

Liberty Elementary Parent Teacher Club

Bylaws

Article I – Name

Section 1

The name of the organization shall be Liberty Elementary Parent Teacher Club, located in the city of Tulare, State of California.

Article II – Purpose

Section 1

The corporation is organized for the purpose of supporting the education of children at Liberty Elementary by fostering relationships among the school, parents, and teachers.

Section 2

This organization is organized exclusively for the charitable, scientific, literary, or educational purposes. Monies raised will benefit the entire school and not individual classrooms unless voted on by the Officers.

The Following are basic policies that Liberty Elementary Parent Teacher Club (LPTC) shall choose to adopt:

- a. We will work with the school and community to promote quality education, health and welfare for all children and youth.
- b. The organization shall seek to promote collaboration between parents, schools.
- c. No part of the net earnings of the LPTC shall benefit or be distributed to the Parents, Officers, or other private persons except for when the organization has been authorized to pay fair and reasonable compensation for services rendered, and to make payments and distributions in pursuing the purposes stated in Article II.

Article III – Parents

This organization shall be made available without regard to race, color, creed, or national origin.

Section 1

Any parent, guardian, or other adult standing in as parents for a student at the school shall have voting rights. The Superintendent/Principal and all Liberty Elementary staff shall have voting rights.

Article IV – Officers and Elections

Section 1 Officers

The offices shall be a President, Vice President, Secretary, Treasurer. These positions shall be elected every two years. Elected offices of President and/or Treasurer are authorized to sign checks shall not be related by blood or marriage or reside in the same household.

Elections shall be held during an election meeting in May of the preceding school year. Elected or appointed officers are eligible to run for consecutive terms. No officer shall hold more than one elected or appointed office at a time. Officers shall assume their duties on August 1st.

Section 2 Duties

- a. **President.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal and/or superintendent, represent the organization at meetings outside the organization, serve as an ex officio member of all committees and coordinate the work of all the officers and committees in order that the purpose of the organization be served. Sign all authorizations for payment as required by the executive board or organization. Have all newsletters, flyers and/or notices approved by the principal and/or superintendent, prior to distribution. Be authorized to sign checks, and not be related by blood or marriage or reside in the same household as the other authorized signers for the organization's financial accounts. Have all contracts and/or legally binding documents approved by the organization prior to signing a contract along with another elected officer. The President shall prepare the agenda, handle correspondence.
- b. **Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.
- c. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, and have notices of meetings available to the parents. The secretary also keeps a copy of the minute's book, bylaws, rules, attendance list, and any other necessary supplies, and brings them to meetings. Record all expenditures in the minutes.
- d. **Treasurer.** The treasurer shall perform these duties. She/he shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He/she or they will present a financial statement at every meeting and at other times of the year when requested by the executive board. Receive and retain a copy of the deposit slips for all deposits made. Pay all bills as authorized by the executive board or the organization and on receipt of authorization for payment signed by the president. Any two of the following are authorized to sign: President, Treasurer and Liberty Elementary appointed staff member. Secure all cases taken in by the organization and ensure that all cash to be counted in dual custody by two LPTC officers and/or Liberty Elementary staff.

Section 3 Nominations and Elections

Annual elections will be held at the last meeting of the school year in May. Eligible candidates may pick up a nomination flier in the school office 14 days after the April meeting and return it to the office no later than 2:35 p.m. on the Friday before the annual election meeting held in May.

The President will prepare the nomination ballots after the deadline of 2:35 p.m. on the Friday before the annual election meeting held in May. She will turn the ballot in to the appointed Liberty Staff Member to verify and distribute at the May meeting to those who have met the voting requirement and Liberty Elementary staff.

Section 4 Eligibility

Parents and/or guardians are eligible to run for office if they are in good standing and have attended 5 meetings prior to the election in May. Liberty Staff are eligible to run for office without having to meet the requirement of having to attend 5 LPTC meetings.

Section 5 Terms of office

Officers are elected for two-year terms. Elected or appointed officers are eligible to run for consecutive terms. Each person elected shall hold only one office at a time.

Section 6 Vacancies

If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled meeting, a new Vice President will be elected. If there is a vacancy in any other office, Parents who have met the eligibility requirement will fill the vacancy through an election at the next regular meeting.

Section 7 Removal from office

Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

When an officer fails to attend three (3) consecutive meetings without adequate excuse or when an officer is not fulfilling 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 organization or its purposes, 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 of the officer.

Notice Procedures Concerning Removal Following the two-thirds (2/3) affirmative voted by the hearing panel recommending that the officer be removed from the office: 1(the officer must be given fifteen (15) days written notice of the hearing by the executive board to remove the officer from office; 2(the written notice shall contain the reasons for the proposal removal and shall be mailed by certified mail, return receipt requested to the last address of the officer shown on the association's records; 3) at the hearing, the officer must be given an opportunity to address the executive board, either orally or in writing 4) If the hearing panel recommends removal from office, the executive board shall convene not less than five (5) days following the hearing and votes whether the officer will be removed from office; 5) a two-thirds (2/3) vote of executive board shall be sufficient to remove the officer from office 6) the removal vote shall be recorded in the executive board minutes and shall specify the number of officers voting in favor of and against such removal; 7)The LPTC shall be notified in writing of the action taken by the executive board.

Article V – Meetings

Section 1 Regular meetings

The regular meeting of the organization shall be on the first Monday of each month during the school year at 6:00 p.m. or at a time and place determined by the executive board at least one month before the meeting. The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that shall arise. A notification will be sent out via Parent Square and/or other school communication programs.

Section 2 Quorum

The quorum shall be 3 officers of the organization.

Section 3

Voting by proxy is PROHIBITED.

Parents are eligible to vote in the May Election, if the Parent has met the minimum requirement of attending 5 LPTC meetings for the current school year prior to the May meeting.

School staff, (teachers, principal/superintendent, clerical) are eligible to vote in all officer elections, without having to meet the requirement of having to attend 5 LPTC meetings.

Article VI – Executive Board

Section 1 Membership

The Executive Board shall consist of the elected officers and Superintendent/Principal or the appointed Liberty Staff Member.

Section 2 Duties

The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare a budget, approve routine bills, and prepare reports and recommendations.

An association member shall not serve as a voting member of this Executive Board while serving as a paid employee of or under contract to this association.

Section 3 Meetings

Regular meetings shall be held monthly on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two Executive Board members, with 24 hours' notice.

Section 4 Quorum

Half the number of the Board members plus one constitutes a quorum.

Section 5 Removal and vacancies

See Article IV, Section 7

Article VII – Finances

Section 1

A tentative budget shall be drafted by the President in the fall for each school year and approved by the Executive Board and the Superintendent/Principal or the appointed Liberty Staff Member.

Section 2

The Treasurer shall keep accurate records of any disbursement, income, and bank account information and will be verified by the appointed Liberty Staff member.

Section 3

The board shall approve all expenses of the organization.

Section 4

Authorized signers shall be the President, Treasurer and Liberty Elementary appointed staff member.

Section 5

The Treasurer shall prepare a financial statement to go along with the President's tentative budget that is drafted in the fall.

Section 6

Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and spent for the benefit of the school.

Section 7

The fiscal year shall coordinate with the school year.

Article VIII – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and two thirds vote of those present at a meeting.

Article IX – Amendments

These bylaws may be amended at any regular or special meeting, provided that the agenda is posted in writing and then sent to all Officers of the organization by the Secretary. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Policy Adopted: August 1, 2014

Revised: August 09, 2024