

Article I- Name

The name of this organization shall be known as the Pioneer Elementary Parent Teacher Club (PEPTC) hereafter referred to as "PEPTC" located in the Hanford, California. PEPTC is an equal opportunity organization that does not discriminate because of race, color, national origin, age, sex, or handicap.

Article II- Mission Statement

The mission of the PEPTC is to support the academic, recreational, emotional, social and physical development of students and to enhance the teaching and learning environment at Pioneer Elementary School (PES).

Article III- Objectives

The PEPTC shall

1. Identify enrichment needs for the school
2. Plan and implement fundraising activities in order to fund those identified needs;
3. Oversee expenditures of those funds on an ongoing basis;
4. Foster open communication and effective collaboration between parents/guardians, teachers, administrators and support staff,
5. Conduct business that is governed and qualified by the basic policies set forth in these by-laws

ARTICLE IV- Tax Exempt Status

This is a nonprofit tax-exempt organization. The Internal Revenue Service (IRS) employer identification number is pending and was assigned on pending approval. This number is to be used on all federal tax forms, tax payments, and tax related correspondence. The California tax-exempt number is _____.

Article V-PEPTC Membership

Section 1- Active Members

All families with children in attendance at Pioneer Elementary School (PES), and all paid staff at PES are automatically members of the PEPTC (voting privileges). One membership shall accrue to each eligible staff or family unit, hereafter referred to as "member-families".

Section 2- Associate Members

Anyone interested in the educational well-being of PES may become an associate (non-voting) member.

Section 3-Membership List

The name of each member-family shall be entered on the membership list, a copy of which shall be filed with the Pioneer Elementary Parent Teacher Club (PEPTC) Secretary. The list of members should be provided from the PES Administration upon request.

Section 4- Membership Year

The membership year will be from July 1st to June 30th.

Section 5- Termination of Membership

Membership shall be deemed in full force and effect until one of the following occurs: (a) if membership status accrues through paid employment with PES, the termination of such employment; or (b) if membership status accrues through the attendance of child/children at PES, the termination of attendance of all of the member-families children at PES.

Section 6- Membership Privileges-

All member-families shall be encouraged to attend as many meetings as possible and to assist in, and benefit from, all services and functions performed by the PEPTC.

- a. All members are entitled to cast one (1) vote on any matter submitted to the membership

Section 7- Membership Responsibility

All member-families acting in the authority of PEPTC are expected to always follow the PEPTC's Mission Statement and Goals while conducting business and not limited to the following:

- a. Actively participate in the functions of the PEPTC and PES. This may include but is not limited to:
 1. Attending meetings
 2. Volunteering in the classroom/events
- b. Ensure the Executive Board is conducting business in accordance with the PEPTC 's by-laws
- c. Communicate concerns of the Board's operations directly to the Board

Section 8- Property of PEPTC

Membership shall carry no vested interest in the PEPTC or its property. In the event of the dissolution of the PEPTC, after paying or adequately providing for the debts and obligations of the PEPTC, all rights, title and interest in the remaining assets of the PEPTC shall be donated to the PES.

Article VI- The Board of Officers

Section 1- Operation

The Board of Officers ("Board or Executive Board") shall be the governing body of the PEPTC and shall have general supervision over its activities and business affairs provided that such general powers shall be exercised to further the declared objectives and policies of the PEPTC.

Section 2- Membership/Composition/Term

- a. The Board of Officers consists of the President, Vice President, Treasurer, Secretary, and one (1) Teacher Representative. The President, Treasurer and Secretary are required positions and must be filled. The positions of President, Vice President, Treasurer and Secretary, will be

voted into office by the PEPTC. The Teacher Representative positions will be appointed according to the guidelines established by the current principal.

- b. Officers shall assume their duties on July 1st. No person shall hold the same office for more than two (2) consecutive terms. Officers shall serve for terms of one year, or until successors are elected
- c. The Board of Officers, excluding the Teacher Representative, will be considered the Executive Board and all other member/officers will be considered part of the general PEPTC
- d. A board member may be dismissed from the board, by the remaining members of the board if he/she fails to report to the board for more than two (2) regularly scheduled PEPTC meetings and/or fails to perform his/her duties

Section 3- Authority of Executive Board

The board, without prejudice to its general powers, and in addition to the powers specifically vested in it by the by-laws shall have the following powers:

