

ATLANTA NEIGHBORHOOD CHARTER SCHOOL
Parent, Teacher and Community Association Bylaws
Revised March 2013

ARTICLE I - NAME

The name of the organization shall be the ATLANTA NEIGHBORHOOD CHARTER SCHOOL PARENT, TEACHER AND COMMUNITY ASSOCIATION ("ANCS PTCA").

ARTICLE II - MISSION

The function of the ANCS PTCA is to coordinate and promote parent, teacher and community involvement and communication within the school. The ANCS PTCA will encourage a positive, supportive atmosphere to enhance students' educational and extracurricular experiences. The responsibilities of the ANCS PTCA will include fundraising, school-wide volunteer coordination, information sharing within the school and the greater community, hosting and promoting the ANCS PTCA, and other school meetings and functions.

The ANCS PTCA shall not seek to direct the administrative activities of the school or to control its policies.

ARTICLE III - MEMBERSHIP

Membership is open to any parent or guardian with children attending ANCS, ANCS staff, non-ANCS parent neighbors, and community members who are interested in the mission of the ANCS PTCA and who are willing to uphold its policies and bylaws. Parents and guardians are considered members of the ANCS PTCA when dues are paid in full. The Executive Board of ANCS PTCA will review and set annual dues each year.

ARTICLE IV - MEMBERSHIP MEETINGS

Section 1. Meetings

The membership of the PTCA will meet bi-monthly. Meetings will be held at 6:30 pm on the second Tuesday of the following months: September, November, January, March and May. In the event that the meeting date falls on a day that school is not in session, the meeting for that month will be held on the third Tuesday of that month. The meeting location will rotate between the two campuses beginning with the elementary school first.

Section 2. AGENDA:

The agenda for the ANCS PTCA meetings shall be distributed in the weekly Courier preceding the bi-monthly meeting and shall be posted on the ANCS website. Requests to present agenda items at an ANCS PTCA meeting must be made to the Presidents of the ANCS PTCA no later than the Monday preceding distribution of the agenda. Requests must include topic and length of time needed to make the presentation. The President may add agenda items of importance or immediate need without

advance notice. Requests to present agenda items to the ANCS PTCA Executive Board may be made at any time to the ANCS PTCA Presidents. Requests must include topic and length of time needed to make the presentation.

Section 3. VOTING

A simple majority of the members present will be necessary to act. Robert's Rules of Order Revised shall govern the ANCS PTCA meetings in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Section 4. MINUTES

Minutes of the bi-monthly ANCS PTCA meeting shall be distributed in the weekly Courier and posted on the ANCS website within two weeks of the ANCS PTCA meeting. The minutes will be subject to approval at the next bi-monthly PTCA meeting. Any revisions (that are not typographical errors) will be noted and distributed within two weeks in the Courier. Revisions will be subject to approval at the next bi-monthly ANCS PTCA meeting. All ANCS PTCA meeting minutes that have been approved by the membership will be posted on the ANCS website.

ARTICLE V - OFFICERS

Section 1. Officers:

Officers of the ANCS PTCA shall be a President, two Vice Presidents (one from each campus), a Treasurer, a Secretary, two Volunteer Chairs (one from each campus), and former PTCA President (*ex-officio* member). Co-officers may also be selected should the Nominating Committee deem it necessary. Officers must be members of the ANCS PTCA and shall be elected for a one-year term in May to begin in June. A majority vote of the members present elects officers. All officers may serve more than one term in the same position or in a different position.

The ANCS PTCA

Officers should not be a chairperson on any committee except in the case of the Volunteer Chair.

Officers of the ANCS PTCA will act with the best interest of the organization and ANCS in mind. The officers must be willing to contribute enough time to serve the ANCS PTCA and further its work. The officers must be willing to learn, grow and want to work well with others as part of a team, showing respect and trust for other officers. They must be interested in all programs within the school and the educational and wellbeing of our children and our community.

Section 2. EXECUTIVE BOARD:

The Executive Board of the ANCS PTCA will consist of the Officers, the Principals, the Executive Director of ANCS, and two Teacher Representatives, one from each campus. The ANCS PTCA Officers, the ANCS Principals, and the Executive Director will appoint the ANCS PTCA Teacher Representatives.

The Executive Board shall approve and schedule all ANCS PTCA programs and activities. The Executive Board shall also transact necessary business in the intervals between regular meetings, including that referred to it by the ANCS PTCA or committees needing assistance.

The Executive Board shall review the Bylaws annually and ensure adherence of the organization to the Bylaws.

Section 3. MEETINGS:

The Executive Board for the PTCA will meet monthly. All meetings will be open to the public. Meetings will take place at 6:00 pm on the third Monday of each month. In the event that the meeting date falls on a school holiday, the meeting for that month will be held on the fourth Monday of that month. The ANCS PTCA Members should be encouraged to attend meetings and contribute ideas, make motions, debate issues and serve on committees.

