

**DISTRICT 102**  
**OGDEN AVENUE SCHOOL PARENT TEACHER COUNCIL**  
**BYLAWS**  
(Revised April 7, 2010)

The Mission Statement of District 102, a community dedicated to the future of its children, is to ensure that all students achieve academic excellence while promoting their personal and social growth by:

- \*attracting and retaining excellent teachers and providing means for their continuing development,
- \*providing a relevant, challenging and comprehensive curriculum,
- \*challenging all students to discover and develop their interests and talents,
- \*developing self-worth, open- mindedness, respect for diverse points of view and responsibility,
- \*developing working partnerships among home, school, and community.

**ARTICLE I – Name**

The name of this organization shall be the Ogden Avenue School Parent Teacher Council (hereafter referred to as “PTC”), a non-profit organization in Elementary School District 102.

**ARTICLE II – Objectives**

The objectives of the PTC shall be:

1. To promote the Mission of District 102.
2. To promote and encourage a closer relationship between the home and the school so parents and teachers may cooperate in the basic educational development of the child and address the needs of the school for the benefit of all students.
3. To encourage the responsible and informed participation of parents in school issues. The PTC will inform all PTC members at large of any and all issues affecting or involving District 102 in school, local, and general elections.
4. To develop between educators and the general public such united efforts as to secure for every child the highest advantages in intellectual, social, emotional and physical education.

**ARTICLE III – Basic Policies**

Section 1: The PTC shall be non-commercial, non-sectarian and non-partisan, except as permitted in paragraph 5 below.

Section 2: The PTC shall work with the school and community to support improvements in the quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the State and District 102 Boards of Education.

Section 3: The name of the PTC or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest for any purpose not appropriately related to promotion of the objectives of the organization.

Section 4: The PTC will sponsor fundraising activities as its main source of income to support its many activities.

Section 5: The PTC, and members in their official capacities, will not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. The PTC may support organizations which have as a primary activity the seeking and interviewing of candidates for election to the School District’s Board of Education, but may not engage in the support of, or in opposition to, any candidates who may emerge from that process.

## **ARTICLE IV – Membership and Dues**

Section 1: Any parent or guardian of a student currently enrolled at Ogden Avenue School (hereafter referred to as “Ogden”) and willing to uphold the policies and subscribe to the Bylaws of the PTC shall, upon payment of dues, as hereinafter provided, be recognized as an official member (hereafter referred to as “Member”) of the PTC. School staff are automatically Members, but, based solely on their status as staff, shall not be liable for dues.

Section 2: Dues for membership shall be determined annually. Membership benefits include the school calendar and telephone directory, the privilege of holding office and introducing motions, debating and voting at PTC meetings, as hereafter defined in Article V.

Section 3: An annual enrollment of Members shall be conducted. Additional parent/guardian Members shall be accepted at any time, upon full payment of dues.

Section 4: The membership year shall run from July 1 to June 30 of each year.

## **ARTICLE V – Meetings of Membership**

Section 1: Meetings shall be held monthly, September through May, unless otherwise provided by the Executive Board, as hereafter defined.

Section 2: The agenda will be posted at least 24 hours prior to scheduled meetings and shall be posted on the website (as hereafter defined) and at Ogden. The agenda may be supplemented or modified at the meeting upon the duly adopted motion of any Member, or at the direction of the President of the PTC (as hereafter defined).

Section 3: The Members present shall constitute a quorum for the business of the PTC. Unless otherwise required by law or these Bylaws, any measure submitted for action by the membership shall be moved and seconded and deemed carried if it receives the “yes” vote of a majority of the Members present and actually voting. An abstention will not be considered to be a vote in determining whether a motion carries or fails.

## **ARTICLE VI – Amendments to Articles I – VII and Bylaw Review**

Section 1: These Bylaws may be amended at any regular meeting of this organization by a majority of the Members present.

Section 2: Review of these Bylaws shall take place in closed meeting during the winter of every even-numbered year, or as determined necessary. The Board shall review the Bylaw Review Committee’s recommendations at the April PTC meeting. The adoption of the Bylaws, as revised, shall take place at the May meeting of every even-numbered year.

Section 3: The Executive Vice President shall be the chairperson of the Bylaw Review Committee. The Committee shall consist of the Executive Vice President, President, The President Emeritus, one current Board member and one Member-at-large.

