

**Delta Elementary Charter School  
Parent Teacher Committee (DECS PTC) By-Laws  
2014**

**Article I - Name**

The name of the organization shall be the Delta Elementary Charter School Parent Teacher Committee (PTC), and referred to herein as "DECS PTC".

**Article II - Purpose and Objectives**

The DECS PTC is organized for charitable and educational purposes and has the following objectives:

1. To support Delta Elementary Charter School, referred to herein as "DECS", in efforts to educate our children.
2. To enhance the overall educational environment at DECS by promoting volunteerism and parent and community involvement.
3. To build a partnering atmosphere, including enhanced communications among parents, teachers, and school administration, and the Clarksburg community.
4. To promote and support programs that result in educational excellence and achievement as outlined in our school's mission statement, charter, and California State Academic Content Standards.
5. To financially support the school through fundraising in order to purchase equipment and supplies for the school and to fund special programs.

**Article III - Membership**

**A. Board Members**

The Board includes: President, Vice-President, Secretary, Treasurer, and Parent Involvement Coordinator. Voting members shall have the right to vote on all issues at board and general meetings.

**B. General Members**

All parents and/or legal guardians of students who currently attend DECS and all current faculty and staff of DECS are granted General Membership to the DECS PTC. General Members shall have the right to attend, participate, and vote in all General Meetings and activities of the DECS PTC.

**Article IV - Governing Provisions**

The DECS PTC is organized exclusively for the charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or the corresponding Section of any future tax code (hereinafter "Internal Revenue Code"). The DECS PTC shall abide by applicable local, state, and federal laws concerning non-profit organizations.

The DECS PTC shall be non-commercial, non-sectarian, non-partisan, and non-discriminatory. The name of the DECS PTC or the names of any members in their official capacity shall not be used for any commercial, partisan, or sectarian purpose.

Upon dissolution of the DECS PTC, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds,

foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

The DECS PTC shall not enter into membership with other associations except with the approval of the executive board, but may cooperate with other associations/organizations and agencies concerned with child welfare and education. The utilization of DECS PTC resources (time, money, and people) should be prioritized according to the following:

- A. Programs directly impacting student education and/or student welfare and safety.
- B. The procurement and betterment of long lasting school facilities.
- C. Other programs that support the objectives listed under the purpose and objectives of the organizations.

#### **Article V - Fiscal Year**

The DECS PTC fiscal year shall begin on July 1 and end on June 30.

#### **Article VI - Board Composition, Elections and Duties**

The DECS PTC Board shall be comprised of the following positions:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary
- E. Parent Involvement Coordinator

The DECS PTC shall hold the election for the Board on or before May 31 of each calendar year to become effective July 1st, with a combined meeting of current and elected board in June for planning purposes. Description of duties and nomination shall be provided to all members at the DECS PTC at least one month prior to elections, which are to be held at a regularly scheduled general meeting before May 31.

The duties of the Board shall include the following:

- A. The transaction of necessary business in the intervals between General DECS PTC meetings.
- B. The creation of standing and special committees as deemed necessary by the Board and/or General membership to promote the purpose and to carry on the work of the organization.
- C. The approval of plans of the standing committees.
- D. The presentation of a report/agenda at the General Meetings of the organization.
- E. The securing of a qualified person to complete Federal and State tax returns as required by Federal and State tax codes.
- F. The authorization of the payment of routine organization bills within the limits of the annual budget adopted by the DECS PTC.
- G. The authorization of additional expenditures outside the approved budget to fund special programs and purchases.
- H. Fulfill all duties as described in the By-Laws, attend all Board and General Meetings with no more

than 2 absences.

- I. Filling all vacancies in office - interim officers will be elected for the remainder of the current term or until the next scheduled general election.
- J. Formulating a yearly DECS PTC budget no later than June 30th of each fiscal year. Providing adequate funds to cover previous debt and provide for start-up costs for the following year.

Removal of officers.

Officers may be removed from office by a majority vote of the general membership at a regularly scheduled general meeting for failure or inability to fulfill the duties of his or her office or for engaging in conduct that is injurious to the organization or its purpose.

