

**NEIGHBORHOOD CHARTER SCHOOL
Parent, Teacher, and Community Association
Bylaws**

ARTICLE I – NAME

The name of the organization shall be the NEIGHBORHOOD CHARTER SCHOOL PARENT, TEACHER, AND COMMUNITY ASSOCIATION (“NCS PTCA”).

ARTICLE II – MISSION

The function of the NCS PTCA is to coordinate and promote parent, teacher, and community involvement and communication within the school. The NCS PTCA will encourage a positive, supportive atmosphere to enhance students; educational and extracurricular experiences. The responsibilities of the NCS PTCA will include fundraising; school-wide volunteer coordination; extra-curricular activities including athletics, clubs, and after-school enrichment programs; and information sharing within the school and the greater community including hosting and promoting the NCS PTCA and other school meetings and functions.

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

ARTICLE III – MEMBERSHIP

Any parent or guardian with children attending NCS, NCS staff, non-NCS-parent neighbors, and community members who are interested in the Mission of the NCS PTCA, and who are willing to uphold its basic policies and subscribe to its bylaws may become a member. Parents and guardians are considered members of the NCS PTCA when dues are paid in full. Annual dues will be determined by the Executive Board of the NCS PTCA 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 p.m. in Rosswurm Hall and will take place on the first Tuesday of the following months: September, November, January, March, and May¹. 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 second Tuesday of that month.

¹ The May meeting shall be a mandatory meeting. It is the meeting when Board and PTCA elections take place.

Section 2. AGENDA:

The agenda for the NCS PTCA meetings shall be distributed in the Wednesday Courier preceding the bi-monthly meeting and shall be posted on the NCS PTCA website within NCS's website. Requests to present agenda items to a NCS PTCA meeting must be made to the President of the NCS PTCA no later than the Monday preceding the distribution of the agenda. Requests must include topic and length of time needed to make the presentation. Items considered greatly important or that warrant immediate attention may be added by the President, disregarding the advance notice.

Requests to present agenda items to the NCS PTCA Executive Board may be made at any time to the NCS PTCA President. 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 NCS 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 NCS PTCA meeting shall be distributed in the Wednesday Courier and posted on the NCS PTCA webpage within two weeks after the NCS PTCA meeting. The minutes will be subject to approval at the next bi-monthly PTCA meeting. Any revisions (that are not typographical errors) to be made will be noted and distributed within two weeks in the Wednesday Courier to again be subject to approval at the next bi-monthly NCS PTCA meeting. All NCS PTCA meeting minutes that have been approved by the membership will be posted on NCS PTCA's webpage within NCS's website.

ARTICLE V – OFFICERS

Section 1. OFFICERS:

Officers of the NCS PTCA shall be a President, a Vice President, a Treasurer, a Secretary, and Volunteer Chair. Co-officers may also be selected should the Nominating Committee deem it necessary. Officers must be members of the NCS PTCA and shall be elected for a one-year term in May, to begin in June, by a majority vote of the members present. All officers may serve more than one term in the same position or in a different position. The NCS PTCA Officers should not be a chairperson on any committee, except in the case of the Volunteer Chair.

Officers of the NCS PTCA will act with the best interest of the organization and NCS in mind. The Officers must be willing to contribute enough time to serve the NCS PTCA and further its work. The Officers must be willing to learn, grow, want to work well with

others as part of a team, and have respect and trust for other Officers. They must be interested in all programs within the school and the education and the well being of our children and our community.

Section 2. EXECUTIVE BOARD:

The Executive Board of the NCS PTCA will consist of the Officers, the Principal and Executive Director of NCS, and the Teacher Representative to the NCS PTCA. The Teacher Representative to the NCS PTCA will be appointed by the NCS PTCA Officers and NCS Principal and Executive Director.

The Executive Board shall approve and schedule all the NCS PTCA programs and activities. The Executive Board shall also transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the NCS PTCA or committees requiring or 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 p.m. 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 NCS PTCA Members should be encouraged to attend meetings and contribute ideas, make motions, debate issues, and serve on committees.

Section 4. NOMINATIONS:

Nominations for officers 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, a vice president, a treasurer and a volunteer chair. The Nominating Committee shall present the slate of nominations at the March PTCA meeting, with elections taking place at the May meeting. Additional nominations may be made from the floor; the consent of the nominees must be obtained.