## **ARTICLE VII – The Executive Board and Its Election**

Section 1: The officers (hereafter an “Officer” or jointly the “Officers”) of this organization shall be a President, an Executive Vice-President, the President Emeritus, a Vice-President – Communications, a Vice-President – Fundraising, a Vice-President – Social, a Senior Vice-President - Red Sled, a Junior Vice-President-Red Sled, a Secretary and a Treasurer. These Officers, together with the Principal of Ogden, shall be known as the Executive Board. The term of office for the Executive Board shall be as follows: the President, the Executive Vice-President, the President Emeritus, the Vice-President-Red Sled shall serve for a period of one (1) year; the Vice Presidents of Communications, Fundraising and Social, together with the Secretary and Treasurer shall be appointed each for a period of two years. No

officer shall serve for more than two (2) consecutive terms in the same capacity; provided however, at the discretion of the Executive Board, together with the approval of the voting Membership, a term of office for an Officer may be extended for not more than one additional term.

Section 2: A nominating committee (hereafter referred to as the “Nominating Committee”) shall be composed of five Members and shall be appointed in January by the Executive Board. The current President shall chair this committee and act in the capacity as a nonvoting advisor. The remaining membership shall be composed of: the Executive Vice-President who shall serve as the voting representative of the current Executive Board; one current first-year Officer; one current senior Officer; one Member-at-large, and one teacher. In the event of a tie vote, the President shall be enabled to vote in order to break the tie. The Nominating committee shall select one candidate for each open Executive Board position, announce the candidates at a PTC meeting, and shall then give written notice of the nominees to the Members by placing such notice on the website and at Ogden, prior to the April meeting. The committee shall present the slate of nominees for officers at the May meeting for a vote by the Members. Additional nominations may be made from the floor. No nominations shall be made without the consent of the candidate. In case of additional nominations from the floor, the voting shall be by ballot. Should no nominations be made from the floor, the election shall be by voice vote.

Section 3: A majority of the Members who are present shall elect the Executive Board as provided in Article V.

Section 4: A vacancy occurring on the Executive Board during the Membership Year shall be filled by appointment of the President with approval of the Executive Board. The appointment will serve the unexpired term.

Section 5: Executive Board officers’ job descriptions shall be kept as part of these Bylaws.

## **ARTICLE VIII - DUTY OF OFFICERS**

Section 1: The President shall be the chief executive officer of the organization. The President shall have general charge and supervision of the PTC and shall perform the duties pertaining to the office, including but not limited to, the conducting of all regularly scheduled monthly meetings (hereafter referred to as the “Chair”) and all Executive Board meetings. The President shall be a non-voting member of all PTC committees other than the financial review committee as defined in Article IX. The President is authorized to create special committees and appoint members of that committee, including the committee head. The President shall be responsible for the oversight of the maintenance of all PTC committee files by the respective committee heads. The President shall represent the organization at all district meetings and Principal’s meetings to which the President is invited to attend and shall ensure representation at the District Roundtable meetings.

Section 2: The Executive Vice-President shall support the activities of the President and help wherever needed. In the event the President cannot attend a meeting as described in paragraph 1 of this Article, the Executive Vice-President shall preside in the President’s place. The Executive Vice-President shall be in charge of all official PTC correspondence duties, shall provide support for all committee heads, as needed. The Executive Vice-President shall maintain and monitor PTC Operating Guidelines, which are available on-line. The Executive Vice-President has the responsibility to fill all committee chair positions for the following year.

Section 3: The Vice President – Communications shall coordinate the Ogden PTC website and maintain email lists used to inform the PTC membership of all school / district / community issues. The Vice President – Communications has a duty to maintain the privacy of all personal information contained in said email lists. The Vice President - Communications shall also attend Executive Board Meetings and assist the President and Executive Vice-President and committee heads, as needed.

Section 4: The Vice President – Fundraising shall coordinate all fundraising activities and shall support all committee heads that deal with fundraising activities. The Vice President - Fundraising shall attend Executive Board Meetings and assist the President and Executive Vice- President as needed.

Section 5: The Vice President – Social shall coordinate all social activities and shall support all committee heads that deal with social activities. The Vice President - Social shall attend Executive Board Meetings and assist the President and Executive Vice President as needed.

Section 6: The Vice President - Red Sled shall coordinate the annual Red Sled event which shall be held each November and further support all committee volunteers who assist in this event. The Vice President - Red Sled shall attend Executive Board Meetings and assist the President and Executive Vice President.

Section 7: The Secretary shall keep a correct record of all meetings of the PTC and of the Executive Board. The Secretary shall attend Executive Board Meetings and assist the President and Executive Vice President as needed.