Section 4. NOMINATIONS:

Officer nominations shall be made by a Nominating Committee of three members appointed by the Executive Board in March. The Nominating Committee shall seek nominations for a President, two Vice Presidents (one from each campus), a Treasurer, two Volunteer Chairs (one from each campus), and a Secretary. The Nominating Committee shall present the slate of nominations at the March PTCA meeting. Elections take place at the May meeting. Additional nominations may be made from the floor with the consent of the nominees.

Section 5. REMOVAL FROM OFFICE:

Removal from office may occur by a majority vote of the Executive Board for missing more than two consecutive Executive Board meetings, failure to perform assigned duties, corruption, or any act that brings dishonor to the organization or negates the objectives of the organization. Removal shall take place after the Executive Board has met in an effort to discuss and resolve the problem. No Executive Board Member has the right to change any decision that the Executive Board has made. If a board member intentionally does not comply with the Executive Board's decision, it may result in removal from the Executive Board.

Section 6. VACANCIES:

A position is declared vacant upon resignation or removal of an officer. A vacancy may be filled, for the balance of the term, via appointment by the two Presidents. The appointment must be approved at the next regular meeting.

ARTICLE VI - DUTIES OF OFFICERS

Section 1. PRESIDENT:

- a. Coordinate the work of the officers and the non-governing board committees to facilitate the mission, goals and objectives of the ANCS PTCA.
- b. Prepare agendas prior to the bi-monthly membership meetings and monthly Officer and PTCA Committee Chair meetings. The agendas shall be included in the Courier preceding the PTCA Meeting.
- c. Convene meetings.
- d. Preside at meetings.
- e. Prepare the annual ANCS PTCA goals and objectives for presentation to the ANCS Board of Directors.

- f. Prepare reports to be presented at bi-monthly ANCS PTCA meetings.
- h. Prepare the quarterly ANCS PTCA Newsletter.
- i. Review the monthly bank statement and Treasurer's report with the Treasurer.
- j. Work with the ANCS PTCA Treasurer and Committee Chairs to prepare the ANCS PTCA Budget.
- k. Ensure appointments of chairs for the ANCS PTCA Committees.
- l. Prepare any necessary correspondence.
- m. Assist with the orderly transition of a new ANCS PTCA President and Officers.
- n. Work with the Principal and Executive Director of ANCS to plan the annual calendar.
- o. Agree to serve as an *ex-officio* officer of the ANCS PTCA Executive Committee the year following active presidency.

Section 2. VICE PRESIDENTS: ONE CO-VICE PRESIDENT FROM EACH CAMPUS

Section 2.1 MIDDLE SCHOOL VICE PRESIDENT

- a. Act as aide to the President regarding Middle School ANCS PTCA activities.
- b. Attend the ANCS PTCA Meetings, ANCS PTCA Executive Board Meetings, and ANCS PTCA Committee Chair Meetings.
- c. Perform the duties of the President in the absence of that officer.
- d. Recruit current parents to partner with new parents at the Middle Campus, assisting and welcoming them to ANCS.
- e. Assist in preparation of the ANCS PTCA Budget.
- f. Coordinate special projects as they arise.
- f. Manage and promote Special Assemblies & Traveling Trunk Shows at the Elementary Campus.

Section 2.2 ELEMENTARY VICE PRESIDENT

- a. Act as aide to the President regarding Elementary Campus ANCS PTCA activities.
 - b. Attend the ANCS PTCA Meetings, ANCS PTCA Executive Board Meetings, and ANCS PTCA Committee Chair Meetings.
 - c. Perform the duties of the President in the absence of that officer. [[is it confusing for both VPs to step in?]]
 - d. Recruit current parents to partner with new parents at the Elementary Campus, assisting and welcoming them to ANCS.
 - e. Ensure that current parents are meeting their obligations and responsibilities in welcoming new families to ANCS.
 - f. Manage and promote Special Assemblies & Traveling Trunk Shows at the Elementary Campus.
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- e. Assist in preparation of the ANCS PTCA Budget.
 - f. Coordinate special projects as they arise

Section 3. VOLUNTEER COORDINATOR: ONE FROM EACH CAMPUS

Section 2.1 MIDDLE SCHOOL CAMPUS

- a. Coordinate school-wide volunteer efforts at the Middle School Campus, including advisory parents.
- b. Assist PTCA Event Chairs (i.e., Grandparents and Special Friends Day, Dine Outs, Dances, etc., as needed, to ensure successful events and programs.

- c. Assign new-family partners with veteran families at the Middle Campus.
- d. Attend the ANCS PTCA Meetings, ANCS PTCA Executive Board Meetings, and ANCS PTCA Committee Chair Meetings.

