

CONSTITUTION AND BY-LAWS BRIAR GLEN PARENT-TEACHER COUNCIL

TABLE OF CONTENTS

Article I – Name

Article II – Goals

Section 1 – Objectives

Section 2 – Not-For-Profit Status

Article III – Policies

Section 1 – Activities

Section 2 – Fundraising

Section 3 – Direction of School Policies

Section 4 – Non-Discriminatory Policy

Section 5 – Politics

Section 6 – Cooperation with Other Organizations

Section 7 – Distribution of Materials & Information

Section 8 – Dissolution

Article IV – General Membership

Article V – Executive Board

Section 1 – Elected Positions

Section 2 – Term of Office

Section 3 – Maximum Service

Section 4 – Executive Board’s General Duties

Section 5 – President’s Duties

Section 6 – Vice President’s Duties

Section 7 – Secretary’s Duties

Section 8 – Treasurer’s Duties

Section 9 – Vacancies on the Executive Board

Section 10 – Removal of Board Members for Just Cause

Section 11 – Special Committee Appointments

Article VI – Executive Committee

Section 1 – General Information

Section 2 – Appointment as a Committee Chairperson

Section 3 – Assumption of Duties

Section 4 – Regular and Special Meetings

Article VII – Committee Chairperson Positions

Section 1 – Standing Committees

Section 2 – Term of Committee Chairperson Positions

Section 3 – General Committee Chairperson Duties

Section 4 – Removal of Committee Chairpersons for Just Cause

Article VIII – Special Committees

Title I – Nominating Committee

Section 1 – Size of Committee

Section 3 – Solicitation of Interested Parties Section 4 – Presentation of
Committee to Board Section 5 – Committee Eligibility

Section 6 – Presentation of Slate

Section 7 – Nominations from the Floor

Section 8 – Voting

Section 9 – Tie Breakers

Title II – By-Laws Revision Committee

Section 1 – Size of Committee

Section 2 – Appointment of Chairman

Section 3 – Review of By-laws

Section 4 – Amendments

Title III – Auditor

Section 1 – Appointment of Auditor

Section 2 – Duties

Article IX – Meetings

Section 1 – Schedule

Section 2 – Special Meetings

Section 3 – Quorum Section 4 – Attendance Section 5 - Voting

Article X – Parliamentary Authority

**CONSTITUTION AND BY-LAWS
BRIAR GLEN PARENT-TEACHER COUNCIL
(Revised October 8, 2013)**

ARTICLE I – NAME

The name of this organization shall be the BRIAR GLEN PARENT-TEACHER COUNCIL (PTC).

ARTICLE II – GOALS

SECTION 1 - Objectives

The goal of the PTC shall be to make available to each child in this school every possible opportunity for optimum mental, physical, emotional and social growth. This shall be accomplished by encouraging close interaction and cooperative efforts among the families, educators and community of Briar Glen School. The primary efforts of the group and as individual members shall be for the purpose of providing maximum benefits for the children of Briar Glen School.

SECTION 2 – Not-For-Profit Status

The PTC is organized solely for charitable and/or educational purposes within the meaning of section 501 (c)(3) (application pending) of the Internal Revenue Code.

ARTICLE III – POLICIES

SECTION 1 – Activities

The activities of the PTC shall be directed toward serving the stated goals.

SECTION 2 – Fundraising

Fundraising activities shall be conducted to support the goals of the PTC, but shall not become its primary concern. Any funds accumulated beyond those needed to promote and sustain this organization will be spent to enrich the educational opportunities of the Briar Glen students. The policy for solicitation of ideas, discussion of ideas and determination of spending of

excess funds shall follow the guidelines outlined in the PTC Funds Project Proposal Form.

SECTION 3 – Direction of School Policies

The PTC shall not seek to direct the activities of the school or to control its policies.

SECTION 4 – Non-Discriminatory Policy

The PTC shall operate all family and student based events and activities for all families and students of the Briar Glen community without regard to race, color, national origin, ancestry, age, sexual orientation, gender identity, ethnicity, language, religious belief, and physical or mental impairment. If any family needs financial support to attend an event, they should contact the school social worker who will work with the Community Outreach Committee. The identity of students and, or families requiring assistance will be anonymous to the PTC. Based on availability and resources of the Community Outreach program, financial assistance may be awarded.

SECTION 5 – Politics

The PTC shall be noncommercial, nonsectarian, and nonpartisan. No commercial enterprise or any candidates for public office shall be endorsed by it. Neither the name of the PTC nor the names of its officers in their official capacity shall be used in connection with a commercial concern, any partisan interests or any other matter except the regular work of the PTC.

