

PALOMARES PARENT TEACHER CLUB BYLAWS

ARTICLE 1- NAME

The name of this organization shall be Palomares Parent Teacher Club, hereinafter referred to as PPTC.

ARTICLE 2- PURPOSE

The objectives of the PPTC shall be to assist Palomares School in its endeavors, both educationally and financially, and to promote good will among the families of the community.

ARTICLE 3- ORGANIZATION

Section 1- PPTC is a non-profit organization formed in 1951. If this organization should be dissolved at any time, no part of its funds or property shall be distributed to or among its membership; but after payment of all debts, its surplus funds and properties shall be used in such a manner as the governing body, membership, and past PPTC members still residing in the Palomares School attendance area, may determine.

Section 2- The legislative and governing body of this organization shall be general membership. A majority vote of members present and voting at a general membership meeting, or a majority vote from mail response shall constitute a bonfire decision. Each member household is allowed one vote.

Section 3- The administrative body of this organization shall be the Executive Board.

ARTICLE 4- POLICY

Section 1- The organization shall be non-sectarian and non-partisan.

Section 2- Monthly Board meetings shall be held throughout the school year from August through June.

Section 3- General membership meetings shall be held throughout the school year from September through May.

ARTICLE 5- ACTIVE AND HONORARY MEMBERSHIP

Section 1- Active membership shall be defined as:

- A. A mother, father, or guardian of a child attending Palomares School who has paid the yearly dues.
- B. A current staff member of Palomares School who has paid the yearly dues.
- C. Active members may introduce motions, debate, vote (one vote per household), and hold office and chairmanship of this organization.

Section 2- Honorary membership shall include:

- A. Past presidents who are no longer active members.
- B. Individuals who have consistently contributed to the educational or physical betterment of Palomares School.
- C. Honorary members may attend general meetings and take part in all discussions. They may not introduce motions, vote, or hold office or chairmanship.
- D. Honorary members need not pay yearly dues.
- E. Honorary membership may be conferred by a majority vote of the general membership.

ARTICLE 6- DUES

Active members must pay annual dues. The amount shall be determined yearly by the general membership.

ARTICLE 7- OFFICERS AND EXECUTIVE BOARD

Section 1-The Elective Officers and Executive Board:

- A. The Elective officers shall be the President, First Vice President, Second Vice President, Secretary, and Treasurer.
- B. The Elective officers and School Principal shall constitute the Executive Board.
- C. A co-officer for the offices of President and/or Treasurer is required in the event that these Elective offices are to be held by a family and/or household member of school personnel. The co-officer cannot also be a family and/or household member of school personnel.

Section 2- Eligibility:

Any active member, in good standing, may hold office. The office of President requires prior Executive Board experience or may be waived at the discretion of the Nominating Committee.

Section 3- Term of Office:

- A. Term of office shall be for one year (July 1st through June 30th inclusive).
- B. All elected and appointed officers may serve successive terms, except the President, who may not serve three consecutive terms.

Section 4- Vacancies:

- A. Should the office of the President become vacant, the First Vice President shall assume the office.
- B. Should any other elective office become vacant, it shall be filled by nomination and majority vote of the general membership by the voting procedures outlined in Article 3, Section 2 of these By-Laws.
- C. Vacancies among the appointive offices shall be appointed or left vacant at the discretion of the President.

ARTICLE 8- NOMINATION AND ELECTIONS

Section 1- Nominating Committee:

- A. A nominating committee shall be established at the March, general membership meeting and shall include the current PPTC President, at least two members of the Executive Board, and one past president who was not an elective officer during that term (as long as they are a current member with children currently enrolled at Palomares School).
- B. Three members shall constitute a quorum.
- C. Consent to serve must be obtained from a member before his/her name may be placed in nomination.
- D. The slate will be publicized two weeks prior to the April meeting. Additional nominations will be accepted up to one week prior to the April meeting, at which time nominations are closed.
- E. At the April membership meeting, the nominating committee shall formally present the final slate of names of the nominees for each elected office.

Section 2- Election of Officers:

- A. Election of officers shall be held as soon as all nominations have been formally presented. (April membership meeting).
- B. Election of officers shall be by ballot except where there is but one candidate for an office, in which case the election may be accomplished by voice vote on a motion to elect.
- C. Absentee ballots shall be made available and must be submitted by the time of the election.

ARTICLE 9- FINANCES

Section 1- Signatories

- A. Checks must be signed by the Treasurer and co-signed by the President or First Vice President.
- B. Should the office of Treasurer, President, or First Vice President be co-shared, only one signature per Executive Office is required on any check.

Section 2- Expenditures

- A. After the approval of the budget by the general membership, the Executive Board may approve new expenditures if they total less than ten (10%) of the approved budget, i.e. the Executive Board with an approved budget of \$25,000 may approve expenditures up to \$2,500.
- B. Any expenditure greater than ten (10%) percent of the approved budget must be approved by the general membership.
- C. All reimbursements for funds expended on behalf of the PPTC must be accompanied by receipts.

ARTICLE 10- AMENDMENTS

Section 1- These Bylaws may be amended at the regular meeting of PPTC by a 2/3 vote of the members present voting, provided that notice of the proposed amendment has been given to all active members two weeks prior to the meeting at which it was acted upon.

Section 2- Any active member of the PPTC may initiate and propose amendments to these Bylaws, providing the proposed amendment is submitted to the President in writing three weeks before the meeting at which it is to be acted upon.

ARTICLE 11- RULES OF ORDER

Except for where it conflicts with these Bylaws, *Robert's Rules of Order* will be followed.