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 the problem and all reasonable attempts have been made to 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 follow through with the decision of the Executive Board, it may result in removal from the Executive Board.

Section 6. VACANCIES:

A position is declared vacant upon resignation by or removal of an officer. A vacancy may be immediately filled by appointment of the President and approved at the next regular meeting for the balance of the term.

ARTICLE VI – DUTIES OF OFFICERS

Section 1. PRESIDENT:

- a. To coordinate the work of the officers and the committees to facilitate the mission, goals, and objectives of the NCS PTCA.
- b. To prepare agendas prior to the bi-monthly membership meetings and monthly Officer and PTCA Committee Chair meetings. The agendas shall be included in the Wednesday courier preceding the PTCA Meeting.
- c. To convene meetings.
- d. To preside at meetings.
- e. To serve as a voting member on NCS's Board of Directors.
- f. To prepare the NCS PTCA goals and objectives for presentation to the NCS Board of Directors annually.
- g. To prepare reports to be presented to the NCS PTCA at bi-monthly meetings.
- h. To prepare monthly NCS PTCA Newsletter.
- i. To review the monthly bank statement and Treasurer's report with the Treasurer.
- j. To work with NCS PTCA Treasurer and Committee Chairs to prepare the NCS PTCA Budget.
- k. To ensure appointments of chairs for the NCS PTCA Committees.
- l. To prepare any necessary correspondence.
- m. To assist with the orderly transition of a new NCS PTCA President and Officers.
- n. To work with the Principal and Executive Director of NCS to plan the annual calendar.

Section 2. VICE PRESIDENT:

- a. To act as aide to the President.
- b. To attend the NCS PTCA Meetings, NCS PTCA Executive Board Meetings, and NCS PTCA Committee Chair Meetings.
- c. To perform the duties of the President in the absence of that officer.
- d. To coordinate PTCA Event Chairs (i.e., Grandparents and Special Friends Day, Movie Nights, Dine Outs, Holiday Sampler Fundraiser, etc.)
- e. To assist in preparation of the NCS PTCA Budget.
- f. To coordinate special projects as they arise.

Section 3. VOLUNTEER COORDINATOR:

- a. To coordinate school-wide volunteer efforts including class parents and childcare providers.
- b. To coordinate the Volunteer Website.
- c. To coordinate the NCS Directory.
- d. To send out NCS-sanctioned e-mail blasts.
- e. To attend the NCS PTCA Meetings, NCS PTCA Executive Board Meetings, and NCS PTCA Committee Chair Meetings.

Section 4. SECRETARY:

- a. To attend meetings and record proceedings and votes of the NCS PTCA.
- b. To record and submit minutes of the bi-monthly NCS PTCA meetings via the courier within two weeks after the meeting.
- c. To serve as custodian of all communications, documents and papers belonging to the NCS PTCA.
- d. To keep attendance records for all meetings.
- e. To attend the NCS PTCA Meetings, NCS PTCA Executive Board Meetings, and NCS PTCA Committee Chair Meetings.

Section 5. TREASURER:

- a. To receive all NCS PTCA monies.
- b. To keep an accurate record of receipts and expenditures.
- c. To make payments as authorized in the approved budget or by the NCS PTCA President.
- d. To attend the NCS PTCA Meetings, NCS PTCA Executive Board Meetings, and NCS PTCA Committee Chair Meetings.
- e. To prepare a finance report to be presented to the NCS PTCA membership at the bi-monthly meetings.
- f. To present a month-end budget variance report to the President and Vice President.
- g. To review the monthly bank statement with the President.
- h. To assist the President in preparing the annual NCS PTCA Budget.
- i. To assist in collection of funds paid to the NCS PTCA that are returned for nonpayment. After reasonable collection efforts have been made, the collection item shall be referred to the Parent and Family Involvement Chair for inclusion on the Parent's PFI Report.

ARTICLE VII – STANDING COMMITTEES AND MEETINGS

Standing Committees shall be formed as necessary by the Executive Board but, at a minimum, will consist of the following:

Section 1. HOSPITALITY:

- a. To organize Orientation Events including Orientation Packets before school starts in August.
- b. To coordinate food and other welcome items for the teachers the week before school starts.
- c. To organize “Kiss and Cry” event on the first day of school.
- d. To coordinate 3rd Friday Coffees.
- e. To coordinate Teacher Appreciate Week.
- f. To coordinate End of Year Picnic.
- g. To organize Ice Cream Social before school starts.

