

**Delta Elementary Charter School
Parent Teacher Committee (DECS PTC) By-Laws**

2024 amended

Article I - Name

The name of the organization shall be the Delta Elementary Charter School Parent Teacher Committee (PTC), and referred to herein as “DECS PTC”.

Article II - Purpose and Mission Statement

The DECS PTC is organized for charitable and educational purposes and has the following objectives:

1. To support Delta Elementary Charter School, referred to herein as “DECS”, in efforts to educate our children.
2. To enhance the overall educational environment at DECS by promoting volunteerism and parent and community involvement.
3. To build a partnering atmosphere, including enhanced communications among parents, teachers, and school administration, and the Clarksburg community.
4. To promote and support programs that result in educational excellence and achievement as outlined in our school’s mission statement, charter, and California State Academic Content Standards.
5. To financially support the school through fundraising in order to purchase equipment and supplies for the school and to fund special programs.

Article III - Membership

Section 1. Board Members. The Board includes: President, Vice-President, Secretary, Treasurer, and Parent Coordinator. Voting members shall have the right to vote on all issues at board and general meetings.

Section 2. General Members. All parents and/or legal guardians of students who currently attend DECS and all current faculty and staff of DECS are granted General Membership to the DECS PTC. General Members shall have the right to attend, participate, and vote in all General Meetings and activities of the DECS PTC. Members have one vote per household.

Article IV - Finances

Section 1. The DECS PTC operates under the umbrella of River Charter Schools, which is a non-profit organized exclusively for the charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or the

corresponding Section of any future tax code (hereinafter "Internal Revenue Code"). As such, the DECS PTC shall abide by applicable local, state, and federal laws concerning non-profit organizations.

The DECS PTC shall be non-commercial, non-sectarian, non-partisan, and non-discriminatory. The name of the DECS PTC or the names of any members in their official capacity shall not be used for any commercial, partisan, or sectarian purpose.

The DECS PTC shall not enter into membership with other associations except with the approval of the executive board, but may cooperate with other associations/organizations and agencies concerned with child welfare and education.

Section 2. A tentative budget shall be drafted in Spring for the following school year and approved at a fall meeting by a majority vote of the members present. The budget shall provide adequate funds to cover previous debt and provide for start-up costs for the following year.

Section 3. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 4. The board shall approve all expenses of the organization.

Section 5. Authorized signers shall be the president, treasurer, and principal.

Section 6. The DECS PTC fiscal year shall begin on July 1 and end on June 30.

Section 7. Upon dissolution of the DECS PTC, any remaining funds should be used to pay any outstanding bills, and with the membership's approval, spent for the benefit of the school.

Article VI – Executive Board Composition and Duties

Section 1. Membership. The Executive Board shall be comprised of the following officers:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary
- E. Parent Coordinator

Officers shall serve a term of two years. The Vice-President and President shall have

served as a member of the Executive Board prior to taking office.

If there is a vacancy in the office of President, the Vice President will become the President. If there is a vacancy in any other office, a special election will be held to fill the vacancy at the next regular meeting.

Section 2. Duties. The duties of the Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Removal of officers. Officers may be removed from office by a majority vote of the general membership at a regularly scheduled general meeting for failure or inability to fulfill the duties of his or her office or for engaging in conduct that is injurious to the organization or its purpose.

Section 4. Executive Board Meetings. The DECS PTC Board shall meet at least a week prior to each general meeting, unless otherwise ordered by the DECS PTC Board. If necessary, meetings may take place via communication through emails, conference calls, and or a variety of messaging programs. At least 4 Board members shall constitute a quorum for the transaction of business in any Board meeting.

Section 5. Duties of Board Members.

a. **President:** The duties of the President shall include:

1. Presiding at all General Meetings of the organization and the Executive Board.
2. Setting the agenda for general and Executive Board Meetings
3. Coordinating and monitoring the work of officers and committees of the DECS PTC in order that the objectives of the organization may be accomplished.
4. Appointing all special committees and chairpersons with the approval of the Board.
5. Assume the duty of "Event Coordinator" and appoint and assist necessary chairpersons in planning, organizing and running DECS PTC sponsored events.
6. Provide information concerning DECS PTC activities for publication in the school newsletter as necessary.
7. Serving as the primary contact between the Principal and the DECS PTC.
8. Performing such duties as may be prescribed in these bylaws or assigned by the DECS PTC.
9. Ensuring all contracts and/or legally binding documents are approved by the DECS PTC prior to signing.
5. Research potential field trips and create a field trip binder.

