



Ray D Corbett Junior High School Parent Teacher Club (PTC)

BYLAWS

Ray D. Corbett Junior High School PTC
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Article I – Name of Organization and Statement of Purpose & General Guidelines

Section 1.01 – Name

*The name of this organization shall be the **Ray D. Corbett Junior High School Parent Teacher Club.** Here after referred to as the **Corbett PTC.***

Section 1.02 – Purpose

To provide communication, cooperation and better understanding between Educators and Parents through working together in the best interest of the Students. Unite Educators and Parents in promoting and organizing activities which will assist in better education programs and which will cultivate a closer relationship between home and school. To conduct discussions so that a mutual understanding of the problems and areas of concern within the school and community can result and that effective solutions to these problems and concerns may be generated.

Section 1.03 - General Guidelines

*All activities conducted by members and officers of the Corbett PTC will be IAW (IAW) established policies, guidelines and standards with Ray D. Corbett Junior High School and the Schertz-Cibolo-Universal City Independent School District (SCUCISD). No part of the net earnings of the Corbett PTC shall be to the benefit of, or be distributable to, its members, trustees, or officers. No officer or member shall receive any compensation, or benefit from performing reasonable services rendered **to make payments and distributions in furtherance of the objectives set forth in item Article 1 hereof.** The Corbett PTC shall not authorize payments for any goods or services offered by a member, officer, or other provider whose price exceeds the fair market value of other available comparable offerings. Every reasonable effort should be made to evaluate competing offerings to obtain the best overall value.*

Article II – Membership

Section 2.01 – Qualifications

All parents, guardians or other persons with a child enrolled and attending Ray D. Corbett Junior High School and members of the licensed teaching staff shall be considered voting members of the organization. The Principal and Assistant Principals shall be non-voting, advisory members of the organization.

Section 2.02 – Rights and Responsibilities

The members shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on committees and be nominated and elected to office. Voting members shall have the right to vote for the officers, review and approve the annual budget and approve amendments to these bylaws.

Section 2.03 – Quorum

*The members present at any membership meeting of the organization, provided at least **five (5) members** are present, shall constitute a quorum for the transaction of business. A sign-in roster should be completed at every meeting to validate quorum. In the absence of a quorum, the membership may not take action. In that event, any matter brought before the membership at a meeting in which a quorum is not present, shall be discussed and decided by the Executive Board.*

Section 2.04 – Meetings

There shall be at least two general meetings of the membership. One in May at which the officers are elected and a second in September to establish and approve a budget for the school year. Additional business or special meetings may be held alone or in conjunction with an event sponsored by the organization as is determined by the Executive Board or at the request of ten (10) or more members in writing to the Executive Board.

Article III – Executive Board

Section 3.01 – Membership

The Executive Board shall consist of the elected officers of the organization.

Section 3.02 – Authority

The affairs, activities and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

Section 3.03 – Meetings

The Executive Board shall meet monthly to prepare for general membership meetings and to conduct the affairs of the organization.

Section 3.04 – Quorum

A quorum of the Executive Board for the conduct of business shall consist of at least three (3) officers in attendance.

Section 3.05 – Action without a Meeting

Any action required or permitted to be taken at a meeting of the Executive Board (including an amendment of these bylaws or recommendation/formation of any committee) may be taken without a meeting, if all the members of the Board consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Executive Board.

Section 3.06 Participation in Meeting by Conference Call

Members of the Board may participate in a meeting through the use of a conference call or similar communications technique (to include the use of a speaker on a cell phone, etc), so long as members participating in such meeting can hear one another. Members participating in a meeting via call will be annotated on the sign-in roster and will be included in the determination of quorum.

Section 3.07 Reimbursement

Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the organization's financial policies and prior approval. Prior approval shall be provided by an officer that is not the recipient of the reimbursement and has check signing authority.

Article IV – Officers and Their Elections

Section 4.01 – Officers

The officers of this organization shall include one President, one or more Vice Presidents (i.e. 7th grade VP and 8th grade VP), a Secretary and a Treasurer. Due to the magnitude of the Secretarial duties, which include all Social Networking, a Social Networking Secretary shall be included if the membership size supports it. As a best practice, an Auditor may be elected if the membership size supports it. Additional officer(s) may be elected dependent on the ability of the membership body to support, and may include, but are not limited to a Volunteer Coordinator, a Box Tops Coordinator, etc.