SECTION 6 – Cooperation with Other Organizations

The PTC is encouraged to cooperate with parent-teacher groups in District 89 and other organizations when such association will further the objectives of the PTC.

SECTION 7 – Distribution of Materials and Information

In accordance with the policies set forth in the District 89 Policy Manual, the PTC shall uphold the following policy with respect to distribution of materials and information. The Bulldog is the school's newsletter which will be published on a monthly or bimonthly basis as determined by the PTC Board. Its primary function is to distribute information from the school to the home. This information must be either school related or PTC related. The Bulldog shall not be used by private parties. The PTC will provide information and registration materials for PTC sponsored events on the PTC website. This website will be maintained by a chairperson designated as Webmaster who will be appointed by the PTC Board. The website will include but not be limited to PTC calendar of events, links to contact Executive Board members,

current Bulldog newsletter, PTC meeting minutes and financials already approved by the PTC.

(c) Not-for-profit groups seeking to distribute materials through the Bulldog may do so in accordance with District Policy 205.

(d) District level materials (such as Park District, YMCA, athletic programs, etc.) may be attached to the Bulldog if Briar Glen School finds it convenient to attach them rather than send them home separately. The PTC website shall provide a link to E-Backpack on the District 89 website which provides school and community resource information as approved by the District.

(e) The Bulldog will be provided either electronically or in paper form. Briar Glen families registering with the PTC and providing an email address will receive the Bulldog electronically unless paper form is requested. All other Briar Glen families will receive a paper copy of the Bulldog through school distribution. The Bulldog shall also be available through the PTC website and extra copies shall be available in the Briar Glen School office.

(f) Care shall be taken to conserve paper and keep materials from PTC distributed to homes to a minimum. Sending information about PTC activities outside of the Bulldog in a separate distribution requires PTC Executive Board approval.

(g) The webmaster will send out information in between the publication of the Bulldog on an as-needed basis in the form of a web-blast. Those Briar Glen families providing email addresses will receive these notifications by email and it shall also be available on the PTC website.

SECTION 8 – Dissolution

Upon the dissolution of the organization, the PTC Board shall, after paying or making provisions for the payment of all liabilities of the organization, distribute the assets for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, as the Executive Board shall determine. Any such assets not so disposed shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purpose or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IV – GENERAL MEMBERSHIP

The general membership of the PTC shares full voting privileges and consists of all parents or guardians of children attending Briar Glen School, the Principal, faculty, and staff members. There are no membership dues.

ARTICLE V – EXECUTIVE BOARD

SECTION 1 – Elected Positions

The elected officers of the PTC shall be President, Vice-President or Co-Presidents, Secretary and Treasurer. These officers shall constitute the Executive Board. In the case of Co-Presidents, all references to President and Vice-President in these by-laws shall be deemed to refer to both Co-Presidents instead.

SECTION 2 – Term of Office

The term of the Executive Board is one year beginning August 1 and ending July 31st, though some duties of the Executive Board will overlap years.

SECTION 3 – Maximum Service

No person may be elected to serve more than a maximum of two consecutive terms in any one office. Exceptions may be made, if no nominations are accepted for any office.

SECTION 4 – Executive Board's General Duties

The duties of the Executive Board shall be:

- (a) To transact necessary business in the intervals between PTC meetings and such other business as may be referred to it by the PTC.
- (b) To create and/or eliminate Committee Positions as may be required to promote the objectives and interest of the PTC.
- (c) To prepare a budget representing the expected receipts and expenditures for the year and approve routine bills. Non-budgeted items in the excess of \$100.00 per item or \$200.00 per total line item adjustment shall be subject to the approval of the PTC membership. The membership shall be notified in advance of time, date and place of meeting before a vote is taken to approve the budget prepared by the Executive Board.
- (d) To appoint an auditor. The auditor's duties are outlined in ARTICLE VIII.
- (e) To fill a vacancy in Committee Chairperson Positions by appointment by the President.

(f) To nominate, in case of vacancy in the Vice Presidency, Secretary or Treasurer, and present to the general membership for approval a person to fill that vacancy as outlined in ARTICLE V, Section 9.

SECTION 5 – President’s Duties

The President shall prepare the agenda, preside at all meetings of the PTC and all meetings of the Executive Board, and shall be a member, ex officio, of all committees and the Site Council. The President shall perform other duties as may be described in these by-laws or assigned by the PTC membership.

SECTION 6 – Vice-President’s Duties

The Vice-President shall act as aid to the President and shall perform the duties of the President in the absence of that officer. The Vice-President will serve on the Site Council as a PTC liaison in the absence of the President.

