

**Maidu/Excelsior Schools Parent Teacher Club
1950 Johnson Ranch Drive
Roseville, CA 95661**

PARENT TEACHER CLUB BYLAWS

**ARTICLE I.
NAME**

The name of this organization shall be the Maidu/Excelsior Elementary Schools Parent Teacher Club (P.T.C.)

**ARTICLE II.
OBJECTIVES AND PURPOSES**

SECTION A. The object of the club shall be to promote the welfare of children in the school, community and home through the cooperative effort of parents, teachers and administrators.

SECTION B. To provide members the opportunity to serve the school and its student body by contributing to the development of the school; to facilitate a relationship between the school and the home so that parents, teachers and administrators may unite in their efforts to create a positive educational experience for all students.

SECTION C. To strive to provide for needs of the school not supplied by the district.

**ARTICLE III.
POLICIES**

SECTION A. This organization shall be educational, non-partisan, non-sectarian and non-commercial. It shall not endorse any candidate for public office. Upon a two-thirds vote, the members present or voting at any regular or special meeting, support or non-support of questions of public interest, including political issues, may be endorsed or protested.

SECTION B. The club and its members shall seek neither to direct or control the policies of the administrative activities of the school, the district board of trustees or the Eureka Schools Foundation (ESF). Consideration of possible conflicts of interest should be taken before presenting nominations for executive board, board of directors and committee coordinator positions.

SECTION C. Funds raised by the club each year must be disbursed or encumbered by the end of the school year or those funds shall revert to the Maidu/Excelsior P.T.C.'s general fund.

SECTION D. The organization or members in their official capacities shall not - directly or indirectly - participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office. They shall not devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

SECTION E. The property of this organization is irrevocably dedicated to charitable purposes and no part of the income or assets of this organization shall benefit any board member or private person.

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

SECTION G. Notwithstanding any other provision of these articles, the P.T.C. shall not carry on activities not permitted to be carried on (a) by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by an association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any federal tax code.

ARTICLE IV.

MEMBERSHIP

SECTION A. Membership shall be automatically granted to all parents and guardians of Maidu and Excelsior students, staff and teachers. There are no membership dues. Members have voting privileges.

SECTION B. P.T.C. membership lists, including school directories, shall not be released to outside interests for solicitation of goods, services or endorsements of a political candidate.

SECTION C. The organization shall not discriminate on the basis of race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation or identity, socio-economic status, familial status or perceived disability.

ARTICLE V.

NOMINATING COMMITTEE

SECTION A. The president shall appoint five (5) members to represent a nominating committee to present a slate of officers to serve effective July 1st of the following P.T.C. fiscal school year.

SECTION B. Nominating committee members are not barred from becoming nominees for elected offices.

ARTICLE VI.

OFFICERS AND THEIR ELECTION

SECTION A. There shall be at least five (5) elected officers: president, Maidu vice-president, Excelsior vice-president, secretary, and treasurer and any other officers as designated in the standing rules. Two (2) persons may be nominated and elected to fill any single position, with rights and responsibilities of the office enumerated in the standing rules.

SECTION B. The officers shall be elected at a general membership meeting prior to April 30 to serve for a term of one (1) year, or until their successors are elected. No person shall serve in the same office for more than two (2) consecutive terms. Officers shall assume their offices on July 1.

SECTION C. A quorum being present, a majority of all votes is necessary to elect. Voting may be by voice if only one (1) candidate is nominated for an office. Absentee or mail-in proxy ballots are prohibited.

SECTION D. If a vacancy occurs in an office, the executive committee may elect an acting officer to serve until the next general membership meeting, at which

time nominations shall be made from the floor with consent of the nominee. A quorum being present, a majority of all votes cast is necessary to elect. Voting may be by voice if only one (1) candidate is nominated for office. Absentee or mail-in proxy ballots are prohibited.

ARTICLE VII.

EXECUTIVE COMMITTEE

SECTION A. An executive committee shall consist of the president, Maidu vice-president, Excelsior vice-president, secretary, treasurer, the immediate past-president (if he/she still has children attending Maidu or Excelsior and desires to serve) and/or a historian who has served on a past executive board, and the Administrative Representatives of Maidu and Excelsior Elementary Schools.

SECTION B. The executive board shall:

1. Manage the affairs, activities and operations of the organization.
2. Transact business between meetings of the P.T.C. and such other business as may be referred by the P.T.C.
3. Authorize the payment of P.T.C. bills within the limits of the budget. Such action must be ratified at the next P.T.C. general meeting and must be recorded in the meeting minutes.
4. Authorize the payment of other unbudgeted P.T.C. bills not to exceed a cumulative total of three hundred dollars (\$300.00) between meetings of the P.T.C. Ratification of payment of these bills must occur at the next P.T.C. general meeting and must be recorded in the meeting minutes.
5. Present reports and recommendations at the meetings of membership.
6. Prepare and submit a budget to the membership for approval.
7. Act as the board of directors of the corporation, as defined by the California Corporations Code.

SECTION C. The executive board is subject to the orders of the P.T.C. and none of its acts shall conflict with actions taken by the P.T.C.

SECTION D. A majority will constitute a quorum.

SECTION E. Voting by proxy is prohibited.

