

BYLAWS
of
Adams School Parent Teacher Committee

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be Adams School Parent Teacher Committee, referred to as PTC. The PTC is located at Adams School, PO Box 29, Castine, ME 04421.

Section 2: DESCRIPTION – The PTC is a committee that exists for charitable, educational, and scientific purposes.

Section 3: PURPOSE – The purpose of the PTC is to enhance and support the educational experience at Adams School through volunteer and financial support, to develop a closer connection between school and home by encouraging parental involvement, and to foster pride in Adams School throughout the community.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of Adams School students, plus all staff at Adams School. There are no membership dues. Members have voting privileges, one vote per household.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD– The Executive Board shall consist of the following officers: President, Vice President, and Secretary. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election the following school year.

Section 3: QUALIFICATIONS – Any PTC member may become an officer of the PTC.

Section 4: DUTIES –

Executive Board – Develop the PTC's annual budget, establish and oversee committees to conduct the work of the PTC, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$300.00.

President – Preside at General PTC meetings and Executive Board meetings, serve as the official representative of the PTC, and retain all official records of the PTC. Serve as custodian of PTC Finances, working with Adams School Staff to track income and expenses, and report financial status to the Committee on a regular basis.

Vice President – Oversee the committee system of the PTC, assist the President and chair meetings in the absence of the President.

Secretary – Record and distribute minutes of all Executive Board meetings and all General PTC meetings, prepare agendas for official PTC meetings, hold historical records for the PTC. Manage communications and marketing for the PTC including, but not limited to PTC newsletters, email broadcasts, website, bulletin boards, etc.

Section 5: BOARD MEETINGS – The Executive Board shall meet regularly during the school year.

Section 6: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a PTC member to fill the vacancy, for the remainder of the officer's term.

ARTICLE IV – MEETINGS

Section 1: GENERAL PTC MEETINGS – General PTC meetings shall be held to conduct the business of the PTC. Meetings shall be held regularly during the school year or at the discretion of the Executive Board.

Section 2: VOTING – Each member in attendance at a PTC meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3 – QUORUM – Three (3) members of the PTC present and voting constitute quorum for the purpose of voting.

ARTICLE V – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTC begins July 1 and ends June 30 of the following year.

Section 2: BANKING - All funds shall be incorporated into the Adams School accounts.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system through the Adams School. The President shall report all financial activity regularly.

Section 3: ENDING BALANCE - The organization shall leave a minimum of \$100.00 in the treasury at the end of each fiscal year.

ARTICLE VI – BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any PTC member. Amendments presented at a PTC meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII - DISSOLUTION

In the event of dissolution of the PTC, any funds remaining shall be donated to Adams School.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The authority for this organization shall be "Robert's Rules of Order Newly Revised."

These bylaws were adopted on 11/7/2012.