Section 2. ROOM PARENTS:

- a. To recruit two Room Parents for each classroom and at least one Room Parent for each of the Related Arts.
- b. To ensure that Room Parents are coordinating activities and are assisting the teachers as needed and requested.
- c. To hold bi-monthly Room Parent meetings.
- d. To assist other committees in recruiting volunteers through the Room Parents.

Section 3. NEW PARENT PARTERS:

- a. Annually, to recruit current parents to partner with new parents and assist and welcome the new parents to NCS.
- b. To insure that current parents are meeting their obligations and responsibilities in welcoming new parents to NCS.

Section 4. ENRICHMENT:

- a. To coordinate afterschool extra activities (i.e., track, tennis, chess, skateboard, etc.).
- b. To collect and track monies for Enrichment Activities.

Section 5. CHILDCARE:

- a. To organize childcare for Curriculum Nights and PTCA bi-monthly meetings.
- b. To hire sitters and seek out volunteers prior to the each NCS PTCA event requiring childcare.
- c. To obtain and coordinate games and crafts for the event requiring childcare.
- d. To obtain snacks for the children prior to the NCS PTCA event requiring childcare.
- e. To coordinate and compile childcare reservations prior to events requiring childcare.

Section 6. COURIER COMMITTEE:

- a. To review submissions to the Wednesday Courier and receive the approval of the Principal and Executive Director for said submission to appear in the courier.
- b. To compile and distribute the Wednesday Courier in both paper and electronic formats.

Section 7. CHILD SAFETY:

- a. To coordinate three (3) assemblies per year for the school on various safety related issues.

Section 8. FARM TO SCHOOL PROGRAM:

- a. Responsibilities include: collaboration with teachers, children and parents on the education and practice of eating local and organically grown food. We would like to support local, organic farmers by purchasing food for our lunch program and grow food for ourselves and others to purchase, on NCS grounds.

Section 9. MEETINGS:

Officers and Current Committee Chairs for the PTCA will meet monthly. Meetings will take place at 6:30 p.m. on the third Monday of each month. 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 of that month.

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

Section 2. BUDGET:

The NCS PTCA Budget shall be prepared by the President, Vice President, and Treasurer with the assistance of the NCS PTCA Executive Board and various NCS PTCA Committee Chairs. The budget will include a description of how the NCS PTCA Income will be allocated for the following school year, including reserves to cover anticipated outflows (i.e., Orientation, Welcome Back Teachers, etc.) prior to receiving income (i.e., Membership Dues) early in the school year. The budget for the following fiscal year shall be approved by the NCS PTCA Membership at the May meeting.

Section 3. FUNDRAISERS:

The NCS PTCA shall decide, in collaboration with the Fund Development Chair of the NCS 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 NCS PTCA Executive Board for discussion and at the NCS PTCA Meeting. Vote for approval of the request will be made at the NCS 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 NCS 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.

The NCS PTCA President may make purchases using the NCS PTCA debit card at any time as long as said purchases are less than \$250 or are for budgeted items. Purchases using the NCS PTCA debit card shall be documented on the Check Request form within 30 days of the purchase.

Section 5. ANNUAL FINANCIAL AUDIT:

A three member Financial Review Committee, as appointed by the NCS PTCA Executive Board in June, shall review the books and reconcile bank statements on an annual basis. A report on their findings is to be made at the September NCS PTCA meeting.

Section 6. DONATION TO THE NCS ANNUAL CAMPAIGN:

The NCS PTCA shall make a donation to NCS's Annual Campaign. This donation shall be voted on at the September meeting after a review and reconciliation of the preceding fiscal year and after all outstanding debts have been paid.

Section 7. DISSOLUTION OF THE NCS PTCA:

In the event of the dissolution of the NCS PTCA, due to the school closing or grade reorganizing, the net monetary assets of the NCS PTCA will be distributed on a pro rata share to the Parent Teacher Organizations where at least 15 percent of former K-5th Grade NCS students transfer to attend school.

ARTICLE IX – AMENDMENTS

Section 1. BYLAWS:

These bylaws become effective upon their acceptance by a majority of the membership 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 preceding regular meeting or communicated to the members at least two weeks in advance.

Date adopted: November 11, 2008

Date reviewed by NCS Attorney: June 13, 2008