- a. General supervision over the affairs and activities of the PEPTC
- b. Manage the funds and property of the PEPTC
- c. Ensure that expenditure of funds shall not be made over and above the approved budget. The board with a $\frac{3}{4}$ vote may modify the approved budget up to one hundred dollars (\$100), without the approval of the PEPTC. The board must report this change at the next meeting
- d. Create standing or special ad hoc committees, the board deems necessary to promote the objectives of the PEPTC and to carry on its work in the furtherance of such objectives
- e. Fill a vacancy in committee chairmanships during the school year
- f. Temporarily fill all vacancies in elected office, until the next regularly scheduled meeting of the PEPTC at which time a vote shall be taken to permanently fill the vacancy.
- g. Authorize payment of routine organizational bills, within the limits of the budget adopted by the PEPTC. Authorize payment of other non budgeted financial obligations not to exceed a total of SEVEN HUNDRED AND NO/00 DOLLARS (\$700), between meetings of the PEPTC, if the board deems it necessary

Section 4- Responsibilities of Executive Board

The board, without prejudice to its general responsibilities, and in addition to the responsibilities specifically stated in the by-laws and job descriptions shall have the following responsibilities:

- a. Only conduct business in accordance with the PEPTC Mission Statement and Objectives (Article II & III)
- b. Encourage the involvement of all parents/guardians, teachers and support staff of PES without regard to race, color, national origin, citizenship, gender, religion,

- economic status, age, disability, political beliefs, sexual orientation and marital or family status
- c. Present a status report (activities) at the regular meetings of the PEPTC
 - d. Present a financial status report (Treasurer and On-going Budget) at the regular meetings of the PEPTC
 - e. Must maintain a high level of professionalism while representing the PEPTC, PES, and/or Pioneer District

Article VII- Executive Board Job Descriptions

See attachment A (pages 8-10)

Article VIII- Meetings

The PEPTC shall have two (2) different types of meetings; General Association Meetings (PEPTC) and Executive Board Meetings (Board).

a. PEPTC Meetings

1. The PEPTC shall meet regularly, and the board shall be in attendance, not less than once a month during the school year. The board can cancel a meeting based upon the schedule of PES (i.e. Winter Break)
2. The time and date of the meetings will be determined each year by the incoming board members and must be distributed to the PEPTC
3. A quorum must be present to hold PEPTC Business (i.e. voting). A quorum is described as two (2) board members, one (1) teacher rep, and four (4) active members
 - If a quorum is present at the start of a meeting and then is no longer at the time of voting a majority vote of the required quorum is sufficient (i.e. 4 of 6 members)

b. Executive Meetings

1. The board shall meet regularly (as deemed by the board members) in order to conduct PEPTC business
2. The time and date of the meetings will be determined by the board members
3. A quorum must be present to hold official board business (i.e. voting). A quorum is described as three (3) board members
 - If a quorum is present at the start of a meeting and then is no longer at the time of voting a majority vote of the required quorum is sufficient (i.e. 2 of 3 members)

Article IX- Finances

- a. The PEPTC's fiscal year will be from July 1st to June 30th
- b. All funds of the PEPTC shall be maintained in the established EECU bank account

- If the current board wishes to use a different banking institution, this matter must be presented to the PEPTC and voted upon. A majority vote is sufficient
- c. Authorized bank account signers shall be the PEPTC's President, Vice President and Treasurer
 - Those mentioned above must appear in person at the appropriate bank to have their names added to the account and must present a copy of the minutes where they were elected into office
 - All checks written from the PEPTC bank account must be signed by two(2) of the approved signers
 - Checks will not be pre-signed for emergency use
- d. A tentative budget shall be drafted in May for the newly elected board members. Upon start of their term the new board will review the budget, make any necessary changes, and present it at their first general meeting for approval
- e. Funds are to be requested of the PEPTC by submission of appropriate PEPTC requisition forms. Any request not approved on the annual budget must be approved in advance by the Executive Board (2/3 vote) and then by the PEPTC general membership (majority vote)
- f. Except for benevolent donations, all expenses paid through the PEPTC (including those budgeted) must have receipts or documentation of paid expenses for tax reporting
- g. The treasurer shall keep accurate records of any disbursements, income, and bank information at all times
- h. The treasurer shall prepare an annual financial statement at the end of the fiscal year
- i. A minimum balance of two thousand dollars (\$2000.00) shall remain in the bank account each year as a contingency fund to be passed to the new Executive Board in order to provide operating funds to begin activities for the next school year
- j. Daily, at the end of PEPTC events, all funds must be counted, documented and signed by two members of the committee or executive board members and placed in the PES Administration safe. The treasurer or designee will collect the funds for deposit into the PEPTC bank account
- k. Annually, the PEPTC must prepare and submit the appropriate tax forms to state and federal agencies as required
- l. Upon dissolution of the PEPTC, any remaining funds shall be used to pay outstanding bills, spent for the benefit of the school (majority vote) and/or donated to the PES Administration

Article X- Operations/Policy

- a. The PEPTC shall be nonsectarian, non-partisan, and shall not endorse any person for public office.
- b. It shall not seek to direct the educational policy of the school.
- c. Not with standing any other provision of these by-laws, the PEPTC shall not carry on activities not permitted to be carried on by an association exempt from federal income

- tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code
- d. The PEPTC shall not enter into membership with other organizations except with the approval of the executive board
 - e. No part of the net earnings of the PEPTC shall ensue to the benefit of, or be distributed to its members, officers, or other private persons. With the exception of, the PEPTC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article II and III hereof
 - f. Business transacted at the Executive Board meetings shall not be discussed except with other board members, until the information is issued to the PEPTC or public by the approval of the Executive Board
 - g. Every officer shall maintain a procedure book of their duties and have it available at each meeting. They must be prepared to turn them over to their successor such records, books, and other material pertaining to the office. A current copy of the bylaws shall be given to each officer and it is their duty to know what is contained in them
 - h. The PEPTC records shall be kept in order at all times and should be available for review by any requesting member, tax preparer, IRS, or the California Franchise Tax Board

Article XI- Nominations/Elections

- a. The Executive Board shall distribute a nomination form in March of each year for the following open positions:
 1. Offices of the Executive Board
 2. Chairman of established committees
- b. Nominations will be due to the PEPTC secretary no later than April 1st
- c. Executive Board elections will take place at the April PEPTC meeting, and may be held by a voice vote, show of hands, or secret ballot
- d. All nominees must be in attendance during the election meeting. The current PEPTC President will introduce the nominees
- e. A simple majority vote will appoint a new Executive Officer. If there is a tie a 2/3 vote from the Executive board will appoint a new officer
- f. Chairman nominations do not require a vote, just approval from the Executive Board

Article XII- Standing Committees

- a. Standing committees shall be created and dissolved by the Executive Board as necessary, and are to be carried over each year. There shall be the following standing committee chairpersons to be appointed from the general membership or Executive Board:
 1. School Supply Drive
 2. Welcome Back Parent Social
 3. Fall Fundraiser

4. Carnival
 5. Trick or Treat Night
 6. Donuts w/Dad
 7. Santa Store
 8. Panther Store
 9. Marvelous Morning with Moms
 10. Panther Pride Wear
 11. Volunteer Coordinator
 12. Book Fair
- b. Special committees may be created by the President, Executive Board, or members at a general meeting as deemed necessary to satisfy a specific short-term objective
 - c. No committee work shall be undertaken without the consent of the Executive Board
 - d. No unbudgeted purchases shall be made without prior approval of the Executive Board
 - e. Annual reports shall be compiled by all chairperson of standing committees and filed with the president in duplicate, and copy kept in committee file
 - f. Upon the expiration of the term of office, or in case of resignations, each chairperson shall turn over to the president, without delay, all records, books, and other material pertaining to their position

Article XIII- Amendment

This constitution may be amended at any general meeting by two-thirds (2/3) majority vote, providing quorum is present

Article XIV- Parliamentary Authority

“Robert’s Rules of Order Newly Revised” shall govern this organization when the bylaws do not address an issue

Article XV-Suspension of Bylaws

This constitution and bylaws may be suspended in case of emergency by unanimous vote of all present at a meeting at which quorum is present. An emergency is defined as anything requiring the immediate attention of the Board before the next scheduled meeting and shall be defined by the board as necessary

Article XVI- Order of Business

1. Welcome Members
 - a. Call to order, flag salute
 - b. Reminder of sign in
 - c. Confirm Quorum
 - d. Review/Accept Minutes
 - e. Review/Accept Treasurer Report

2. Reports
 - a. BoxTop Report
 - b. Principal Report
 - c. Teacher's Report
3. Old Business
4. New Business
5. Adjournment

Executive Board Job Description
Attachment A

President

The President will perform such duties as prescribed by these By-laws below and or other duties that may be assigned to him/her by the PEPTC or Executive Committee with his or her consent.

1. Presides at all PEPTC meetings
2. Presides at all Executive meetings
3. Assures adherence to all PEPTC By-laws
4. Coordinates PEPTC efforts and endeavors with the PES Principal
5. Maintains an open line of communication between home, school , and community
6. Attend Board of Education meetings, on a rotation basis with the other members of the Executive Board and report to the PEPTC on school board matters
7. Sign all documents and contracts requiring signature
8. When presiding, may only vote in cases where his/her vote would change the results
9. The President is an ex-officio member of each PEPTC committee and is responsible for overseeing the activities of all PEPTC committees. Responsible for obtaining reports from the Vice President on the activities of the committees which the Vice President is directly responsible to oversee
10. Work with the school principal regarding PEPTC event dates to be included in the school's annual calendar
11. Review all appropriate mail and forward to appropriate board members
12. Coordinates the work of the Officers and Committees of the PTC
13. Maintain a notebook in good order and enter a final report including recommendations to future officers and provides books from the other Executive Board members
14. Prepare an annual letter to the PES parents and school administration summarizing the accomplishments of the PEPTC during the past year
15. Elect committee members to the Auditing Committee

