

BYLAWS OF EDUPRIZE SCHOOL PARENT TEACHER NETWORK (PTN)

ARTICLE I NAME

The name of this organization is the EDUPRIZE SCHOOL Parent Teacher Network (PTN).

ARTICLE II PURPOSE

The purpose of the organization is to provide a community of parent volunteers who support the work of teachers and staff in educational programs, enrichment activities, and fundraising to support enrichment programs for the school community. The Parent Teacher Network also supports teachers and administrators in their efforts to provide the best services possible for our children. In pursuance of these purposes, it shall do all things necessary, proper, and consistent with maintaining tax exempt status under section 501(c)(3). This organization shall be non-profit, non-partisan, and non-secretarian. This organization operates on an integrated basis, without discrimination.

ARTICLE III SCOPE

In providing educational and personal enrichment to the students of EDUPRIZE SCHOOL, this organization shall support the students by engaging in fundraising projects, supporting the various student enrichment activities, providing a forum for parent, teacher and student interaction through community events, and promoting open communication between parents, teachers, EDUPRIZE SCHOOL, and the community.

ARTICLE IV SUPPORTERS

- Section 1. All parents or guardians of children enrolled at EDUPRIZE SCHOOL shall be considered supporters of the PTN.
- Section 2. A quorum of the membership shall consist of those members present at any regular or special meeting of this organization.
- Section 3. Supporters shall be notified of all upcoming meetings through either the EDUPRIZE SCHOOL newsletter, which is distributed by computer emails or through paper copies to all families, or through written notice distributed to all families.
- Section 4. No dues shall be collected.

ARTICLE V

BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

- Section 1. The EDUPRIZE SCHOOL PTN Board of Directors shall consist of the President, Vice President, Treasurer, Secretary, Event Coordinator (s), and Teacher (s) representatives. The Board shall comply with all applicable regulations, laws, and procedures to maintain exempt status for the organization.
- Section 2. The Board of Directors shall appoint the President, Vice President, Treasurer, Secretary, Event Coordinator (s), and Teacher representatives during the month of May each year for a one-year term. Any vacancy occurring during the year shall be filled by appointment from the Board of Directors.
- Section 3. The Board of Directors shall manage the affairs of the EDUPRIZE SCHOOL PTN between meetings and will meet at least once annually, at an agreed upon time and place. This, and all other official meetings, will be arranged by written notice at least 2 weeks in advance.
- Section 4. Duties of the President
- a. Fulfills leadership role for PTN activities.
 - b. Develops agendas for Board, Executive Committee, and Supporter meetings in consultation with Board members.
 - c. Presides over Board, Executive Committee, and Supporter meetings.
 - d. Keeps parents, teachers, principal, and community apprised of PTN activities and acts as liaison between them.
 - e. Shall cast the deciding vote in case of a tie at Board and Supporter meetings.
 - f. Signer on bank accounts.
- Section 5. Duties of Secretary
- a. Keeps written record and presents minutes of all meetings of the PTN, the Executive Committee, and the Board of Directors;
 - b. Keeps an updated copy of the PTN Bylaws and Articles of Incorporations.
 - c. Shall ensure that all notices are given in accordance with these Bylaws.
 - d. Is the second signer on the bank accounts.
- Section 6. Duties of Treasurer
- a. Keeps records of all receipts and disbursements of monies.

- b. Coordinates with all committees and Board Members to make deposits, and pays bills and reimbursements as needed.
- c. Maintains all financial records, prepares financial reports on a monthly basis with a final financial report at the close of the school year, and makes financial reports available to PTN.
- d. Assists Committees with budget reports as needed.
- e. Shall comply with all applicable regulations, laws, and procedures to maintain exempt status for organization.
- f. Shall participate in the preparation of all necessary tax returns and documentation.
- g. Each June, The Treasurer's books will be audited by a committee of three EDUPRIZE SCHOOL PTN supporters and a CPA that are appointed by the Board of Directors. The Treasurer shall be responsible for coordination with this committee, as well as any outside accountant, auditor, or governmental entity for any audit or review.
- h. The Treasurer does not have signature authority on the accounts of the organization.

