



**ATLANTA NEIGHBORHOOD CHARTER SCHOOL**  
Parent, Teacher, and Community Association Bylaws  
*Revised February 2024*

**Article I - Name**

The name of the organization shall be the ATLANTA NEIGHBORHOOD CHARTER SCHOOL PARENT, TEACHERS, and COMMUNITY ASSOCIATION (“ANCS PTCA”).

**Article II - Mission**

The mission of the ANCS PTCA is to build community and foster inclusivity within the ANCS school family. The ANCS PTCA will welcome new families with knowledge and resources, coordinate and promote parent, caregiver, teacher/staff, and community engagement activities, and support teachers through various teacher appreciation activities.

**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. All parents and guardians of ANCS students are considered members of the ANCS PTCA. No annual dues will be collected.

**Section 1. General Meetings.** The membership of the PTCA will meet quarterly (at least 3 times a year) in the Fall, Winter, and Spring on the dates as determined by the Advisory Council. The meeting location will rotate between campuses.

**Section 2. Agenda.** The agenda for the ANCS PTCA meetings shall be distributed in the weekly Courier preceding the meeting and shall be posted to the ANCS website. Requests to present agenda items at an ANCS PTCA meeting must be made to the ANCS Advisory Council no later than the Monday preceding the distribution of the agenda. Requests must include the topic and length of time needed to make the presentation. The co-presidents of the Advisory Council may add agenda items of importance or immediate need without advance notice. Requests to present agenda items to the ANCS Advisory Council may be made at any time to the ANCS PTCA co-presidents. Requests must include the topic and length of time needed to make the presentation.

**Section 3. Voting.** In the case of voting, a simple majority of the members present will be necessary to act. Robert’s Rules

**Section 4. Minutes.** Minutes of the ANCS PTCA General meetings shall be made accessible 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 bi-monthly PTCA meeting. Any revisions (that are not typographical errors) will be noted and distributed within two weeks in the Courier and on the ANCS website.

#### **Article IV - Officers**

**Section 1. Council Members.** Council Members of the ANCS PTCA shall be two presidents (one community member and one a staff member), a treasurer, two members-at-large (one from each campus) the Diversity, Equity, and Inclusion Co-directors, the Student Services and Community Outreach Director, and an appointed member of the ANCS Governing Board.. A student liaison from the Middle Campus will be named to serve in advisory capacity to the Council. Council members shall be elected for a one-year term in May to begin in July. A majority vote of the members present elects the council members. All officers may serve more than one time in the same position or a different position.

The ANCS PTCA Council Members should not be a chairperson of any event or committee. Council members of the ANCS PTCA will act in the best interest of the organization and ANCS in mind. The council members 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 collaborate within the guidelines of the ANCS Agreements. They must be interested in programs within the school and the educational wellbeing of our children and our community.

**Section 2. Advisory Council.** The Advisory Council of the ANCS PTCA will consist of the Council Members. The Advisory Council shall approve all ANCS PTCA programs, activities, and committees, serve as advisors to the ANCS Executive Director, and lead the initiatives of the Welcome Committee. The Advisory Council shall transact necessary business in the intervals between regular meetings, including that referred to by the ANCS PTCA or committees needing assistance. The Advisory Council shall review the Bylaws annually and ensure adherence of the organization to the Bylaws.

**Section 3. Meetings.** The Advisory Council for the PTCA will meet monthly. All meetings will be open to the general public. Meetings shall be held at the same time on the same day of each month (example: 3rd Monday at 7pm) as determined by the Advisory Council. Special Advisory Council Meetings may be called by any two members, with 24 hours notice.

**Section 4. Nominations.** The Advisory Council shall seek nominations for two Co-presidents, two Members-at-large, and a Secretary. The Advisory Council shall present the slate of nominations no later than the April Advisory Council meeting and be shared in the Courier. Additional nominations may be made after the slate is announced. Nominations for Student Liaison will be made at the first meeting of the Advisory Council in August.

**Section 5. Removal from the Advisory Council.** Removal from the Advisory Council may occur by a majority vote of the Advisory Council for missing more than two consecutive Advisory Council meetings, failure to perform assigned duties, corruption, or any acts that brings dishonor to the organization or negates the objectives of the organization. Removal shall take place after the Advisory Council has met in an effort to discuss and resolve the problem. No Advisory Council Member has the right to change any decision that the Advisory Council has made. If a council member intentionally does not comply with the Advisory Council's decision, it may result in removal from the Council.

