AVOCA DISTRICT #37

PARENT TEACHER COUNCIL

CONSTITUTION AND BYLAWS

REVISED SEPTEMBER 17, 2014

ARTICLE I—NAME

SECTION 1 The name of this organization shall be the AVOCA *DISTRICT 37* PARENT TEACHER COUNCIL (hereinafter referred to as "PTC").

ARTICLE II—OBJECTIVES AND POLICIES

SECTION 1 The Avoca District 37 Parent Teacher Council (PTC) is a membership of parents, teachers, and staff who are dedicated to fostering the educational, social and overall well-being of each student at Avoca Community Preschool, Avoca West School, and Marie Murphy School. We serve these students by promoting a closer working relationship among district families, the school, and the community at large.

SECTION 2 The PTC shall be of financial assistance to the school district whenever possible in those areas where the school district does not allocate funds.

SECTION 3 The PTC shall act as an informational medium in matters of school affairs, an educational medium in matters of interest to members of the community, and a service medium in any aspect of Avoca District 37 school life where such services are desirable and feasible.

SECTION 4 The PTC shall refrain from taking part in partisan politics or sectarianism. No part of the activities of the PTC shall be carrying on propaganda or participating in, or intervening in (including a publication or distribution) any political campaign on behalf of or in the opposition to any candidates for public office.

SECTION 5 The PTC shall leave matters of school administration to the elected and appointed officials of the school district. The PTC reserves the right to express opinions as to those matters.

SECTION 6 The PTC shall cooperate with other organizations within the community areas served by Avoca School District 37 or any other community.

SECTION 7 The PTC shall protect members' privacy by not using or allowing others to use the PTC directory or electronic communication information for purposes of solicitation.

SECTION 8 No part of the earnings of the PTC shall inure to the benefit of any member, trustee, director, officer of the PTC, or any private individual (except that reasonable compensation may be paid for services rendered to or for the PTC), and no member,trustee, director or officer of the PTC or any private individual shall be entitled to share in the distribution of any of the PTC's assets on dissolution of the PTC.

SECTION 9 In the event that the PTC disbands, all of the remaining assets and property of the PTC shall, after payment of necessary expenses, be distributed to such organizations as shall be decided by vote of the general membership.

SECTION 10 Written notice to the general PTC membership shall be accomplished by paper distribution, electronic email communication and/or inclusion on the PTC's website.

ARTICLE III—MEMBERSHIP

SECTION 1 Any parent or legal guardian of a current Avoca District 37 student may become a member of the PTC upon payment of dues then currently in effect.

SECTION 2 The Superintendent, Assistant Superintendent, and any Principal, Board of Education member and employee of Avoca School District 37 may become a member of the PTC upon payment of dues currently in effect. Each dues-paying faculty, administration, and employee shall be entitled to one vote.

SECTION 3 Each dues paying member shall be entitled to one vote per adult up to a maximum of two votes per family, provided he or she is present at the place and time of voting.

SECTION 4 The annual dues of the PTC required from members shall be determined by a majority vote of the members present at the meeting prior to the start of school registration. The dues will be the same for all families regardless of number of children attending Avoca schools and regardless of marital status of adult members.

ARTICLE IV—MEETINGS

SECTION 1 Executive Committee and general meetings will be held as determined by the Executive Committee of the PTC, generally monthly during the school year.

SECTION 2 There shall be a final annual general meeting while school is in session for the purpose of electing officers for the following year.

SECTION 3 Special meetings of the PTC may be called by the President, or at the request of 3 or more elected officers of the PTC, or by 6 or more general members of the PTC, provided the request is approved by a majority of the Executive Committee of the PTC. Notice of a Special Meeting must be given at least 3 business days before the date on which the meeting is to occur.

SECTION 4 At all Executive Committee meetings of the PTC a quorum for the transaction of business shall consist of a majority of the officers of the PTC, provided that either the President or a Vice-President is in attendance.

SECTION 5 At all meetings of the PTC, a quorum for the transaction of business shall consist of eight members of the PTC, including officers present. A lesser number may adjourn the meeting to a future date.

SECTION 6 If there is no quorum at a meeting of the Executive Committee, the meeting may proceed as if a quorum were present. However, a motion passed at such meeting shall have no force and effect unless it is subsequently ratified by enough absent members of the Executive Committee so that the number of members who vote on the motion equals or exceeds a quorum.