- b. **Vice President:** The duties of the Vice President shall include:
1. Assisting the President
 2. Presiding over the Board and/or General meetings when the President is absent.
 3. Assuming the office of President in the event of a vacancy.
 4. To perform other duties as may be delegated by the Board to the Vice President.
 - ~~5. Oversee the Standing Committee on Fundraising.~~
 6. Keep detailed records of orders and monies received.
 7. Provide the Treasurer with copies of all invoices and records of monies collected.
 8. Report and update the DECS PTC general members of outcome of all fundraisers.
 9. Update and maintain online communications including facebook page and PTC email account and communicate with DECS webmaster to update minutes and agendas to the DECS website.

- c. **Secretary:** The duties of the Secretary shall include:
1. Keeping an accurate record of the proceedings of all Board meetings and General Meetings of the organization.
 2. Presenting minutes of the General Meetings for approval by the General Membership.
 3. Being prepared to refer to minutes in previous meetings.
 4. Keeping a current copy of bylaws, including addendums.
 5. Recording attendance of all DECS PTC Board and General DECS PTC meetings.
 6. Handle all duties associated with Board nominations and elections.
 7. Handle all correspondence associated with DECS PTC business: including letters of request for donations and thank-you letters to sponsors.
 8. Performing other duties as may be delegated by the Board to the Secretary.

- d. **Treasurer.** The duties of the Treasurer shall include:
1. Keeping permanent books of account and records that shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization. The books of account and records shall be at reasonable times open to inspection by any member of the organization in the presence of a witness.
 2. Receiving all monies for the organization, giving receipt and depositing them in the name of the organization in a bank approved by the Board.
 3. Receiving and maintaining a copy of the deposit slip for any deposit made.
 4. Retaining financial records in compliance with state and federal law.
 5. Keeping the membership informed of expenditures as they relate to the budget.

6. Presenting a statement of account at every General Meeting of the organization.
7. Filling out and forwarding all necessary tax forms required by any government agency to the school's financial officer or an independent agent for completion.
8. Prepare an initial budget for the organization by the end of June. The final budget will be reviewed with the entire organization at the 1st general meeting of each new fiscal year.
9. Prepare the books of the DECS PTC to be included in the annual school audit of River Charter Schools or upon request of the school's chief financial officer for review.
10. Perform other duties as may be delegated by the Board to the Treasurer.

e. **Parent Coordinator.** Duties of the Parent-Coordinator shall include:

1. Recruit parents to serve on a variety of committees to support the goals and objectives of the DECS PTC.
2. Recruit and organize room parents to support the classroom teachers in communication and classroom activities.
3. Act as a liaison between teachers and DECS PTC.
4. Act as a liaison between DECS Board Members and DECS PTC and attend and /or present at DECS Board meetings when necessary.
6. Perform other duties as may be delegated by the Board to the Parental Involvement Coordinator.

Article VII – Nominations and Elections

Section 1. Elections will be held at the last meeting of the school year, every other year beginning May 2024. Two weeks prior to the elections, all general members have the right to submit their name for candidacy for any position for which they are eligible. If more than one person is running for an office, a ballot vote shall be taken.

Article IX - General Membership Meetings

Section 1. General Membership meetings are open to all parents and/or legal guardians of students who currently attend DECS and all current faculty and staff of DECS.

Section 2. General DECS PTC meetings will be held quarterly from August to May of each academic year. All Board and General Members present may vote.

Section 3. Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws or any other special/ standing rules.

Article X – Committees

Committees may be formed for the purposes of organizing and collaborating on specific projects or events.

Article XI – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XII – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing prior to that meeting and then sent to all members of the organization. Notice may be given by email or hard copy. Amendments will be approved by a two-thirds vote of those present.