Section 8: The Treasurer shall be the custodian of all funds of the PTC from whatever source derived, shall make all PTC deposits to the appropriate financial institutions, and shall write checks for all approved PTC expenses. The Treasurer shall prepare and present the budget (as hereafter defined) to both the PTC and to the Superintendent. The Treasurer shall prepare and submit to the PTC monthly financial statements illustrating both actual and budgeted amounts. The Treasurer shall work with all committee heads and attend any PTC function that requires the Treasurer's presence. The Treasurer shall attend Executive Board Meetings and assist the President and Executive Vice President as needed.

Section 9: The President Emeritus shall assist the President and Executive Vice President as needed.

## **ARTICLE IX - Budget**

Section 1: The President, the Executive Vice President, Vice President of Fundraising, the Principal, the President Emeritus and the Treasurer shall create a Budget for presentation at the September PTC meeting. They shall review the previous year's Budget prior to creating the Budget. The Budget shall reflect planned spending for the PTC's fiscal year (hereafter referred to as the "Fiscal Year") which shall begin on July 1 and end on June 30 of each year.

Section 2: The President shall present an Operating Budget at the September PTC meeting and it shall be approved by a majority of the Members present as provided in Article V.

Section 3: Any expenditures not approved in the Budget shall be brought before the PTC, with an estimate of the expense, for approval of the Members, as provided in Article V.

Section 4: Funds budgeted for various accounts payable shall be held only for the PTC's Fiscal Year. After that time, any remaining funds shall be placed in the general fund to be incorporated into the following year's budget unless otherwise designated for a specific purpose. Items budgeted for and not paid out by the end of the Fiscal Year may be held over as an approved special designated expense (hereafter referred to as "Designated Expenditures") until the accounts have been reconciled, prior to creating a new Budget. All committee chairpersons shall give an accounting of all outstanding expenses to the Treasurer prior to the final PTC meeting of the year.

Section 5: A Financial Review Committee composed of three members shall be appointed by the President at the April meeting of the Board. The Financial Review Committee shall review the accounts of the Treasurer, as well as the accounts of the head of the Fundability Committee, after the close of the Fiscal Year and shall report their findings at the September PTC meeting. The Financial Review Committee shall consist of not less than one member of the Executive Board, but may not have more than two members of the Executive Board serving, and provided further, the Treasurer may not be a member of the Financial Review Committee. The Financial Review Committee shall also consist of at least one at-large member.

Section 6: A non-budgeted payout of less than \$501.00 that requires the immediate action between PTC Meetings shall be authorized by a simple majority vote of the Executive Board. The vote and circumstances of the non-budgeted payout shall be presented to the Members at its next Meeting.

## **ARTICLE X - Gifts and Donations**

Section 1: Gifts and donations shall be made at the discretion of the Executive Board. Gifts to Ogden shall be made within the guidelines provided by the Board of Education concerning expenditures by school parent organizations. These District guidelines are appended by these Bylaws. Any request for funds may be made in writing or verbally.

Section 2: Gifts or donations may be made to Members in the event of the loss of a loved one. Such gifts shall be made upon the approval of the Members as provided in Article V.

## **ARTICLE XI - Committees**

Section 1: The President, together with the consent of the Executive Board, shall have the responsibility of establishing all committees ("Committee") for the School Year. The Executive Vice-President shall name the chairperson or chairpersons for each of these Committees after generally soliciting names of volunteers from the Members.

Section 2: The Chairperson of each Committee shall be responsible for completing an Official Committee Report Form (the "Report Form") to be included in each Committee's folder, to be passed to the following year's chairperson. The Report Form must be submitted prior to the final PTC meeting in May. The Chairperson shall also be responsible for providing a Committee e-mail address to be included on the Ogden PTC website. Each committee shall have a chairperson and co-chairperson, with each serving a revolving two year position, first as a co-chairperson and then as chairperson of that committee.

Section 3: The President may establish any other committees during the School Year as needed, following approval by the Executive Board.

## **ARTICLE XIII - Disposition of Assets**

At such time as the PTC ceases to function, the Executive Board shall use all remaining funds in its Budget, or in any accounts that it may hold as an organization, first to pay all outstanding accounts payable including all Designated Expenditures. In the event that any funds shall thereafter remain, such funds shall be transferred to a successor organization as designated by the Executive Board. In the event that no successor organization is created, such funds shall be transferred in their entirety to Ogden Avenue School. Any such transfer is subject to all applicable state and federal laws including, but not limited to, laws governing not-for-profit organizations.