An absent member of the Executive Committee may cast his or her vote on a motion after such meeting has ended by indicating a "yes" or "no" to the President or Secretary by telephone or otherwise.

No motion may be passed by this ratification process if any voting member of the Executive Committee present at the meeting voices and has duly noted his or her objection to this procedure.

ARTICLE V—PARLIAMENTARY AUTHORITY

SECTION 1 Roberts' Rules of Order shall be the parliamentary authority for all PTC meetings Should Roberts Rules of Order conflict with this Constitution and Bylaws, this Constitution and Bylaws shall take precedence.

ARTICLE VI—BUDGET APPROVAL

SECTION 1 The proposed PTC budget shall be submitted to the members of the PTC by the Executive Committee at a regular meeting. The budget as a whole shall be voted on by the PTC members present. Approval of the budget requires a 2/3 majority vote of the PTC members present. If the budget does not receive a 2/3 majority vote of the members present, each line item of the budget shall be voted on separately. Each line item requires a 2/3 majority vote for approval. The Executive Committee shall seek the guidance of the various school authorities in preparing the proposed budget, but the Executive Committee has the final authority in preparing the proposed budget for annual submission to the members.

ARTICLE VII—GOVERNING BODY AND OFFICERS

SECTION 1 The governing body of the PTC shall be the Executive Committee. The Executive Committee shall consist of officers of the PTC and the Superintendent of Schools.

SECTION 2 The Executive Committee shall transact the affairs and business of the PTC in the intervals between general meetings of the PTC; shall facilitate all other committees of the PTC, shall prepare the agenda for each general meeting of the PTC, shall prepare the initial budget for approval by the membership, and shall take whatever steps are necessary to promote the good and welfare of the PTC.

SECTION 3 The Superintendent shall be an ex-officio member of the Executive Committee and shall have no voting privilege. All other members shall have voting privileges.

SECTION 4 The officers of the PTC shall be:

1. President,
2. Vice-President for Avoca West
3. Vice-President for Marie Murphy
4. Secretary
5. Treasurer
6. At least one Director, preferably several
7. Faculty representative from Avoca West, and
8. Faculty representative from Marie Murphy.

SECTION 5 The faculty representative from each school who shall serve on the Executive Committee shall be selected by the teaching faculty of that school.

SECTION 6 The duties of the officers shall be:

1. PRESIDENT

The President shall preside at all general and special meetings of the PTC and of the Executive Committee. The President may serve as a member of all committees; shall call all meetings of the PTC and the Executive Committee, except as provided in Article IV, Section 3 of the Bylaws and Constitution.

2. VICE-PRESIDENT for AVOCA WEST

The Vice President for Avoca West shall act as an advisor to the President; shall serve as liaison between the Executive Committee and the various committees for Avoca West as designated by the Executive Committee; shall attend monthly PTC meetings; and shall perform such other duties as the President may from time to time delegate.

3. VICE-PRESIDENT for MARIE MURPHY

The Vice President for Marie Murphy shall act as an advisor to the President; shall serve as liaison between the Executive Committee and the various committees for Marie Murphy as designated by the Executive Committee; shall attend monthly PTC meetings*;* and shall perform such other duties as the President may from time to time delegate.

4. SECRETARY

The Secretary shall keep minutes of all proceedings of the PTC and the Executive Committee; shall distribute minutes of the prior meeting to members at the start of the next meeting; shall post all notices required by the PTC's Constitution or By-Laws. In addition, the Secretary shall conduct all general correspondence in the name of the PTC;-shall make public the agenda for all the regular PTC meetings no later than a week before each meeting*;* and shall collect nominations for office, publish the names of nominees, and prepare ballots for the general election; shall attend monthly PTC meetings; and shall perform such other duties as the President may from time to time delegate.

5. TREASURER

The Treasurer shall collect and receive all monies due the PTC and be the custodian of its funds. The Treasurer shall disburse funds only upon due authorization of the Executive Committee in accordance with its disbursement procedure. The Treasurer shall attend monthly meetings and report on PTC finances at each PTC meeting and at the end of the fiscal year shall submit an annual financial statement. At the end of each fiscal year (defined as July 1 to June 30) the books shall be audited. The auditor will be determined by the membership at the final meeting of the school year. After the end of the term, and until the following September meeting, the outgoing Treasurer shall assist the Executive Committee, shall advise on disbursement for PTC obligations of the previous year and the preparation of the budget for the coming year, and shall retain the power to make disbursements. At the end of her/his term, the outgoing Treasurer shall transfer to the successor in office all books, monies and papers.