Vice President

The Vice President will perform such duties as prescribed by these By-laws listed below or other duties that may be assigned to him/her by the PEPTC or Executive Committee with his or her

consent. The Vice President shall act as an aid to the President and will perform the duties of the President in his/her absence

1. Regularly attend all PEPTC meetings
2. Regularly attend all Executive meetings
3. Aids the President and performs the President's duties in his/her absence
4. Maintains an open line of communication with the President
5. Attend Board of Education meetings, on a rotation basis with the other members of the Executive Board and report to the PEPTC on school board matters
6. The Vice President is an ex-officio member of each PEPTC committee and is responsible for overseeing the activities of all PEPTC committees and report them to the PEPTC
7. Be a joint authorized signee on the account
8. Maintain a notebook in good order and enter a final report including recommendations to future officers

Secretary

The Secretary will perform such duties as prescribed by these By-laws listed below or other duties that may be assigned to him/her by the PEPTC or Executive Committee with his or her consent.

1. Regularly attend all PEPTC meetings
2. Regularly attend all Executive meetings
3. Records the minutes of all PEPTC minutes, where official business takes place
4. Reports the minutes of the previous PEPTC meeting at each monthly meeting
5. Prepares agenda, minutes and agenda packet for each monthly PEPTC meeting
6. Website Update- works with the PES principal to ensure all updates have been made
 - a) Must post approved minutes within 2 days of approval
 - b) Must post agenda 2 days prior to General PEPTC meeting
7. Attend Board of Education meetings, on a rotation basis with the other members of the Executive Board and report to the PEPTC on school board matters
8. Perform the duties of the President in the absence or disability of both the President and Vice President on an interim basis until an election can be held
9. Notify officers of their election and chairman of their appointments
10. Shall prepare any written communication required of the PEPTC with approval of the President (i.e. funding request, complaints, etc.)
11. Retain all PEPTC records on school premises for seven (7) fiscal years
12. Maintain and update an inventory of non-consumable property purchased with PEPTC funds (i.e. popcorn machine).
13. Shall prepare all PEPTC informational publications utilizing PES services (i.e. all calls, newsletter, etc.). The Executive Board and the Principal shall review all publications prior to being sent out
14. Keep the By-laws up to date as changes are made, and shall read and discuss parts of the By-laws at meetings, as necessary

- a) Secretary shall make suggested changes to the By-laws as needed, but must review them at least annually for accuracy
15. Shall give the Executive Board necessary advice in parliamentary procedure according to these by-laws (refer to Robert's Rules of Order if not specified in By-laws)
16. Maintains an open line of communication with the President and Vice President
17. Maintain a notebook in good order and enter a final report including recommendations to future officers

Treasurer

The Treasurer will perform such duties as prescribed by these By-laws listed below or other duties that may be assigned to him/her by the PEPTC or Executive Committee with his or her consent.

1. Regularly attend all PEPTC meetings
2. Regularly attend all Executive meetings
3. Maintain such permanent books of account and records in a manner sufficient to establish the items of gross income, receipts, and disbursements of the PEPTC. Such books of account and records will at all times be open to inspection by the Executive Board
4. Sign all items required of the treasurer or in conjunction of the President
5. Presents an updated report at every PEPTC meeting
6. Makes updated, written reports of PEPTC funds available to PEPTC members upon request (within 48 hours)
7. Provides timely expenditures of PEPTC funds to accomplish approved activities and events
8. Makes all deposits, withdrawals, and transactions from the PEPTC account as needed
9. File such returns or other forms as may be legally required by the California Franchise Tax Board and/or the United States Internal Revenue Service and/or any other body that may legally require financial information from the PEPTC, and to maintain copies of the same for the period define by the relevant Statutes of Limitations
10. Prepare financial records for audit by an audit committee prior to close of the fiscal year
11. Attend Board of Education meetings, on a rotation basis with the other members of the Executive Board and report to the PEPTC on school board matters
12. Maintains an open line of communication with the President
13. Maintain a notebook in good order and enter a final report including recommendations to future officers

Teacher Representative

The Teacher Representative will perform such duties as prescribed by these By-laws listed below or other duties that may be assigned to him/her by the PEPTC or Executive Committee with his or her consent

Constitution and Bylaws of Pioneer Union Elementary School Parent Teacher Club

1. Regularly attend all PEPTC meetings
2. Act as a liaison between the PES Teaching Staff and the PEPTC Board
3. Collect all request from PES Teaching Staff and provide information to the PEPTC Board
4. Inform PES Teaching Staff of all necessary and relevant discussions/decision from the PEPTC meeting