ARTICLE VIII.

BOARD OF DIRECTORS

SECTION A. The board of directors shall consist of the executive committee and appointed positions as specified in the Maidu/Excelsior P.T.C. standing rules.

SECTION B. A majority shall constitute a quorum.

SECTION C. The board of directors shall review the budget prior to its submittal to the general membership.

SECTION D. The board of directors shall present recommendations to the general membership meeting for action.

ARTICLE IX.

DUTIES OF THE OFFICERS

SECTION A.

PRESIDENT- The president shall: be the principal executive officer of the organization in collaboration with the executive board and under the direction of

the membership; coordinate the work of officers and committees; preside at all meetings of the P.T.C. and the executive board; be a member ex-officio of all committees; serve as liaison to the Board of Trustees at school board meetings and attend Eureka Union School District President meetings with the superintendent and other duties as specified in the standing rules.

SECTION B.

MAIDU VICE-PRESIDENT- A vice-president will be elected to represent Maidu school for the purpose of assisting the president and, in the absence of the president, shall perform the duties of the president. The vice-president shall perform other duties as described in the standing rules and he/she is not barred from becoming a nominee for future elective offices.

SECTION C.

EXCELSIOR VICE-PRESIDENT- A vice-president will be elected to represent Excelsior school for the purpose of assisting the president and, in the absence of the president, shall perform the duties of the president. The vice-president shall perform other duties as described in the standing rules and he/she is not barred from becoming a nominee for future elective offices.

SECTION D.

SECRETARY-The secretary will record, distribute and post the minutes of each meeting and assist the president with the agenda distribution and correspondence when needed . The secretary shall perform other duties as described in the standing rules and he/she is not barred from becoming a nominee for future elective offices.

SECTION E.

TREASURER-The treasurer has charge of and is responsible for all funds of the organization as stated in the Standing Rules. The treasurer will maintain a set of record books and the bank accounts for the organization. He/she will also be responsible for compiling information for the required Eureka School District audit and the P.T.C.'s tax return at the end of the fiscal year (June 30). The treasurer shall perform other duties as described in the standing rules. The treasurer is not barred from becoming a nominee for future elective offices.

SECTION F.

When an officer fails to attend three consecutive meetings without adequate excuse or when an officer fails to fulfill the responsibilities of the office as prescribed in the bylaws or standing rules, or engages in conduct which the executive board determines to be injurious to the P.T.C. or its purpose, the executive board may by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include asking for the resignation or removal of the officer.

SECTION G.

All officers shall perform the duties prescribed in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED in addition to those outlined in the bylaws and those assigned from time to time. Upon the expiration of the term of office or in the case of resignation or termination, each officer shall turn over to the president, without delay, all records, books and other material pertaining to the office and shall return to the treasurer without delay, all funds belonging to the P.T.C.

ARTICLE X.

MEETINGS

SECTION A. The organization will hold monthly meetings throughout the school year.

SECTION B. Special meetings may be held at the discretion of the president, the executive committee, the board of directors or upon written request of ten members. Notice of the meeting must be given five (5) days in advance.

SECTION C. Members of the P.T.C. present shall constitute a quorum for regular and special meetings of membership providing there are a minimum of five (5) active members of the P.T.C. board of directors present.

ARTICLE XI.

AMENDMENTS

SECTION A. Proposals to amend these by-laws may be proposed by any PTC member. Amendments are adopted with a two-thirds (2/3) majority vote of the members present at any regular meeting, providing notice has been given at the previous regular meeting.

SECTION B. The Maidu/Excelsior PTC's standing rules outline procedures of the organization that are not detailed in the by-laws.

SECTION C. If procedures are not specifically named in the by-laws or standing rules, authority for this organization shall follow Robert's Rules of Order, Newly Revised.

ARTICLE XII.

AUTHORIZATION

The Parent Teacher Club (P.T.C.) shall exist at the invitation of the Board of Trustees of the Eureka Union School District.

ARTICLE XIII.

TERMINATION:

Upon the dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the association is located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XIV .

These Maidu/Excelsior Schools Parent Teacher Club Articles of Association are amended, approved and adopted December 7, 1998.

Christine Grau, President

Deb Wood, Vice President

ARTICLE XV.

These amendments to the Maidu/Excelsior Schools Parent Teacher Club Articles of Association are adopted on April 2005.

Kelly Lund, President

Michelle Buron, President

ARTICLE XVI.

These amendments to the Maidu/Excelsior Schools Parent Teacher Club Articles of Association, are adopted on May 22, 2013.



Angela Raffin, President

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DOCUMENT REVISION LOG		
DATE	ACTION	APPROVALS
December 7, 1998	Amended, approved and adopted	Christine Grau, President Deb Wood, Vice President
April 2005	The following articles were amended: Article II, ARTICLE VII., Section A. ARTICLE IX., Section A ARTICLE XIV All changes are italicized in the current April 07 document	Kelly Lund, President Michelle Buron, President
May 22, 2013	The following articles were amended: ARTICLE III, Section B, D, F, G ARTICLE IV, Section A, B, C ARTICLE VI, Section A ARTICLE VII, Section A, B, C ARTICLE IX, Section A ARTICLE XI, Section A, B, C	Angela Raffin, President