**Section 6. Vacancies.** A position is declared vacant upon resignation or removal of a council member. A vacancy may be filled, for the balance of the term via appointment by the co-presidents and made public.

## **Article V - Duties of the Council Members**

### **Section 1. Co-presidents (one staff member and one parent)**

- a) Coordinate the work of the council members and the PTCA committees to facilitate the mission, goals, and objectives of the PTCA.
- b) Prepare agendas prior to the monthly advisory council meetings and general meetings and submit to the Courier.
- c) Convene and facilitate meetings.
- d) Coordinate childcare with school staff for general meetings.
- e) Prepare an annual summary of goals and objectives of the ANCS PTCA to the ANCS Board of Directors.
- f) Review the monthly bank statement and finance report with the PTCA Treasurer.
- g) Communicate Community Grant Guidelines and Call for Proposals in September and January and convene the Advisory Council to approve grant applications. Communicate results of application to all applicants in a timely manner.
- h) Work with the PTCA Treasurer, Committee Chairs, and advisory council members to prepare the annual ANCS PTCA budget.
- i) Prepare any necessary correspondence.
- j) Maintain the PTCA email and respond to inquiries.
- k) Attend ANCS PTCA committee meetings as needed.
- l) Assist with the orderly transition of new Co-presidents and Council Members.
- m) Work with the ANCS Communications and Engagement Manager to plan the annual calendar.
- n) Collaborate with the ANCS Communications and Engagement Manager on marketing and communications specific to the PTCA.
- o) Collaborate with ANCS Communications and Engagement Manager regarding volunteer recruitment, management, and recognition.
- p) Provide monthly updates to the ANCS Governing Board.

### **Section 2. Members-at-Large (one from each campus)**

- a) Act as an aide to the co-presidents regarding campus specific activities.

- b) Perform the duties of the co-presidents in their absence, including attending ANCS PTCA committee meetings as needed.
- c) Coordinate special projects as they arise.
- d) Attend ANCS PTCA general meetings and monthly Advisory Council Meetings.
- e) Record proceedings and minutes of ANCS PTCA general and advisory council meetings and share with co-presidents for submission to the Courier.

### **Section 3. 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 ANCS PTCA co-presidents.
- d) Prepare a finance report to be presented to the ANCS PTCA membership and advisory council meetings.
- e) Review monthly bank statements with the co-presidents.
- f) Attend ANCS PTCA committee meetings as needed.
- g) Assist the Co-presidents in preparing the annual PTCA budget.
- h) Distribute budget information to Committee Chairs and monitor committee budgets.
- i) Attend the ANCS PTCA general and advisory council meetings.

### **Section 4. DEI Co-directors**

- a) Support the Co-presidents in creating the annual summary of goals and objectives of the ANCS PTCA to the ANCS Board of Directors.
- b) Support the Advisory Council in aligning events and initiatives with ANCS mission and values.
- c) Support the work of the Welcome Committee.
- d) Support the formation of Affinity & Resource Groups, and oversee training of Affinity & Resource Group leaders as needed.
- e) Attend ANCS PTCA general meetings and monthly Advisory Council Meetings.

### **Section 5. Student Services & Community Outreach Director**

- a) Support the Co-presidents in creating the annual summary of goals and objectives of the ANCS PTCA to the ANCS Board of Directors.
- b) Support the Advisory Council in aligning events and initiatives with ANCS mission and values.
- c) Support the work of the Welcome Committee.
- d) Partner with PTCA members as needed for community outreach initiatives
- e) Attend ANCS PTCA general meetings and monthly Advisory Council Meetings.

### **Section 6. Appointed member of the Governing Board**

- a) Support the Co-presidents in creating the annual summary of goals and objectives of the ANCS PTCA to the ANCS Board of Directors.
- b) Support the Advisory Council in aligning events and initiatives with ANCS mission and values.
- c) Act as a liaison between the PTCA Advisory Council and the ANCS Governing Board.