SECTION 7 – Secretary’s Duties

The Secretary shall keep accurate minutes of all meetings of the PTC and the Executive Board, including a record of all motions presented and voted upon. A copy of these minutes shall be distributed to the members of the PTC prior to the next meeting. The Secretary shall perform other such duties as may be assigned by the President.

SECTION 8 – Treasurer’s Duties

The Treasurer shall receive all monies of the PTC, and shall keep an accurate record of receipts and expenditures and shall pay out funds only as authorized by the PTC or by the Executive Board. The Treasurer’s accounts will reflect a fiscal year of July 1 – June 30. All disbursements may be made by single signature check. The President and Treasurer shall be authorized to sign checks. The Treasurer shall present a written statement of account at every PTC meeting. The Treasurer is responsible for filing the appropriate tax related documents upon closing the books at the end of June each calendar year. The tax documents must be filed in a manner such that proof of filing is obtained (e.g. certified mail). The Treasurer’s accounts shall be examined annually by an auditor as outlined in ARTICLE VIII. The Treasurer shall turn over to the auditor his books for audit no later than July 15th of the current year. The records and monies in the Treasurer’s custody will be turned over to the new Treasurer by August 1st.

SECTION 9 – Vacancies on the Executive Board

A vacancy in the Presidency shall be filled by the Vice-President who shall vacate the office of Vice-President and immediately assume permanent title to and full responsibility for the office of President. Vacancy in the elective offices of Vice- President, Secretary, and Treasurer shall be filled by

nomination of the Executive Board and approval by the general membership. The new officer shall have the title of Acting Vice President, Acting Secretary or Acting Treasurer, and shall assume full responsibility of the office on a temporary basis until such time as membership approval can be secured. Thereafter, the new officer shall assume permanent responsibility for and title to the office.

SECTION 10 – Removal of Executive Board Members for Just Cause

Any member of the Executive Board may be removed for just cause by two-thirds vote of the all of the entire Executive Committee.

SECTION 11 – Special Committee Appointments

The officers of the PTC shall appoint Committees as outlined in Article VIII.

ARTICLE VI – EXECUTIVE COMMITTEE

SECTION 1 – General Information

The responsibility for carrying out the objectives of this PTC shall be vested in the PTC Executive Committee to consist of the Executive Board, the PTC Committee Chairpersons, and the Principal of the school serving as liaison between the Executive Committee and the school staff.

SECTION 2 – Appointment as a Committee Chairperson

The Committee Chairpersons shall be appointed as follows:

- (a) A list of all committees planned for the upcoming school year will be published in the Bulldog with a request that all those interested in being a chairperson submit their interest in writing to the President (typically occurs in spring).
- (b) If multiple individuals apply for the same position they will be asked if they'd be willing to co-chair the committee or if they'd like to be considered for another position.
- (c) Solicitation of interested parties will continue until either all positions are filled or an activity is cancelled due to lack of chairperson.
- (d) The President makes the final appointment of committee chairpersons. It is desirable to have all committee chairpersons appointed prior to the start of the school year.

SECTION 3 – Assumption of Duties

Members of the new Executive Committee shall assume their official duties as soon as possible after the last meeting of the school year. There are some Committee Chairperson positions that carry over into the summer months. The Chairperson(s) of these committees are to complete their duties and turn over a written report folder as soon as possible to the incoming Chairperson(s).

SECTION 4 – Regular and Special Meetings

Regular meetings of the PTC Executive Committee will occur at the regular meetings of the PTC membership. Special meetings of the PTC Executive Committee may be called by the President or by a majority of the PTC Executive Committee. Executive Committee members must receive sufficient notice of special meetings. A majority of those present shall constitute the quorum.

ARTICLE VII – COMMITTEE CHAIRPERSON POSITIONS

SECTION 1 – Standing Committees

Standing committees are created or dissolved by the Executive Board, as required, to promote the objectives and interests of the PTC.

SECTION 2 – Term of Committee Chairpersons

Bi-annual rotation of persons into and out of the role of chairperson is encouraged.

SECTION 3– General Duties of Committee Chairpersons

The duties of the PTC Board Members shall be:

- (a) To attend PTC meetings and/or provide written report of committee activities in advance of all PTC meetings and be responsible to the Executive Board.
- (b) To approve the plans of work of the committees.
- (c) To present, as needed, individual committee reports at monthly meetings of the PTC.
- (d) To present a written report to the President at the completion of the committee's activity with a copy placed in the committee's working folder or binder.

SECTION 4 – Removal of Committee Chairpersons for Just Cause

A PTC Chairperson may be removed for just cause by two-thirds vote of the entire Executive Committee.