ARTICLE VI EXECUTIVE COMMITTEE

- Section 1. The Executive Committee shall consist of the appointed Board of Directors of the PTN and the Standing Committee Chairs which are designated by the appointed Officers. The Board may also designate up to two Teacher Representatives to serve on the Board.
- Section 2. The Executive Committee exercises all the powers and authority granted to it by the Board of Directors. The Executive Committee shall comply with all applicable regulations, laws, and procedures to maintain exempt status for the organization.
- Section 3. The Executive Committee shall meet at least once annually at an agreed upon time and place. This, and all other official meetings, will be arranged by written notice at least 2 weeks in advance.
- Section 4. Each Executive Committee member shall serve for a term of one (1) year. Vacancies before the end of each school year shall be filled by appointment of the Board of Directors. In the event of a tie vote, the President shall choose the succeeding Executive Committee member. At the end of each year, Committee Members will appoint their successors for the following year.

- Section 5. Committee chairs shall keep a procedure book or file detailing activities, responsibilities, and expenses.
- Section 6. Members shall chair no more than 2 committees per term.
- Section 7. Committee meetings shall be called by the Committee Chair and shall meet as often as is necessary to carry out their functions. The committee chair shall provide the PTN President with periodic status reports.
- Section 8. Publicity and communications shall be cleared by the PTN President.
- Section 9. A financial report shall be made to the Treasurer after each fundraising event.

ARTICLE VII MEETINGS

- Section 1. All general and committee meetings shall be open to interested parties.
- Section 2. The Board of Directors and Executive Committee shall meet semi annually at the discretion of the President and will meet a minimum of once a year.
- Section 3. A quorum necessary for the transaction of business of the Board, Executive, or other committee shall consist of a majority of the members of the Board, Executive Committee, etc. An action of sitting members, majority of those members must be in attendance, must have a quorum to hold Board Meeting.
- Section 4. Supporters shall be notified of all upcoming general or special meetings through either the EDUPRIZE SCHOOL newsletter, which is distributed by computer emails or through paper copies to all families, or through written notice distributed to all families.

ARTICLE VIII FINANCES AND CONTRACTS

- Section 1. The Board of Directors shall present to the Supporters at the first regular meeting of the school year a budget of anticipated revenue and expenses for the year. The budget shall be used to guide the activities of the PTN during the year. Any substantial deviation from the budget must be approved in advance by the Supporters.
- Section 2. The Board of Directors is authorized to enter into contracts of agreements for the purchase of materials or services on behalf of the organization as long as the contracts and agreements comply will applicable regulations, laws, and procedures to maintain

exempt status for the organization. The Board of Directors may authorize any officer or officers to enter into said contracts or agreements.

- Section 3. Non-budgeted expenditures over \$2,000 shall be authorized by a majority vote of the Board of Directors present at a general or special PTN meeting. Expenditures under \$2,000, emergency expenditures, or expenditures involving legal or attorney matters concerning the organization shall be at the discretion of the board.
- Section 4. All PTN checks over \$5,000 must be signed by the President and the Secretary.
- Section 5. The Board of Directors shall appoint an auditing committee from the school's parent population to conduct an annual review at a regular publicized meeting. See Article V, Section 8G.
- Section 6. All PTN checks require two (2) signatures.

ARTICLE IX CONFLICTS OF INTEREST

- Section 1. If a Director, Officer, Committee Chair, or Supporter of the organization has a financial interest conflicting with the interest of the organization, the individual must bring the potential conflict to the attention of the other Directors and Committees and refrain from deliberating or voting on any decision with respect to this matter.
- Section 2. No parent, Board member or Committee members shall make a personal profit from any activity of EDUPRIZE SCHOOL PTN.

ARTICLE X BYLAWS AMENDMENTS

These by laws may be amended by a consensus vote of a quorum of the voting members present at a general or special publicized meeting (with an agenda).

These Bylaws were adopted by the membership by a unanimous vote during a meeting properly called on _____ (date).

These Bylaws were reviewed and amended by a unanimous vote at a PTN meeting properly called and held on _____ (date) and are effective immediately.