



Tonica Parent Teacher Community Group

Community Consolidated District 79

PTC Constitution & Bylaws

ARTICLE I: NAME

The name of this organization shall be the Tonica Parent Teacher Community (PTC) Group.

ARTICLE II: ARTICLES OF ORGANIZATION

This organization exists as an unincorporated, nonprofit tax-exempt organization and shall be operated exclusively for educational and charitable purposes as defined in Section 501(c)(3) of the Internal Revenue Code. Its "Articles of organization" comprise these bylaws and any educational amendments therein:

ARTICLE III: STATEMENT OF PURPOSE

The objectives of the Tonica PTC Group shall be:

1. To promote a sense of school spirit
2. To give parents, faculty, students and administration an opportunity to exchange ideas and to work together toward the betterment of Tonica Grade School (TGS)
3. To plan and conduct special events to raise funds which will be used to enrich the TGS curriculum and student experience
4. To support student educational enrichment and extra-curricular activities
5. To assist and show appreciation for the faculty, staff and administration

ARTICLE IV: MEMBERSHIP

Membership is open to all parents/guardians of the students enrolled in Tonica Grade School, residents of the district, to faculty, staff and administrators of the school without regard to race, religion, gender, ethnicity or sexual orientation. All active members have the opportunity to attend events in which funds have been provided by the PTC Group. There will be no membership dues for any member.

Membership renews at the start of each new school year beginning in August. In order to maintain member active status with voting rights, you must:

- participate in at least one meeting per year
- help with a minimum of one event per year
- and/or respond to communications from the PTC President

Those not participating in the above guidelines forfeit their right to vote and receive updates on decisions.

ARTICLE V: POLICIES

To protect the rights of individuals and the ongoing educational program, the Tonica PTC Group agrees to abide by the following basic policies:

1. To encourage and support the works of the PTC Group
2. To be non-commercial, non-sectarian and non-partisan
3. To have educational, fund-raising and social activities, which shall be developed through events, committees and projects
4. To not seek to direct the administrative activities of the school or to control its policies
5. To respect the legal rights of individuals, students, parents and community
6. To understand that all work done by any member for or on behalf of this organization shall be made on a voluntary basis
7. To understand that Tonica Grade School is not responsible for the conduct of the Tonica PTC Group and that they are in fact, two completely separate organizations.

ARTICLE VI: OFFICERS AND BOARD MEMBERS

The officers of this club shall be President, Vice-President, Secretary and Treasurer. They shall serve as the Executive Committee of the PTC. Said officers are in place by volunteering and are appointed by the general PTC. If an officer vacancy occurs and/or another general member of the PTC would like to volunteer, it will be voted upon at the next meeting. Executive Committee duties include:

1. Developing a balanced budget for presentation at the first PTC meeting
2. Making recommendations to the general membership
3. Making expenditure recommendations
4. A majority of the committee may act in an emergency without the consent of the general membership
5. Filling any vacancies occurring during the year
6. Researching fund-raising opportunities
7. Planning future PTC calendar of events for approval

ARTICLE VII: DUTIES OF OFFICERS

President

1. Shall preside at and conduct all meetings of the PTC and Executive Committee
2. Act as liaison between the Principal and Executive Committee
3. Be co-responsible with the Treasurer for checking and/or savings account
4. Regularly check the PTC mailbox
5. Coordinate all personal PTC correspondence; i.e. thank you notes, sympathy notes, ordering flowers
6. Represent the PTC at school meetings if needed
7. Help coordinate PTC newsletter with the Secretary
8. Provide the agenda prior to scheduled meetings and give to Secretary to maintain as historical record
9. Perform other duties as designated by the committee

Vice President

1. Conduct meetings in the absence of the President
2. Assist President with duties
3. Record minutes of meeting in absence of Secretary
4. Serve as President in the event of a vacancy until a new President is appointed
5. Perform other duties as designated by the committee

Secretary

1. Record and distribute minutes of PTC and Executive Committee meetings
2. Maintain copies of the agendas and minutes of previous meetings as historical record
3. Maintain a copy of the bylaws for historical record and amend said bylaws as necessary once approved by a majority vote
4. Help coordinate PTC newsletter with the President
5. Call meetings to order in absence of President and Vice President
6. Perform other duties as designated by the committee

Treasurer

1. Be co-responsible with President for checking and/or savings account
2. Receive and deposit all monies
3. Keep an accurate record of all receipts and expenditures
4. Keep track of all PTC donations and provide for payment of bills
5. Prepare financial report as needed to present at PTC meetings
6. Be responsible for the filing of annual reports to the IRS and other governmental bodies as required by law
7. Provide cash boxes at all PTC events needing one
8. Perform other duties as designated by the committee

ARTICLE VIII: EXECUTIVE COMMITTEE

1. The executive committee shall consist of the nominated or volunteering officers of the PTC
2. The duties of the Executive Committee shall be to transact necessary business at the intervals between PTC meetings
3. No two members of the same family shall serve on the Executive Committee at the same time

ARTICLE IX: MEETINGS

1. The Executive Committee shall meet as necessary
2. PTC meetings shall be held on an "as needed" basis as deemed necessary by the President
3. PTC meetings may be held on public or private property

4. The members in attendance at a duly called general membership meeting shall constitute a quorum. A majority of the Executive Committee shall constitute a quorum of that committee

5. A motion shall be passed by a majority of the members present

6. Citizens of the district are welcome to attend

ARTICLE X: BUDGET AND FINANCE

1. The Tonica PTC Group will remain a separate entity from the Tonica Grade School for tax purposes.

2. All funds of the PTC shall be maintained in an insured FDIC deposit account in a bank or savings and loan institution

3. Expenditures less than \$150 may be approved by the Executive Committee without the general PTC's consent for regular occurring items such as flowers, baskets, cards, faculty meal events, etc.

4. Expenditures over \$150 or for non-recurring events will be put to a vote by the general membership for approval before being spent

5. Any cash deposits (exceeding \$100) must be verified by two PTC members

6. No two PTC members of the same family shall be allowed to verify monies i.e. deposits and withdrawals

7. A minimum of \$500 shall remain in the treasury each year as a contingency fund to be passed to any future PTC board in order to provide operating funds to begin the PTC's activities for that year

8. No loans shall be made by the organization to anyone

9. All funds are to be spent equally without regard to gender or grade level. The PTC may make recommendations as to fund expenditure, however, in order to ensure Title IX compliance, the district shall ultimately be responsible for the distribution of said funds

ARTICLE XI: DISSOLUTION

In the event that Tonica PTC Group membership unanimously decides to dissolve the organization, all remaining assets/funds shall be spent for the benefit of the students at the Tonica Grade School district prior to said dissolution.

ARTICLE XII: AMENDMENTS

The bylaws may be amended at any general meeting of the organization by a majority vote of the members present.

PTC Bylaws

Created August 26, 2016

By Catherine Lambert, PTC Secretary

Amended October 10, 2022

By Catherine Lambert, PTC Secretary