Section 4.02 Election

A nominating committee composed of the current President and at least one additional officer shall begin seeking nominees in February of the year in which the candidates will be elected and develop a slate of candidates. Candidates and nominations should also be sought from the incoming student body thus participation in Corbett orientation for incoming 7th graders or visitation to 6th grade feeder campuses PTCs, etc is highly encouraged. The candidates shall be announced to the membership as soon as possible. Additional nominees may be solicited from the floor on the day of the election. All candidates should be notified or, and invited to, the election. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor.

Officers shall be elected at the May meeting of the organization by the members present. Officers shall assume their official duties on the last day of the current school year following their election.

Section 4.03 Terms

Officers shall serve a one-year term. Officers may be elected for up to two consecutive terms in the same office.

Section 4.04 Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

Article V – Duties of Officers

Section 5.01 – President

The President shall be the principal executive officer of the organization and, subject to the control of the Executive Board, shall in general supervise and control all of the activities of the organization. The President shall be a member of the Executive Board and, when present, shall preside at all meetings of the Executive Board and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Board and shall be an ex-officio member of all committees of the organization.

Section 5.02 Vice-President(s)

The Vice-President shall be a member of the Executive Board and, in the absence of the President, shall perform the duties of the President. The Vice-President shall perform such other duties as are assigned by the President or the Executive Board.

Section 5.03 Secretary

The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Board, shall see that all notices are duly given in accordance with these Bylaws, shall be responsible for the publishing of meeting minutes, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board. In the absence of a Volunteer Coordinator, shall also manage and keep an accurate tally of the volunteer records

If the membership size supports a division of labor, the Social Networking Secretary shall manage all social media communication to include Facebook, email, Remind, Instagram, Twitter, and any other social media sites deemed appropriate to communicate with the membership and the Executive Board. The Social Networking Secretary will also complete the duties of the Secretary in the Secretary's absence as well as any other duties as may be assigned by the President or the Executive Board.

Section 5.04 Treasurer

The Treasurer shall be a member of the Executive Board. The Treasurer is the authorized custodian to have oversight of all funds of the organization IAW the organization's financial policies. The Treasurer will organize, document, and record all financial activities. The Treasurer will be diligent and conscientious in ensuring all funds are received and spent IAW the organization's tax-exempt purpose, bylaws and budget. The financial records belong to the organization and must be available to the other officers and members upon request.

The Treasurer shall:

- Prepare an annual budget for review and approval by the members.
- Ensure that numbered receipts are provided for cash received by the organization.
- Ensure that all funds are deposited in a timely manner into the organization's authorized bank account(s).
- Ensure that payments and disbursements are authorized by an approved budget, or an amendment to the budget.
- Present a written financial report (including income and expenditures and comparing budgeted amounts to actual year-to-date amounts), at each General Membership Meeting and at other times as requested by the Executive Board.
- Ensure that an annual financial review or audit, as appropriate based on budget size, is conducted and presented to the Executive Board, General Membership, and other stakeholders.
- Maintain financial records (including financial reports, checkbook(s), bank statements, deposit slips, cash tally sheets, documentation regarding transactions, IRS Form 990 documents, etc.) and provide all documents to the new treasurer.

Article VI – Finances

Section 6.01 Budget

The Executive Board shall present to the membership at the first regular meeting of the membership of the new school year or as soon thereafter as practical, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the membership.

Section 6.02 Obligations

The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of material or services on behalf of the organization.

Liability Insurance must be maintained by the PTC IAW SCUCISD guidelines.

Section 6.03 Loans

No loans shall be made by the organization to its officers or members.

Section 6.04 Checks

*All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer or by any other person as authorized in writing by the Executive Board, except that checks of **\$250.00** or more must have the signature of at least two officers, such as the Treasurer and the President. Such checks shall be annotated with this requirement above the signature line as follows, **“Two signatures required for checks in the amount of \$250 or more.”***

Section 6.05 Banking

The Treasurer shall ensure that all funds of the organization are deposited in a timely manner to the credit of the organization in such banks or other depositories as determined by the Executive Board. All deposits and disbursements shall be documented by a receipt, an invoice, or other written documentation. Sequentially numbered receipts shall be provided, with a copy kept, whenever cash is turned over or collected. All deposits and/or disbursements shall be made as soon as practical upon receipt of the funds, normally daily, after received and counted.

If debit or credit cards are established in the name of the organization, a policy approved by the Executive Board shall be developed and used that includes a limit of the authorized users, daily/monthly/annual spending limits, and review and oversight provisions. No personal charging on the card by the authorized users shall be allowed.