SECTION 2.2 ELEMENTARY SCHOOL CAMPUS

- a. Coordinate school-wide volunteer efforts at the Elementary Campus, including class parents and childcare providers.
- b. Assist PTCA Event Chairs (i.e., Grandparents and Special Friends Day, Dine Outs, Yard Sale, etc.), as needed, to ensure successful events and programs..
- c. Assign new-family partners with veteran families at the Elementary Campus.
- d. Attend the ANCS PTCA Meetings, ANCS PTCA Executive Board Meetings, and ANCS PTCA Committee Chair Meetings.

Section 4. SECRETARY

- a. Attend meetings, record proceedings and votes of the ANCS PTCA.
- b. Record and submit minutes of the bi-monthly ANCS PTCA meetings via the Courier within two weeks after the meeting.
- c. Serve as custodian of all communications, documents, and papers belonging to the ANCS PTCA.
- d. Keep meeting attendance records.
- e. Coordinate the ANCS Directory.
- f. Assist with the records maintenance of the Volunteer website.
- g. Attend the ANCS PTCA Meetings, ANCS PTCA Executive Board Meetings, and ANCS PTCA Committee Chair Meetings.

Section 5. TREASURER

- a. Receive all ANCS PTCA monies.
- b. Keep an accurate record of receipts and expenditures.
- c. Make payments as authorized in the approved budget or by the ANCS PTCA Presidents.
- d. Attend the ANCS PTCA Meetings, ANCS PTCA Executive Board Meetings, and ANCS PTCA Committee Chair Meetings.
- e. Prepare a finance report to be presented to the ANCS PTCA membership at the bi-monthly meetings.
- f. Present a month-end budget variance report to the Presidents and Vice-President.
- g. Review the monthly bank statement with the President.
- h. Assist the President in preparing the annual ANCS PTCA Budget.
- i. Distribute budget information to Committee Chairs and monitor committee budgets.
- j. Assist in collection of funds paid to the ANCS PTCA that are returned for nonpayment.

Section 6. EX-OFFICIO: FORMER PTCA PRESIDENT

- a. Advise the current ANCS PTCA president about procedures in the organization based on past experience
- b. Support the current ANCS PTCA president even through disagreements or differences of opinion.
- c. Help with meetings, as necessary.
- d. Help with committee events, recruiting volunteers, and new PTCA members .

- e. Be a public relations advocate for ANCS PTCA.
- f. Help the current ANCS PTCA president in ensuring the current and future success of the ANCS PTCA.

ARTICLE VII - STANDING COMMITTEES AND MEETINGS.

The ANCS PTCA shall coordinate all non-governing board committees. Standing Committees shall be formed as necessary by the Executive Board and, at a minimum, will include the following:

Section 1. ROOM PARENTS/ADVISORY PARENTS COMMITTEE: ONE CO-CHAIR FOR EACH CAMPUS

1a. ADVISORY PARENTS COMMITTEE: MIDDLE CAMPUS

- a. Recruit one Advisory Parent Representative for each advisory at the Middle School campus.
- b. Recruit at least one Room Parent for each of the Related Arts.
- c. Ensure that Advisory are coordinating activities and assisting the teachers as needed and requested.
- d. Hold annual Advisory Parent meetings at the beginning of the school year.
- e. Assist other committees in recruiting volunteers through the Advisory Parents.
- f. Distribute time-sensitive information to Advisory Classrooms, as approved by ANCS PTCA President and Principals.

1b. ROOM PARENTS COMMITTEE: ELEMENTARY CAMPUS

- a. Recruit two Room Parents for each classroom at the Elementary Campus.
- b. Recruit at least one Room Parent for each of the Related Arts.
- c. Ensure that Room Parents are coordinating activities and assisting the teachers as needed and requested.
- d. Hold annual Room Parent meetings at the beginning of the school year.
- e. Assist other committees in recruiting volunteers through the Room/Advisory Parents.
- f. Distribute time-sensitive information to Advisory Classrooms, as approved by ANCS PTCA President and Principals.

Section 2. BOXTOP LABELS & LOYALTY PROGRAMS: ONE CO-CHAIR FOR EACH CAMPUS

- a. Promote and manage all loyalty incentive programs.

Section 3. BUILDINGS & GROUNDS COMMITTEE: ONE CO-CHAIR FOR EACH CAMPUS

- a. Maintain and improve school buildings and grounds.
- b. Coordinates school-wide workdays for buildings and grounds maintenance.
- c. Manage "S.W.A.T." team for time-sensitive repairs and improvements.

Section 4. HEALTH & WELLNESS COMMITTEE: ONE CO-CHAIR FOR EACH CAMPUS

- a. Act as a resource to families to stay healthy and well-informed.
- b. Bring greater awareness and active participation in the areas of nutrition, fitness, allergy management, and wellness practice.
- c. Develop and maintain allergy and snack policies.
- d. Facilitate annual "Run With the Wolves" fundraiser.