6. DIRECTOR

A director shall act as advisor to the President, shall serve as liaison between the Executive Committee and one or more Program/Event Committees (i.e. Fundraising, Membership, Communications) as designated by the Executive Committee; shall attend monthly PTC meetings*;* and shall perform such other duties as the President may from time to time delegate. Responsibilities of the Director(s) shall include, but not be limited to:

a) Maintaining a list of dues-paying members

b) Coordinating fundraising activities

c) Coordinating community building activities

d) Publishing regular district-wide communications

e) Coordinating volunteers for all committees, events, and programs

7. FACULTY REPRESENTATIVES (at least one from each school)

Faculty Representatives shall serve as voting members of the Executive Committee, with each school having one vote. They shall bring to the Committee their views as individuals and as faculty members, act as liaisons between the Committee and the Faculty and help improve communication between faculty and parents.

ARTICLE VIII—NOMINATIONS AND ELECTIONS

SECTION 1 PTC Officers for the subsequent year shall be nominated between January 1 and February 28. Any PTC member may nominate a PTC member, including him or herself, to be an officer. Nominations shall be submitted in writing to the Secretary of the PTC. If there are no nominations for certain officer positions, then the Executive Committee will form a Search Committee at the March PTC meeting. The Search Committee will be led by a member of the Executive Committee whose term is not expiring that year, and the committee will consist of at least two PTC members. On or about May 1, the Secretary shall make public through a notice sent to each member and by posting a notice at Marie Murphy and Avoca West a list of those persons nominated for each office.

SECTION 2 The final list of nominees shall be posted in a notice at Marie Murphy and Avoca West prior to the final annual meeting which shall occur during the regular school year, but in no event later than June, together with a notice of election to be held at the final annual meeting which shall occur during the regular school year, but in no event later than June. The final list of nominees shall be introduced at the May PTC meeting and given the opportunity to speak.

SECTION 3 Officers shall be elected at the final annual meeting occurring during the regular school year, but in no event later than June. No more than 50% of the Executive Committee will change each year. Voting for election of officers shall be by written ballots prepared by the Secretary. Write-in votes will not be counted nor will absentee votes or proxies be permitted. The candidate receiving the most votes for each office will take the office.

SECTION 4 Nominees for office elected at the final annual meeting shall take office in July. They shall serve for a two year term, unless otherwise indicated.

SECTION 5 No officer of the PTC shall serve more than two consecutive terms in the same office, unless no other qualified candidate can be found to replace an existing officer.

SECTION 6 Any elected officer of the PTC may be impeached for misfeasance, non-feasance, and malfeasance, willful violation of the PTC Bylaws and Constitution, theft of PTC funds, fraud committed in the name of the PTC or School District, or any act or utterance detrimental to the good name or beneficial structure of the PTC or the School District. Recommendation for impeachment of any officer so charged must be made by an elected officer of the PTC and approved by two-thirds (2/3) of the membership of the Executive Committee. Impeachment may be accomplished only by a vote of two-thirds (2/3) of the general membership of the PTC present at a special meeting called for the specific purpose of an impeachment vote, during which meeting the charges requiring impeachment shall be presented to the general membership.

SECTION 7 The President shall declare that a vacancy exists when an officer resigns or fails to attend three consecutive meetings without good cause. Vacancies occurring in any PTC office shall be filled from among the general membership of the PTC. A candidate for replacement is to be chosen by a simple majority of the Executive Committee and approved by a majority vote of the members present at the next regularly scheduled meeting of the PTC after the candidate has been chosen. Any person filling such a vacancy shall only serve to the end of the original term.

ARTICLE IX—AMENDMENTS

SECTION 1 Proposed amendments to this Constitution and Bylaws must be submitted in writing to the Executive Committee at least five days prior to a regular meeting of the Executive Committee.

SECTION 2 No proposed amendment to this Constitution and Bylaws shall be presented to the general membership of the PTC without prior approval by a two-thirds majority of the Executive Committee.

SECTION 3 This Constitution and Bylaws may be amended by a two-thirds vote of those present at a meeting of the PTC, provided that not less than fifteen members are present, and notice of the proposed amendment shall have been given at least thirty days prior to the date on which voting is to occur, said notice to be effected by posting in each of the school buildings and on the PTC web page.