ARTICLE VIII – SPECIAL COMMITTEES

TITLE I – NOMINATING COMMITTEE

SECTION 1 – Size of Committee

There shall be a nominating committee consisting of at least five (5) members including the Chairman, unless the entire Executive Board is willing to run for a second year. In that special case, a Chairman will be appointed and a nominating committee will be called if only someone wants to run against a member of the existing Executive Board.

SECTION 2 – Composition of Committee

The President shall appoint a Chairman no later than January to gather a group to serve on the nominating committee from these persons:

- (a) Any person suggested by a member of the PTC Executive Board,
- (b) Any person suggested by the general members,
- (c) A member of the school staff.

Members of the Nominating Committee must have a child/children in attendance at Briar Glen during the current year or the following year or be a member of the Briar Glen staff. It is the intention of these by-laws that the Chairman, when selecting members for the nominating committee, shall take into consideration representation of all geographic areas.

SECTION 3 – Solicitation of Interested Parties

The Chairman is encouraged to utilize the Bulldog Bulletin to seek interested parties for Executive Board positions prior to meeting with the Committee.

SECTION 4 – Presentation of Committee

The Chairman shall present the names of the nominating committee to the Executive Board upon formation of the Committee. The Chairman will present the names of the nominating committee to the PTC membership at the February meeting. In the special case of an entire Executive Board willing to run for a second year and no members wish to run against the existing Board, a nominating committee will not be called.

SECTION 5 – Committee Eligibility

Any member of the Nominating Committee that wishes to be considered for an Executive Board position, must resign from the Committee and be replaced with another member selected by the Chairman.

SECTION 6 – Presentation of Slate

The nominating committee chairperson shall present a slate for the Executive Board at the March PTC meeting.

SECTION 7 – Nominations from the Floor

The nominating committee chairperson, after presenting a slate, will accept nominations from the floor. In the event of nominations from the floor for candidates for office, the nominating committee chairperson shall be prepared to present a written ballot. No one shall be nominated either by the Nominating Committee or from the floor whose consent has not first been obtained.

SECTION 8 – Voting

A vote will be taken at the April PTC meeting for the Executive Board positions. Notice of the meeting with elections for the Executive Board will be placed in the Bulldog prior to the meeting. In the event of nominations from the floor, vote shall be by written ballot, which shall be prepared by the Nominating Committee. In the event of no nomination from the floor, election shall be by voice.

SECTION 9 – Tie Breakers

The Chairman of the Nominating Committee shall have a vote only in case of a tie.

TITLE II – BY-LAW REVISION COMMITTEE

SECTION 1 – Size of Committee

This committee shall consist of at least three (3) PTC members.

SECTION 2 – Appointment of Chairman

The chairman of this committee shall be appointed by the President.

SECTION 3 – Review of By-laws

This committee shall be convened to review and recommend revision/amendments, as necessary.

SECTION 4 – Amendments

These by-laws may be amended at any PTC meeting by majority vote of the members present, provided notice of amendment was given at the preceding PTC meeting.

TITLE III – AUDITOR

SECTION 1 – Appointment of Auditor

This person, appointed by the Executive Board, shall be someone not affiliated with the Executive Committee.

SECTION 2 – Duties

Duties of the Auditor shall be completed when he/she is satisfied that the Treasurer's Annual Report is correct and has signed a statement of that fact at the end of the report. The Auditor's duties shall be completed by July 31st of the fiscal year.

ARTICLE IX – MEETINGS

SECTION 1 – Schedule

The PTC membership will hold meetings monthly during the school year except in the month of December, unless otherwise ordered by the Executive Board. The day and time will be determined and published by the current Executive Board.

SECTION 2 – Special Meetings

Special meetings may be called by a majority of the Executive Board provided the purpose is stated and a minimum of five days notice is given to PTC Members.

SECTION 3 – Quorum

A quorum shall consist of those present at any meeting of the PTC. Business shall be transacted by the approval of the majority of those present.

SECTION 4 – Attendance

All PTC monthly meetings shall be open to all PTC members.

SECTION 5 – Voting

There shall be one vote per PTC member present.

ARTICLE X – PARLIAMENTARY AUTHORITY

Robert’s Rule of Order, Revised, shall govern this PTC in all cases to which its regulations are applicable and in which they are not inconsistent with these by-laws.

By-laws approved on October 17, 2013 by unanimous vote of PTC members present.

Officer Signatures:

Cherie Michelin Co-President

Sandy Woltman Co-President

Christine Knight, Treasurer

Stephanie Knowles, Secretary
