

SCHOOL OF DREAMS ACADEMY
PARENT-TEACHER COMMITTEE BYLAWS

PURPOSE

The School of Dreams Parent-Teacher Committee's (herein after referred to as PTC) primary goal is to promote, encourage, and acquire active parent and teacher involvement to enhance the educational environment, and to promote goodwill between the community and the school.

EXECUTIVE COMMITTEE MEMBERSHIP

Members of the Executive Committee are individuals who want to take an active role in support of the PTC's purpose. Teacher representatives may be selected by the principal or volunteer to be involved. An Executive Committee shall consist of the following members: President, Vice-president, Secretary, Treasurer, and Principal. Parents, teachers, administrators, and other interested persons shall collaborate when making decisions. No (2) members of the same family can serve on the Executive Committee Board at the same time. A majority of the Executive Committee (at least three) must be present in order to conduct official business. If the majority is not present, the meeting cannot occur.

MEETING PROCEDURE

Prior to the beginning of the new school year, a decision will be made as to the scheduled meeting times and dates. Regular meetings of this Committee shall be held monthly during the school year. Any PTC meeting that is canceled due to the weather, or other matters, will be rescheduled for the following week of the month. All general meetings shall be open to the public. An established agenda will be followed. Any "new business" shall be conveyed in writing to officers at least one week prior to the scheduled meeting. Any business not on the agenda shall be taken care of at the next scheduled meeting, or if necessary during an Executive Committee meeting, when needed. A time limit of (1) hour is recommended for all meetings and can be achieved.

SELECTION/ELECTION OF OFFICERS

All officers: President, Vice-president, Secretary, and Treasurer will be elected by ballot at the final meeting in May of each year. There *may* be a Nomination Committee consisting of at least two members (but not to exceed four members). This Committee shall be formed no later than one month preceding the election of officers. The Nominating Committee shall seek nominees for each office and report to the PTC Board and general membership in the month of May. Following the report of the Nomination Committee, those who have accepted to serve, if elected, shall be eligible for nomination, either by committee or from the floor. A majority vote of the members present shall elect. A vacancy occurring in an office shall be filled by a majority vote of the rest of the PTC membership. In case of a tie, persons will share responsibilities of the said office. Officers shall assume their duties the day following the last day of school. The treasurer cannot assume his/her duties until the beginning of the school year or until the books are audited from the previous year.

DUTIES OF OFFICERS

PRESIDENT

- Promotes, encourages, and acquires active parent involvement.
- Abides by all School Board and administrative policies and procedures.
- Collaborates when making decisions.
- Communicates with interested persons regarding PTC activities.
- Presides at all meetings of the Executive Committee.
- Maintains a workable knowledge of the Bylaws and distributes a current copy to new members.
- Monitors PTC's actions.
- Meets regularly with officers and administrators.
- Approves use of funds for Committee chairpersons when appropriate.
- Coordinates meetings and activities.
- Prepares and posts an agenda at every meeting.
- Approves agendas and other documentation.
- Has final and deciding vote in the event of a tie.
- Renews the Surety Insurance Bond before expiration and gives the necessary information to the School Board and Administration.
- Reviews monthly bank statements, if necessary, with the treasurer.
- Performs other duties as needed.

VICE-PRESIDENT

- Promotes, encourages, and acquires active parent involvement.
- Abides by all School and administrative policies and procedures.
- Collaborates with interested persons regarding PTC activities.
- Meets regularly with officers.
- Assumes President's role in case of absence or dismissal.

- Coordinates meetings and activities.
- Approves agendas and other documentation.
- Maintains a workable knowledge of the Bylaws and distributes a current copy to new members.
- Serves as Parliamentarian, keeping order during the meetings.
- Fulfills the duties of the Secretary in the event of his/her absence.
- Performs other duties as needed.

SECRETARY

- Promotes, encourages, and acquires active parent involvement.
- Abides by all School Board and administrative policies and procedures.
- Collaborates with interested persons regarding PTC activities.
- Meets regularly with officers.
- Coordinates meetings and activities.
- Prepares documentation when needed.
- Transcribes during meetings.
- Prepares and presents meeting minutes for approval by the committee members. Meeting minutes must include the balance of the previous month's financial report.
- Maintains a record of attendance from every meeting and keeps a current list of volunteers.
- Maintains a notebook of ALL documentation produced.
- Responsible for all correspondence of the committee, except that which relates to the work assigned to other officers or committee members.
- Responsible for transcribing the end-of-the-year meeting minutes, showing all new electives. (This must be done to transfer old Committee members off the banking account and put the new Committee members on).
- Performs other duties as needed.

