

Maidu/Excelsior Schools Parent Teacher Club
1950 Johnson Ranch Drive
Roseville, California 95661

PARENT TEACHER CLUB STANDING RULES

ARTICLE I. Membership

The name of this organization shall be the Maidu-Excelsior Elementary Schools Parent Teacher Club (PTC). Although Maidu (K-3) and Excelsior (4-6) are two separate schools, the PTC shall act as one entity for the improvement of both schools. This was affirmed by a parent survey in January 2000 and by a vote of the Executive Committee and General Membership that same year.

ARTICLE II. Association

Articles of Association formed this PTC in the State of California on December 2, 1996, with the organization number of 9768370.

ARTICLE III. Nonprofit Status

This is a nonprofit tax-exempt organization. The Internal Revenue Service (IRS) employer identification number is 68-0391325 and was assigned on December 24, 1996. This number is to be used on all federal tax forms, tax payments, and tax related correspondence. The California tax-exempt number is CT-110072.

ARTICLE IV. Check Signatures

The signatures of the President, Vice President and Treasurer shall be on the authorized signature cards for the Maidu/Excelsior PTC general and scrip bank accounts. For purposes of the Maidu/Excelsior PTC scrip account, the signatures of the In-Stock and Electronic Coordinators shall also be on the authorized signature card. Two (2) authorized signatures shall appear on all checks. In the event that two (2) or more members of the same household hold offices with the Maidu/Excelsior PTC, only one (1) shall co-sign financial documents.

ARTICLE V. Deposits and Reimbursements

When making cash deposits, two people must count and verify money. Coins need to be rolled if possible, and two signatures need to be on the itemized reimbursement sheet provided by the Treasure. Checks are to be put in order from the smallest amount to the largest and two original calculator tapes, which verify the same total, are to accompany the deposit.

When requesting a reimbursement attach the original receipt (no photocopies) to the request form. All requests for reimbursements must be made prior to the end of our fiscal year June 30th. The Treasure's books are closed at that time.

ARTICLE VI. Audits and Account Transfer

In January of each year, the Audit Committee, consisting of the Treasurer and the three (3) members of the general membership appointed by the President who serve on the Budget Committee, shall conduct an informal audit of the PTC books and records. This review is in addition to the required Eureka Union School District formal audit, which occurs after June 30.

In January and May of each year, the Executive Committee shall review the Scrip account balance with the hope of transferring to the general PTC account any funds above those needed to operate the Scrip program in an efficient and cost productive manner.

ARTICLE VII. Meetings

General PTC meetings shall be held monthly during the school year. The President, in consultation with the Maidu/Excelsior PTC Executive Committee, shall determine dates and time. Board of Directors and Executive Committee meetings shall be held at the discretion of the President. The President, a majority of the Executive Committee, or a majority of the Board of Directors, with a minimum notice of five (5) calendar days to the membership stating the business to be conducted, may call special meetings.

ARTICLE VIII. Nominating Committee

In February, the President shall appoint five (5) members to a Nominating Committee to present a slate of officers to be voted upon at the March meeting. Any position may be shared by two or more individuals with duties divided by mutual agreement. Nominations are in order from the floor. Members of the Nominating Committee are not barred from becoming nominees for elected office.

The Nominating Committee should make known to the general membership, a least five (5) calendar days prior to the election, the proposed slate of officers.

ARTICLE IX. Election of Officers

Officers shall be elected in March of each year, for a term of one (1) year, effective on July 1. No one person shall remain in the same office for more than two (2) consecutive years.

ARTICLE X. Executive Committee

The Executive Committee shall consist of the following officers: President(s), Maidu Vice-President(s), Excelsior Vice-President(s), Treasurer, Secretary, Administrative Representatives of Maidu and Excelsior and the immediate past president. Dual offices may exist at the pleasure of the President or Co-Presidents.

ARTICLE XI. Duties of the Executive Committee

The duties of the members of the Executive Committee shall be as stated in the Bylaws of the Maidu/Excelsior PTC, and, in addition, members of the Executive Committee shall serve on the Budget Committee. The role of the Executive Committee is to establish, plan, execute, and evaluate goals set by the committee and the general membership of the PTC. Members of the Executive Committee shall also provide oversight and serve as liaison between assigned committees and/or coordinators, and the Executive Committee. The Executive Committee shall also transact necessary business between meetings of the general membership and other such business as may be referred to it by the membership. The Executive Committee has the authority to disburse, without prior general membership approval, up to \$300.00 in any month. All other non-budgeted financial requests beyond \$300 shall be directed in the form of a grant. A majority shall constitute a quorum, and special meetings may be called by the President or by a majority of the Executive Committee, including matters to be decided by phone or through other electronic communication.

The President shall be the chief executive officer of the PTC, and preside at all meetings at which he or she may be President. The President shall develop the agendas for the meetings of the Executive Committee and the general membership. The President shall co-sign or verbally concur with all binding agreements. The President shall make appointments to coordinator positions and committees as designated in the standing rules, with approval of the executive committee, for a term of one (1) year. The President shall be an ex-officio member of all committees. The President shall coordinate and oversee the work of officers and committees in order that the goals of the PTC, as determined by the Executive Committee, may be promoted. The President shall disseminate and communicate information by way of the PTC newsletter and other public forums, including but not limited to, back-to-school nights and new parent orientations. The President shall also attend the district wide

Council of Presidents meetings as called by the Superintendent of the Eureka Union School District. The President shall also determine the duties of the immediate past President.

