

BYLAWS OF MCKINLEY PARENT TEACHER COMMUNITY

ARTICLE I - NAME

The name of this organization shall be the MCKINLEY PARENT TEACHER COMMUNITY (PTC).

ARTICLE II - OBJECTIVES

- A. To serve as liaison among the school community, the school principal, and encourage community participation and communication in matters which concerns McKinley School and Salem-Keizer Public Schools.
- B. To establish between educators, parents and the general public a coordinated effort to enrich and improve the quality of educational programs and activities offered by the school.
- C. To provide a forum for appropriate citizen involvement in areas which include, but are not limited to, curriculum development, discipline policies, long range planning, child safety, and building level budget expenditures.
Inappropriate areas of community involvement at the local level include individual student discipline cases; family concerns; individual employee evaluations; the section, replacement, or transfer of staff; and individual student records.
- D. To assist in determining local needs, solving problems, and developing programs and services for McKinley school community.
- E. To promote fund raising activities to support the objectives of this organization.

ARTICLE III - POLICIES

- A. This organization shall not implement any program or project that conflicts with the policies of the School Board or with state statutes, nor shall it interfere with procedures set by the School Board to resolve staff grievances.
- B. In the event of dissolution of this organization, all of its funds, properties, and assets shall be placed in the control of the principal of McKinley school to be disposed of for the benefit of McKinley School's students.

ARTICLE IV - MEMBERSHIP AND VOTING

- A. Membership shall be open to any adult family member of a child enrolled at McKinley. Membership shall also be open to McKinley teachers and staff, as well as individuals and businesses within the McKinley attendance area. Membership shall be automatic and shall be recognized without any application or official approval required.
- B. All members shall be entitled to one vote each. There shall be no voting by proxy.
- C. The Executive Committee may in its sole discretion remove membership rights by unanimous vote of the Executive Committee.

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ARTICLE V - MEETINGS

- A. EXECUTIVE COMMITTEE MEETINGS: The Executive Committee shall meet once each month during the school year (September through June) unless otherwise determined by the Executive Committee.
- B. REGULAR MEMBERSHIP MEETINGS: The Executive Committee may set meetings once each month during the school year to carry on the business of the PTC. All decisions not reserved for the Executive Committee shall be made by majority vote at Regular Meetings. Only items included on the agenda may be voted on during a Regular Meeting. Members may add items to the agenda by a majority vote of at least 15 members. Such items will be placed on the agenda for approval at the following Regular Meeting.
- C. SPECIAL MEETINGS: The President may call special meetings as needed.
- D. ANNUAL MEMBERSHIP MEETING: The PTC shall hold an Annual Membership Meeting in June.¹ The purpose of the Annual Membership Meeting is to receive reports from the Treasurer, fill vacancies in the Executive Committee, and conduct any other business proposed by the Executive Committee.
- E. QUORUM: Quorums necessary to conduct business are as follows:
 - a. Executive Committee Meetings: Majority of Executive Committee Members.
 - b. All Other Meetings: 1) Majority of Executive Committee Members; or 2) At least two Executive Committee members and a total of five members
- F. NOTICE: Notice of each meeting, shall be delivered at least seven (7) days prior to a meeting. Special meetings shall be delivered at least three (3) days prior to a meeting. Notices must include the agenda, date, time, and location of the meeting. Notice may be provided electronically.

ARTICLE VI - EXECUTIVE COMMITTEE AND ELECTIONS

- A. NUMBER: The Executive Committee of the PTC shall consist of five to nine members, including the President, Vice President, Treasurer, Secretary and School Liaison (Principal or their designee).²
- B. DUTIES: The Executive Committee is responsible for creating the agenda for Regular Meetings. Decisions may not be made at Regular Meetings unless they are on the agenda. The Executive Committee may make decisions without a full membership vote regarding expenditures of less than \$250.00.
- C. ELECTION: The election of the Executive Committee shall occur at the Annual Membership Meeting or at a Special Meeting called by the Executive Committee for elections. The Executive Committee shall present its nominations to the membership

¹ For discussion – change bylaws to make annual membership meeting to May instead of June (see minutes from January 14, 2020)

² Executive committee membership increased from seven to nine members. Adopted January 14, 2020.