## **Article VI - Standing Committees, Affinity and Resource Groups, and Meetings**

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

### **Section 1. Room Parents Coordinator:**

- a) Recruit two Room Parents for each classroom at the Elementary Campus.
- b) Recruit one Advisory Parent for each Advisory at the Middle Campus.
- c) Recruit one Room Parent for each of the Related Arts.
- d) Ensure that Room Parents are coordinating two class socials and assisting the teachers as needed and and requested.
- e) Hold an annual Room Parent meeting at the beginning of the school year and review Room Parent guidelines and practices.
- f) Assist other committees in recruiting volunteers through Room/Advisory Parents.
- g) Distribute time-sensitive information to classrooms as approved by ANCS PTCA co-presidents and principals as needed.

### **Section 2. Welcome Committee**

- a) Maintain and update a Welcome Packet for all new families, to be given the first week of School.
- b) Work with PTCA Advisory Council, and DEI Co-directors to communicate, share, and support PTCA Affinity and Resource Groups.
- c) Work with the Executive Director and Principals to share information and support to families that come mid-year (Welcome Packet, welcome phone call, etc.)
- d) Work with the appropriate staff during recruitment and registration to plan outreach activities.

### **Section 3. Related Arts Committee (one co-chair from each campus)**

- a) Support Related Arts Staff as needed.
- b) Assist Music Teacher with annual Winter Wonderland at Elementary Campus.
- c) Assist Physical Education Teacher with Field Day.
- d) Assist Drama Club Director with plays and musicals as needed.

### **Section 4. Teacher Appreciation (one co-chair from each campus)**

- a) Promote and manage annual "Teacher Appreciation Week" including daily volunteers and activities.

### **Section 5. School Store Committee**

- a) Serve as lead volunteers for setting up, running, and breaking down school store at School and PTCA events as needed.
- b) Maintain inventory of School Store, and fulfill orders received online.

### **Section 6. Events Committees (one chair for each main PTCA event)**

- a) Coordinate the signature PTCA events.
- b) Work with the Advisory Council to make sure that the event is inclusive
- c) Communicate volunteer needs with the ANCS Communications and Engagement Manager and assist with volunteer recognition.
- d) Work with the Co-presidents and Treasurer to make purchases are within event budget guidelines and that all purchases are accounted for.
- e) Work with Co-presidents and Treasurer to forecast event costs for subsequent fiscal year.

**Section 7. Affinity and Resource Groups.** The PTCA Advisory Council, with the direction of the DEI Co-Directors, will put out a call for volunteers to chair Affinity and Resource groups based on community needs and interests at the beginning of each school year. The chairs will:

- a) Coordinate informal meetings to share ideas and resources
- b) Communicate Group purposes and meeting times/location via the Courier, classroom communication, and other means.
- c) Attend PTCA General Meetings.

## **Article VII - Financial**

**Section 1. Fiscal Year.** The fiscal year of the ANCS PTCA shall begin on July 1st of each year and end on the following 30th of June.

**Section 2. Budget.** With the assistance of the ANCS PTCA Advisory Council and various ANCS PTCA Committee chairs, the Co-presidents, Members-at-large, and Treasurer shall prepare the ANCS PTCA budget in January. The budget will include a description of how ANCS PTCA income will be allocated for the following school year. The budget for the following fiscal year shall be incorporated into the school's budget and approved by the ANCS Governing Board.

**Section 3. Fundraising.** The ANCS PTCA shall decide in collaboration with the Fund Development Chair and the ANCS Governing Board, the ways in which the ANCS PTCA can support advancement. The PTCA will not collect dues directly and will encourage the greater community to donate to Gather and Grow, which will in turn allot funds to support PTCA related activities and events. If PTCA fundraising needs or initiatives arise, they must be approved by the ANCS Fund Development Chair.

**Section 4. Expense Guidelines.** Special monetary requests for non-budgeted items must be submitted to the ANCS PTCA Advisory Council for discussion at the ANCS PTCA Advisory Council meeting. Vote for approval of the request will be made at the ANCS PTCA Advisory Council meeting. Reimbursements will be made only if expense has been approved and only after receipts for expenditures have been documented. Reimbursement requests must be made within 30 days of purchase. Cash advances to cover expenses prior to a purchase must be documented at least 5 days in advance. All unused monies must be returned to the Treasurer immediately following the purchase.

**Section 5. 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 distribute one 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. Alternatively, the bylaws may be amended if a vote by the ANCS Governing Board calls for an evaluation and amendment of the bylaws.