The Vice President for Maidu and the Vice President for Excelsior shall seek to present to the Executive Committee, and to the general membership, issues of importance pertaining to their respective schools. The Vice Presidents shall serve on the major fundraising committees for each school. The Vice Presidents shall also assist the President when called upon and support the work of the other officers and committees in order that the goals of the PTC, as determined by the Executive Committee, may be promoted. In case of a vacancy in the office of President, the Vice-Presidents shall serve as Co-Presidents until the vacancy is filled by election.

The Secretary shall keep accurate records of all meetings, provide copies of the previous month's minutes for distribution and approval at the next regularly scheduled monthly meeting, and be responsible for correspondence as designated by the President. The Secretary shall also maintain record books, available to members upon request, that will include copies of all minutes, a current copy of the Bylaws and Standing Rules of the Maidu/Excelsior PTC, copies of minutes within seven (7) days of the meeting. In addition, the Secretary shall maintain and make available a copy of the immediate past month's approved minutes, and the agendas for any currently scheduled meetings as soon as they are available. The Secretary shall also serve as Parliamentarian.

The Treasurer shall prepare a written report for each monthly meeting, and at such times as required by the President, indicating the income, expenditures and balance of PTC monies and any variance to the annually approved budget. The Treasurer shall receive and deposit promptly in an authorized PTC account all monies and disburse same according to the approved yearly budget. The Treasurer shall endeavor to reimburse individuals in a reasonably expedient manner. The Treasurer shall assist the President in complying with the requirements set forth by the Internal Revenue Service, and the Registry of Charitable Trusts, Department of Justice, State of California, and shall close the books and help compile information by June 30, the end of the fiscal year, in preparation for the annual audit conducted by the Eureka Union School District.

ARTICLE XII. Board of Directors

The Board of Directors shall consist of the Executive Committee and the Chairpersons of the Standing and Ad-hoc Committees. In April, the Chairpersons of the Standing and any Ad-hoc Committees shall be appointed by the President (with their consent), and ratified by the Executive Committee. In May, incoming Chairpersons of the Standing and Ad-hoc Committees, with input and advice from current Chairpersons of Standing and Ad-hoc Committees, meet to formulate proposed budget targets for the upcoming school year. These proposals are then provided, in writing, to the Budget Committee, which meets and approves a proposed budget --including fundraising goals -- to present to the general membership at the June meeting. The proposed budget shall encumber for the following fiscal year, pending an annual review, \$5,000 to maintain the PTC Scrip account, and \$10,000 for the PTC general fund.

Upon receipt of the final audit report conducted by the Eureka Union School District, the President shall call a special meeting of the Budget Committee to review and update the budget proposal for presentation at the September general membership meeting.

In October or November, following the reporting of fundraising amounts, and receipt of the administrative requests made by the Principals of Maidu and Excelsior, the Budget Committee shall meet and report to the general membership as early as possible any adjustments to the budget made necessary if fundraising goals are not met. Conversely, in the event of a budget surplus the Budget Committee, within the framework of stated PTC objectives and purposes as outlined by the Executive

Committee, shall propose the general membership specific outlays for approval, with the remainder of the funds being allocated to the Grants Fund. The Grants Fund will be available for funding requests throughout the remainder of the school year and shall be disbursed according to the guidelines adopted by the Executive Committee, with all allocations to be ratified by majority vote at General Membership meetings.

The Board of Directors shall also present recommendations to the general membership meeting for action. A majority shall constitute a quorum, and the President or a majority of the Board with five (5) days notice may call special meetings, The President is an ex-officio member of all Standing Committees, all members of the Board of Directors, and all committee members, must submit deposits using the Deposit Itemization form as provided by the Treasurer, which includes provisions to verify all cash deposits. All members of the Board of Directors, and all committee members, must use the appropriate Reimbursements Form as provided by the Treasurer. (see Article V Deposits and Reimbursements).

ARTICLE XIII Conduct of Committee Chairpersons and Committee

Each Committee Chairperson is responsible for contacting the volunteers to their committee, staying within their budget, and keeping the Executive Committee informed of their progress. When possible, the chairperson or member of the committee should report the standing of the committee at the monthly PTC meetings. If necessary, Chairpersons are responsible for securing the facility of their event by submitting a facility request form to the school office. Chairpersons are also responsible for submitting deposits and reimbursements to the Treasurer in a timely manner (refer to Article V Deposits and Reimbursements). Chairpersons and members of the committee need to remember PTC events are family events and need to be geared toward children. Alcohol is not permitted at a school event. Each Committee Chairperson is responsible for maintaining a procedure book and/or folder throughout the year, and providing a copy of such to the incoming Chairperson in May.

ARTICLE XIV. Standing Committees/Ad-hoc Committees

The President and/or a majority vote of the Executive Committee may establish Standing Committees and/or Ad-hoc Committees, as needed.

ARTICLE XV. Declaration of Vacancy for Officer/Chairperson

Any office may be declared vacant if the officer or chairperson is absent for three (3) consecutive meetings, unless excused by the President.

ARTICLE XVI. Standing Rules Amendments and Revisions

Standing rules may be amended or suspended at any general membership meeting by a two-thirds (2/3) majority vote of those in attendance and voting; or, if previous notice given (at least five (5) days), by a majority vote. Standing rules revisions shall be presented at the last general membership meeting in June for adoption the following year or during the school year, by determination of the Executive Committee, should an unforeseen and/or urgent need arise.