

Cartersville Primary School PTC Board By-Laws

Article I NAME

This organization shall be known as The Cartersville Primary School PTC and pay dues accordingly.

Article II OBJECT

The object of this organization shall be to strengthen the relationship between the parents and the teachers and provide production assistance to the school and the children.

Article II DUES

Dues shall be \$5.00 per family.

Article IV OFFICERS

- I The elective officers of this organization shall be President, Vice President and Secretary. These officers shall constitute the executive board of the PTC.
- II In the event of a vacancy in an elective office, the Board shall elect a new officer to fill in the remaining term.
- III No Executive Board Officer shall be able to serve on two Executive boards at the same time. The Executive Board Officers, however, may serve as co-chairs on different boards.
- IV No Executive Board Officer shall serve two years or more consecutively in a given position.

Article V BOARD MEMBERS

Board members shall be comprised of a chairperson (s) for each of the following: publicity, hospitality, room parent, school store, fall festival, book

fair, art show, box tops, spirit wear, family night, book character parade, spirit night, and character education.

Article VI DUTIES

THE PRESIDENT SHALL

- I A. Preside at all general PTC meetings and Executive Board meetings.
- B. Be empowered to initiate new business and new committees when approved by the board.
- C. Approve all bills and expenditures to be paid.
- D. Act as a public relations person.
- E. Report to the Superintendent and the Principal
- F. Serve on any school committee that needs parent representation.

The VICE PRESIDENT SHALL

- A. Perform the duties of the President in his/her absence.
- B. Be in charge of membership volunteer lists.
- C. Produce and distribute quarterly newsletters.

THE SECRETARY SHALL

- A. Perform the duties of the President in the absence of the President and Vice President.
- B. Record and preserve all minutes of board meetings and general meetings.
- C. Provide President with a copy of minutes within a week of Board meetings.

Article V VOTING

- I Executive Officers (excluding President) and each Board Member shall have a vote on each matter brought before the board.
- II If there is a tie, the President shall break the tie.

- III If an Officer or Board member does not attend a meeting, and a vote is required, the vote will be called and if majority carries, action will be carried out.
- IV If an urgent matter comes up between the board meetings, the President may call for a vote via email. If all board members do not respond, the majority vote will carry.

Article VI FUNDS

- I All funds from fundraisers, school store or other activities shall be placed in the school's checking accounts.
- II A report shall be made monthly by the school's bookkeepers to the President.
- III All invoices shall be approved by the President and then paid by the School's bookkeepers.
- IV A copy of all payments and deposits made into the PTC account by the school bookkeeper shall be given to the President.

Article VII MEETINGS

- I Board meetings shall be held on the first Thursday of the month by the President with the Administration's approval (usually 8:15 in the teacher's lounge).
- II Board members who are not able to attend shall contact the President.
- III BOARD MEMBERS SHOULD MAKE EVERY EFFORT TO ATTEND EACH MEETING.
- IV General meetings may be held on Thursday nights. The general meetings will be held in accordance with other family nights at CPS. The President may call a general meeting at any time he/she feels appropriate.

Article VIII OFFICERS

The officers (President, Vice-President, Secretary) shall be decided in April of each year and approved by the Principal and Vice-Principal.