channels (e.g. website, e-mail) in cooperation with the Secretary and upon authorization of the President.

**Hospitality:** Shall coordinate the hospitality function for PTC events such as Staff Appreciation, PTC meetings, etc. The Hospitality Coordinator is responsible for overseeing the allocated budget, and delegating to volunteers.

## COMMITTEES AND APPOINTED BOARD MEMBERS

The Board of Directors by a simple majority vote of those in attendance at a regular general meeting may create committees of members or Board members deemed necessary to promote the objectives and carry on the work of the PTC. Notice of each new Board member or committee formation shall be given to all members of the PTC at PTC general meetings. The Chairperson of each committee shall present a plan of work to the Board for approval. No committee work shall be undertaken without the consent of the Board of Directors by a simple majority vote of those in attendance at a regular general meeting.

### Article VII. Election Procedures

- A. Notice of the Election Procedures and a copy of the PTC Bylaws will be published to the school community and posted and available in the office at least two weeks prior to the PTC meeting when the election will be held.
- B. All parents, guardians, or family members with a student who will be attending Cooley for the upcoming academic year that are interested in one of the elected officer positions must submit their application to the Principal pursuant to the Election Procedures. Nominations will not be taken from the floor at the general election meeting.
- C. The general election meeting to elect the next school year's officers will be held at the final PTC meeting of the current school year. The date and time will be determined and posted in advance. All those in attendance will be deemed voting members for the purpose of the election. Officers shall be elected by a simple majority vote, and announced prior to the conclusion of the final PTC meeting of the current school year, and published to the school community.
- D. The Principal will provide the names of the individuals that have applied for each position to the Secretary. The Secretary will prepare the ballot and make copies available at the last general meeting of the academic year. The Principal and/or staff appointed by him/her will be responsible for processing and announcing the outcome of the elections. Those running for an elected position will not be allowed to tally votes.
- E. Any changes to the Elections Procedures must be voted upon by a majority of the elected officers, and in consultation with the Board.

### Article VIII. Meetings

- A. The PTC will hold monthly meetings throughout the school year except for December. Summer meetings may be held at the discretion of the President.
- B. Special meetings may be held at the discretion of the Board or upon written request of the members. Notice of such meetings must be given to all Board members. Special meetings are open to general membership.
- C. Members of the PTC present shall constitute a quorum for regular and special meetings of membership providing there are a minimum of 50% of the PTC Executive Board present.

### Article IX. Purchases & Expenditures

- A. All regular expenditures of proceeds of the PTC must be approved in accordance with the current year's budget by a majority vote of the Board members.
- B. Board members, members, or volunteers of the PTC shall not be paid from the treasury for volunteering their time in any capacity.
- C. A Board member, a PTC member or a volunteer to the PTC shall be reimbursed for reasonable expenditures incurred in accordance with the current year's budget.
- D. Volunteers shall not be prohibited from receiving incidental rewards and/or gifts given in recognition of services provided to the Club and/or Cooley School provided that the incidental gifts and/or rewards may not exceed an estimated value of \$50.00 (fifty dollars) in one school year.

- E. A PTC member or a volunteer to the Cooley School or PTC may submit bids to perform professional services provided that the vendor chosen to perform those services was selected based on the good of the school, without preferential treatment to members. The selection of vendors shall be fair, impartial, and voted upon by the board and/or membership.

Article X. Amendments

These bylaws may be amended by a two-thirds vote of the membership present at any regular meeting, providing notice has been given at the previous regular meeting.

Article XI. Authorization

The Cooley Parent Teacher Club shall exist at the invitation of Cooley Middle School.

Article XII. Termination

If at any time the PTC does not function in the best interest of the Cooley Middle School, the PTC may be dissolved. In this event, any funds or assets remaining in the treasury shall be used for student welfare within the school.

Article XIII. Exempt Status

Cooley Parent Teacher Club is organized exclusively for charitable and educational purposes including, for such purposes, the making and distributions that qualify as exempt organizations under Section 501(c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code.

Article XIV. Parliamentary Authority

The Cooley PTC will govern by Roberts Rules of Order in all cases in which they are applicable and not in conflict with these bylaws.