TREASURER

- Promotes, encourages, and acquires active parent involvement.
- Abides by all School Board and administrative policies and procedures.
- Collaborates when making decisions.
- Meets regularly with officers.
- Coordinates meetings and activities.
- Sets up efficient, thorough, and safe management procedures for funds.
- Custodian of all funds pertaining to the PTC.
- Maintains financial records including monthly bank account, reconciliations and receipts. Copies must be given to the President for his/her records.
- Prepares and distributes monthly financial reports for approval by committee members.
- Disburse all funds designated and approved by the PTC board.
- Reviews monthly bank statements with the President, if needed.
- Submits an annual end-of-year financial statement to the School of Dreams Academy Business Office each year. Needs to include copies of all bank statements, deposit slips, receipts, monthly financial reports, and end-of-the-year report.

PRINCIPAL

- Promotes, encourages, and acquires active parent involvement.
- Abides by all School Board and administrative policies and procedures.
- Collaborates when making decisions.
- Meets regularly with the PTC President.
- Encourages teachers to actively participate.
- Oversee and approve all PTC activities.
- Communicates with interested persons regarding PTC activities.
- Performs other duties as needed.

OFFICERS SHALL DELIVER TO THEIR SUCCESSORS ALL IMPORTANT MATERIALS BEFORE THE END OF THE SCHOOL YEAR. THE TREASURER MUST COMPLETE ALL END-OF-THE-YEAR FINANCIAL REPORTS BEFORE TURNING MATERIALS OVER TO THEIR SUCCESSOR.

PARENT MEMBERSHIP

- Active parent involvement increases children's achievement. The PTC can provide many opportunities for parents to become actively involved. Volunteer activities include working with the students in the classroom, helping prepare instructional materials, assisting with class activities, sharing your talents, lending a hand in the office, supporting PTC events, and fund raising. Donations of needed items are always welcome. The PTC and its members will support and encourage the school staff. Commitment, consistency, and communication on the part of all parents contribute to the learning environment of our students. All members are encouraged to attend every PTC meeting.

ATTENDANCE

Any Executive Committee Officers who miss (3) consecutive general meetings will be removed from his/her position. An appointee will assume the dismissed officer's responsibilities until a special election is held.

FUNDRAISING

There must be at least (2) Committee members present at a fundraiser to gather funds and make sure that the amount collected is accurate before deposits are made.

FISCAL ACCOUNTING AND AUDITING PROCEDURES

The PTC will establish a checking account with a local bank. There must be 2 -3 Executive Committee member signatures on file at the bank. Any written check from this account must have (2) authorized signatures. Please note that at the end of the year it is required that the Secretary transcribe final meeting minutes showing the names of the *new* Committee and their held office. This is done to remove the old Committee off of the bank account. A complete review of the financial records will be conducted by the Treasurer and President prior to the first PTC meeting of the new school year. A financial report will be presented to the officers at the first official meeting.

These procedures must be followed:


- Monthly bank account reconciliation shall be completed and kept on file.
- Receipts, pre-numbered tickets, or other auditable records shall document all money collected from any source. In cases where tickets are used, there shall be an accounting of sold and unsold tickets.
- Bank deposits of non-public funds shall be made within (3) business days.
- All disbursements shall be documented by checks and backup invoices or cash receipts.
- Cash disbursements shall be used only when a written check is difficult or inappropriate.
- Fiscal year-end financial statements, ending June 30th, shall be filed with the School of Dreams Academy Business Office by July 31st each year.

It is suggested that all money to be held back for the following school year. This is necessary in order to keep the PTC functioning and preparing the school for the year to come.

The School of Dreams PTC bylaws shall be reviewed periodically and maybe amended as needed.

These bylaws were reviewed and approved at a meeting of the School of Dreams Parent – Teacher Committee on January 10, 2016.

Signed:  (President of the Parent-Teacher Committee)

Signed:  (Secretary of the Parent-Teacher Committee)