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and the President shall invite additional nominations from the floor. Nominations shall be done orally unless at least three members demand that the election shall be in writing. If a demand for a written election is made the Secretary shall prepare written ballots.³

- D. VACANCIES: Executive Committee vacancies from terms expiring shall be advertised in the newsletter each spring. Vacancies caused by any reason other than expiring terms shall be filled by a majority vote of the Executive Committee.
- E. TERMS: Executive Committee Members shall serve staggered two-year terms. Executive Committee members may serve consecutive terms.
- F. SCHOOL LIAISON: At least one employee of the school shall serve on the Executive Committee. That member shall be appointed by the Principal.
- G. REMOVAL: The Executive Committee may remove one of its members by a two-thirds vote at a Regular Meeting. A vote to remove an Executive Committee member must be presented during the Regular Meeting immediately preceding the Meeting in which the vote is taken.

ARTICLE VII - OFFICERS

A. The PTC shall have four officers: President, Vice-President, Treasurer and Secretary. The Executive Committee shall elect the officers from Executive Committee members.⁴

B. DUTIES OF OFFICERS:

1. PRESIDENT:

- Preside over meetings
- Prepare meeting agendas
- Serve as primary contact for Principal
- Represent the PTC at meetings outside the organization
- Oversee or delegate the oversight of all PTC related activities

2. VICE-PRESIDENT

- Assist the President and carry out the President's duties in his or her absence or inability to serve
- Assume the office of President upon the event of vacancy.

3. SECRETARY

- Keep all records of the organization
- Take and record meeting minutes
- Arranges for notice of meetings to be sent

4. TREASURER

- Keep record of receipts and expenditures
- Reconcile account with each monthly bank statement
- Present financial statement at each meeting
- Prepare financial report for the Annual Meeting

³ For discussion – parliamentary or direct election of executive committee members (see minutes from January 14, 2020)

⁴ For discussion – parliamentary or direct election of executive committee members (see minutes from January 14, 2020)

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- Prepare budget that will be presented during the Regular Meeting in September and voted on in the Regular Meeting in October.

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ARTICLE VIII - BUDGET

- A. The PTC will fundraise during the year to support and enrich students' school experience.
- B. The Executive Committee shall create a budget during the September Regular Meeting. The budget shall be presented for approval during the Regular Meeting in October.
- C. At the end of the year, the PTC will keep at least 75% of the yearly budget in reserves for the following year.
- D. If there is a surplus of 5% or more of budgeted funds in April, the PTC may offer mini-grants to teachers who submit applications. The applications may be reviewed by the Executive Committee and the principal. The Executive Committee may vote to approve applications at the next scheduled Regular Meeting.

ARTICLE IX - FINANCES

- A. All officers shall be signors on the bank account. All authorized expenditures shall require the signature of two officers.
- B. The PTC will adhere to all financial procedures outlined in the separate Internal Controls Document.
- C. McKinley staff or parents shall submit requests to the PTC for funding in writing. Funding requests at or under \$1,000.00 shall be approved by a majority vote at a Regular Meeting. Funding requests over \$1,000.00 shall be considered and approved by a majority vote at a Membership Meeting.

ARTICLE X – STANDING COMMITTEES

- A. The PTC may consist of the following committees:
 - a. Communications Committee
 - b. Parent Engagement Committee
 - c. Class Connector Committee
- B. The Executive Committee shall appoint all members of Standing Committees. Each Standing Committee shall have a Chair that is responsible for the general organization and meetings of the Committee.
- C. Standing Committees shall meet as determined by their Chairs. The Chair of each Standing Committee may provide updates at meetings as necessary.

ARTICLE XI - AMENDMENTS

These Bylaws may be amended by a majority vote of those attending a Regular Membership Meeting, provided that the proposed amendment has either been read or presented for distribution at the preceding Regular Membership Meeting.