Section 5. RELATED ARTS COMMITTEE: ONE CO-CHAIR FOR EACH CAMPUS

- a. Support Related Arts Staff with art, music, technology, media, and physical education.
- b. Work to integrate art and music from cultures represented within the school for recognition, exploration, and celebration.
- c. Assist Music Teacher with annual Winterfest at Elementary Campus.
- d. Assist Physical Education Teacher with Field Day.

Section 6. SCHOOL STORE COMMITTEE: ONE CO-CHAIR FOR EACH CAMPUS

- A .Manage and maintain school t-shirts, bags, and paraphernalia.
- b. Order additional items, as approved by the ANCS PTCA Executive Committee, and adhering to ANCS Marketing & Branding Guidelines.
- c. Promote and manage school store sales monthly.

Section 7. SPECIAL NEEDS: ONE CO-CHAIR FOR EACH CAMPUS

- a. Serve as an educational resource to parents whose children have an identified disability or are struggling academically or otherwise.
- b. Provide one informational presentation at a ANCS PTCA meeting annually.

Section 8. SUSTAINABILITY: ONE CO-CHAIR FOR EACH CAMPUS

- a.Strive to improve ANCS as a healthy, environmentally conscious organization by working closely with students, faculty, and staff.
- b.Work to reduce waste and improve recycling.
- c. Once a year, hold annual “Sustainability Week” as an educational resource for the entire ANCS community.

Section 9. TEACHER APPRECIATION: ONE CO-CHAIR FOR EACH CAMPUS

- a. Coordinate annual “Back to School” breakfast or luncheon.
- b. Manage holiday appreciation program for ANCS teachers and staff.
- c. Promote and manage annual “Teacher Appreciation Week”.

Section 4. CHILD SAFETY:

PTCA shall coordinate two (2) assemblies of the school per year on various safety-related topic.

Section 5. MEETINGS:

Officers and Current Committee Chairs for the PTCA will meet semi annually. Meetings will take place at 6:30 pm on the third Monday of September and March. In the event that the meeting date falls on a day that school is not in session, the meeting for that month will be held on the fourth Monday. Committee Chairs will present status reports on their committee's activities at these monthly meetings.

ARTICLE VIII - FINANCIAL

Section 1. FISCAL YEAR:

The fiscal year of the ANCS PTCA shall begin on June 1st of each year and end on the following 31st of May.

Section 2. BUDGET:

With the assistance of the ANCS PTCA Executive Board and various ANCS PTCA Committee chairs, the President, Vice President and Treasurer shall prepare the ANCS PTCA budget. The budget will include a

description of how ANCS PTCA income will be allocated for the following school year, including reserves to cover anticipated expenses prior to receiving income early in the next school year. The budget for the following fiscal year shall be approved by the ANCS PTCA membership at the May Meeting.

Section 3. FUNDRAISERS:

The ANCS PTCA shall decide, in collaboration with the Fund Development Chair of the ANCS Governing Board, the number of major fundraisers per year. All funds collected will be recorded and delivered to the Treasurer.

Section 4. EXPENSE GUIDELINES:

Special monetary requests for non-budgeted items must be submitted to the ANCS PTCA Executive Board for discussion and at the ANCS PTCA Meeting. Vote for approval of the request will be made at the ANCS PTCA Meeting.

Reimbursements for all expenses will be made only after receipts for expenditures have been documented on the Check Request and/or Expense Forms. These forms should be submitted to the ANCS PTCA Treasurer within 30 days. Requests made without paper receipts will not be processed for reimbursements.

A cash advance to cover expenses prior to a purchase must be documented in detail on the Check Request form at least 5 days in advance. All unused monies must be returned to the Treasurer immediately following the purchase.

Section 5. DONATION TO THE ANCS ANNUAL CAMPAIGN

The ANCS PTCA shall make a donation to the ANCS Annual Campaign. The donation shall be voted on at the May meeting after a review and reconciliation of the years' finances and after all outstanding debts have been paid.

Section 6. DISSOLUTION OF THE ANCS PTCA

In the event of the dissolution of the ANCS PTCA, due to school closing or grade reorganizing, the net monetary assets of the ANCS PTCA will be distributed on a pro rata share to the parent teacher organizations where at least 15 percent of former K-8th Grade ANCS students transfer to attend school.

ARTICLE IX - AMENDMENTS

Section 1. BYLAWS

These bylaws become effective upon acceptance by a majority of the members.

Section 2. AMENDMENTS:

These bylaws may be amended by a two-thirds vote of the members present at any meeting, providing notice of the proposed amendments was given at a preceding regular meeting or communicated to the members at least two weeks in advance

Date adopted: March 12, 2013

Date reviewed by ANCS Attorney: _____