Section 6.06 Financial Controls

The organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that, minimally:

- All expenses must be approved by the membership by way of approval of an annual budget, or amendments thereto, or be approved by separate resolution of the Executive Board;
- Checks exceeding **\$250** must be endorsed by at least two officers authorized by resolution of the Executive Board, and checks of the organization shall include above the signature line a notice to this requirement;
- An officer or other person without check signing authority (the Auditor) elected or designated by the Executive Board shall review and reconcile all bank statements on a monthly basis; and,
- A committee of at least two (2) persons without check signing authority shall annually review all corporate finances, or hire and supervise an outside accountant or auditing firm to conduct a review of corporate financial records.
- All funds will be managed IAW section 501(c) (3) of the IRS Code. Authorized tax code numbers and determination paperwork will be retained indefinitely.

Section 6.07 Financial Report

The Treasurer shall present a financial report at each membership meeting of the organization and prepare a final report at the close of the year IAW the organization's financial policies. The Executive Board shall have the report and the accounts examined annually. If the organization grosses less than \$100,000 per year, the financial practices and accounts may be reviewed by an internal audit committee. The audit committee shall consist of two or more Board or voting members of the organization who are not involved in the routine handling of the organization's finances, including not having signature authority on bank accounts or approval authority over disbursements. If the organization grosses over \$100,000 in receipts, an external professional, such as a certified public accountant (CPA), shall be hired by the audit committee to perform a financial review or compilation. A full audit shall be conducted by an external CPA when annual gross receipts equal or exceed \$250,000.

Section 6.08 Fiscal Year

The fiscal year of the organization shall be from July 1 to June 31 but may be changed by resolution of the Executive Board.

Section 6.09 Financial Record Retention

All records of the organization shall be maintained and destroyed IAW law and standard record retention guidelines. Financial records shall be maintained as follows:

RECORD	HOW TO STORE	PERIOD OF TIME
Year-end Treasurer's financial report/statement, annual Internal Financial Review Reports, IRS Form 990s, Tax IRS Determination Paperwork & Correspondences	Store in corporate record book, binder, or cloud-based software linked to the organization.	<u>At least seven (7) Years</u> Consider keeping permanently.
Bank statements, cancelled checks, check registers, invoices, receipts; cash tally sheets, investment statements, and related documents.	Compile & file records on a yearly basis. Store in binder or cloud-based software linked to the organization.	<u>Seven (7) Years</u> Store w/ financial records. Destroy after seven years.
Treasurer's reports (monthly)	Compile & file records on yearly basis. Store in binder or cloud-based software linked to the organization.	<u>Three (3) Years</u> Store w/ financial records. Destroy after three years.

Article VII – Conflicts of Interest

Section 7.01 Existence of Conflict, Disclosure

Officers and members of the Organization should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Organization. A conflict of interest may exist when the direct, personal, financial or other interest(s) of any officer or member competes or appears to compete with the interests of the Organization. If any such conflict of interest arises, the interested person shall call it to the attention of the Executive Board for resolution. If the conflict relates to a matter requiring board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Executive Board excluding the person who is the subject of the possible conflict.

Section 7.02 Non-participation in a Vote

The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However, the person may be permitted to provide the Board with any and all relevant information.

Section 7.03 Meeting Minutes

The minutes of the meeting of the Board shall reflect that the conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.

Section 7.04 Annual Reviews

A copy of this conflict of interest statement shall be furnished to each officer and/or member who is presently serving the Organization, or who hereafter becomes associated with the Organization. This policy shall be reviewed annually for information and guidance of officers and members, and new officers and members shall be advised of the policy upon undertaking the duties of their offices.

Article VIII – Property of the PTC

Section 8.01 Inventory

There shall be an inventory of all PTC property at the end of each school year. A committee assigned by the Executive Board President will conduct the inventory. Any equipment will be added to the inventory as it is purchased. A complete inventory will be kept in the PTC file box. Equipment belonging to the Corbett PTC shall not be loaned to another school or organization without the approval of a majority of the Executive Board. When equipment is loaned out, a member of the Executive Board must be present during its use and will be responsible for the equipment while it is loaned out. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501C(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Article IX – Indemnification

Every officer of the Executive Board or member of the Organization may be indemnified by the Organization against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or member in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board or due to misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Organization. The foregone right of indemnification shall be in addition, and not exclusive of, all other rights which such officer of the Board or member is entitled.

Article X – Amendments

These Bylaws may be amended at any regular or special meeting of the membership by a majority vote of the members present, provided that at least thirty (30) days notice of the proposed amendments have been made to the membership, or alternatively the membership waives the required notice.