



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

Parent, Teacher, and Community Association Bylaws

Revised March 2019

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.

Section 1. General Meetings. The membership of the PTCA will meet quarterly. General meetings will be held at 6:30 pm in the Fall, Winter, and Spring on the dates as determined by the Executive

Board. 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 President 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 ANCS PTCA General 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 IV - Officers

Section 1. Officers. Officers of the ANCS PTCA shall be a President, two Vice Presidents (one from each campus), a Treasurer, a Secretary, Fundraising Chair, Communications Chair, 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. 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. Members-at-Large. The PTCA Executive Board shall appoint two Members-at-Large to serve on the Executive Board for one term. Members-at-Large shall serve as full voting members on the Executive Board and assist the Executive Board as needed. Members-at-Large may serve as elected PTCA Officers for additional terms

Section 3. Executive Board. The Executive Board of the ANCS PTCA will consist of the Officers, two Members-at-Large, and two ANCS Faculty/Staff Representatives, one from each campus. The ANCS PTCA Officers, the ANCS Principals, and the Executive Director will appoint the ANCS PTCA Faculty/Staff 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 4. Meetings. The Executive Board for the PTCA will meet monthly. All meetings will be open to the public. Meetings shall be held at the same time on the same day of each month (example: 3rd Monday at 7:00 pm). as determined by the Executive Board. Special meetings may be called by any two Board Members, with 24 hours notice. ANCS PTCA Members are welcome to attend meetings and contribute ideas, make motions, debate issues and serve on committees.

Section 5. 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, a Fundraising Chair, a Communications Chair, 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 6. 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 7. 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 President. The appointment must be approved at the next regular meeting.

Article V - 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 monthly PTCA Executive Board meetings, bi-monthly general membership meetings, and semiannual Officer and PTCA Committee Chair meetings. The agendas shall be included in the Courier preceding the PTCA meetings.
- 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.
- g) Oversee the publication of ANCS PTCA Newsletter.
- h) Review the monthly bank statement and Treasurer's report with the Treasurer.
- i) Work with the ANCS PTCA Treasurer and Committee Chairs to prepare the ANCS PTCA Budget.
- j) Ensure appointments of chairs for the ANCS PTCA Committees.
- k) Prepare any necessary correspondence.
- l) Assist with the orderly transition of a new ANCS PTCA President and Officers.
- m) Work with the Principals and Executive Director of ANCS to plan the annual calendar.
- n) 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) Perform the duties of the President in the absence of that officer.

- c) Assist in preparation of the ANCS PTCA Budget.
- d) Coordinate special projects as they arise.
- e) Coordinate school-wide volunteer efforts at the Middle School Campus, including advisory parents.
- f) Attend the ANCS PTCA Meetings, ANCS PTCA Executive Board Meetings, and ANCS PTCA Committee Chair Meetings.

Section 2.2. Elementary Vice President.

- a) Act as aide to the President regarding Elementary Campus ANCS PTCA activities.
- b) Perform the duties of the President in the absence of that officer.
- c) Assist in preparation of the ANCS PTCA Budget.
- d) Coordinate special projects as they arise.
- e) Attend the ANCS PTCA Meetings, ANCS PTCA Executive Board Meetings, and ANCS PTCA Committee Chair Meetings.

Section 3. 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) Arrange childcare for PTCA General Meetings and other school-wide events as needed.
- f) Attend the ANCS PTCA Meetings, ANCS PTCA Executive Board Meetings, and ANCS PTCA Committee Chair Meetings.

Section 4. 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) Prepare a finance report to be presented to the ANCS PTCA membership at the bi-monthly meetings.

- e) Present a month-end budget variance report to the President and Vice-Presidents.
- f) Review the monthly bank statement with the President.
- g) Assist the President in preparing the annual ANCS PTCA Budget.
- h) Distribute budget information to Committee Chairs and monitor committee budgets.
- i) Assist in collection of funds paid to the ANCS PTCA that are returned for nonpayment.
- j) Track and maintain current ANCS PTCA membership registry.
- k) Attend the ANCS PTCA Meetings, ANCS PTCA Executive Board Meetings, and ANCS PTCA Committee Chair Meetings.

Section 5. Communications Chair

- a) Coordinate social media and marketing efforts for PTCA-related topics and events.
- b) Schedule and manage posts on PTCA's social media accounts.
- c) Approve specific marketing plans for each event and ensure implementation.

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 VI - 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 Coordinator: 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. 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.

Section 4. 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 5. 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 an ANCS PTCA meeting annually.

Section 6. 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 7. 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 8. Meetings. Officers and Current Committee Chairs for the PTCA will meet semiannually, date and time determined by the Executive Board. Committee Chairs will present status reports on their committee's activities at these monthly meetings.

Article VII - 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 VIII - 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.