## **Article VII - Duties of Board Members**

The duties of the President shall include:

- A. Presiding at all General Meetings of the organization and the Executive Board.
- B. Setting the agenda for general and Executive Board Meetings.
- C. Coordinating and monitoring the work of officers and committees of the DECS PTC in order that the objectives of the organization may be accomplished.
- D. Appointing all special committees and chairpersons with the approval of the Board.
- E. Assume the duty of "Event Coordinator" and appoint and assist necessary chairpersons in planning, organizing and running DECS PTC sponsored events.
- F. Provide information concerning DECS PTC activities for publication in the school newsletter as necessary.
- G. Serving as the primary contact between the Principal and the DECS PTC.
- H. Performing such duties as may be prescribed in these bylaws or assigned by the DECS PTC.
- I. Ensuring all contracts and/or legally binding documents are approved by the DECS PTC prior to signing.

The duties of the Vice President (Fundraising Chair) shall include:

- A. Assisting the President
- B. Presiding over the Board and/or General meetings when the President is absent.
- C. Assuming the office of President in the event of a vacancy.
- D. To perform other duties as may be delegated by the Board to the Vice President.
- E. Assume the duty and responsibilities associated with running all DECS PTC fundraisers.
- F. Recommend fundraisers to the Board for approval.
- G. Organize and facilitate committees to assist in all fundraising activities.
- H. Keep detailed records of orders and monies received.
- I. Provide the Treasurer with copies of all invoices and records of monies collected.
- J. Report and update the DECS PTC general members of outcome of all fundraisers.

The duties of the Secretary shall include:

- A. Keeping an accurate record of the proceedings of all Board meetings and General Meetings of the organization.

- B. Presenting minutes of the General Meetings for approval by the General Membership.
- C. Being prepared to refer to minutes in previous meetings.
- D. Keeping a current copy of bylaws, including addendums.
- E. Recording attendance of all DECS PTC Board and General DECS PTC meetings.
- F. Handle all duties associated with Board nominations and elections.
- G. Handle all correspondence associated with DECS PTC business: including letters of request for donations and thank-you letters to sponsors.
- H. Performing other duties as may be delegated by the Board to the Secretary.
- I. Update and maintain online communications including facebook page and PTC email account and communicate with DECS webmaster to update minutes and agendas to the DECS website.

The duties of the Treasurer shall include:

- A. Keeping permanent books of account and records that shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization. The books of account and records shall be at reasonable times open to inspection by any member of the organization in the presence of a witness.
- B. Receiving all monies for the organization, giving receipt and depositing them in the name of the organization in a bank approved by the Board.
- C. Receiving and maintaining a copy of the deposit slip for any deposit made.
- D. Retaining financial records in compliance with state and federal law.
- E. Keeping the membership informed of expenditures as they relate to the budget.
- F. Presenting a statement of account at every General Meeting of the organization.
- G. Filling out and forwarding all necessary tax forms required by any government agency to the school's financial officer or an independent agent for completion.
- H. Prepare an initial budget for the organization by the end of June. The final budget will be reviewed with the entire organization at the 1st general meeting of each new fiscal year.
- I. Prepare the books of the DECS PTC to be included in the annual school audit or upon request of the school's chief financial officer for review.
- J. Perform other duties as may be delegated by the Board to the Treasurer.

Duties of the Parental Involvement Coordinator shall include:

- A. Recruit parents to serve on a variety of committees to support the goals and objectives of the DECS PTC.
- B. Recruit and organize room parents to support the classroom teachers in communication and classroom activities.
- C. Act as a liaison between teachers and DECS PTC.
- D. Act as a liaison between DECS Board Members and DECS PTC and attend and /or present at DECS Board meetings when necessary.
- E. Research potential field trips and create a field trip binder.
- F. Perform other duties as may be delegated by the Board to the Parental Involvement Coordinator.

### **Artivle VIII - Board Meetings**

The DECS PTC Board shall meet as least once a month during the school year unless otherwise ordered by the DECS PTC Board. If necessary, meetings may take place via communication through emails, conference calls, and or a variety of messaging programs.

At least 4 Board members shall constitute a quorum for the transaction of business in any Board meeting.

### **Article IX - General Membership Meetings**

General Membership meetings are open to all parents and/or legal guardians of students who currently attend DECS and all current faculty and staff of DECS. General DECS PTC meetings will be held quarterly from September to May of each academic year. All Board and General Members present may vote.