

Randall Parent Teacher Club (PTC) Bylaws

ARTICLE I – ORGANIZATION NAME

The name of this organization shall be the Randall Parent Teacher Club (PTC). For convenience, the organization will be referred to in these by-laws as the Randall PTC or PTC.

ARTICLE II – PROFIT EXPLANATION

The Randall PTC is a non-profit organization that is governed by these by-laws.

ARTICLE III – OBJECTIVES

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| SECTION 1 | Promote the welfare of children in our community. |
| SECTION 1.1 | Bring together a closer relationship between home and school, through cooperation between parents and teachers in the education of our children. |
| SECTION 1.2 | Develop unity between educators and the general public to work for the greatest advantages for the common good of our children. |
| SECTION 2 | The objectives of the Randall PTC are promoted through an education program directed towards parents, teachers, and the general public; these objectives are developed through conferences, committees, projects, and programs. |

ARTICLE IV – MEMBERSHIP

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| SECTION 1 | Any parent or guardian with a student currently enrolled at Randall School is an automatic member of this organization, regardless of that person's race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, marital or parental status |
| SECTION 2 | All Randall teachers are members of this organization. |
| SECTION 3 | Voting privileges are extended to all members. |
| SECTION 4 | There are no membership dues. |

ARTICLE V – OFFICERS

SECTION 1	The elected officers of the Randall PTC shall include: President, Vice President, Secretary, Treasurer. “Co” officer positions may be created based on a 2/3 vote.
SECTION 2	Duties of Officers
SECTION 2.1	The President shall serve and preside over all meetings, coordinate the activities of the organization serve as the primary liaison with school administration, appoint committee chairs as needed, and be an authorized signer on PTC financial accounts.
SECTION 2.2	The Vice President shall assist the President, preside in the President's absence, coordinate committees and special projects, assume the office of President if the position becomes vacant until a replacement is appointed or elected, and is an authorized signer on financial accounts.
SECTION 2.3	The Secretary shall record meeting minutes, maintain organizational records and attendance records.
SECTION 2.4	The Treasurer shall receive and deposit all funds, maintain accurate financial records, present a financial report at each meeting, prepare an annual financial summary, and ensure all required financial filings are completed.
SECTION 3	Eligibility
SECTION 3.1	To be eligible to hold an office, a person must have a student enrolled at Randall School during the school year of the effective term of office.
SECTION 3.2	Only those person who have signified their consent to serve if elected shall be nominated for or elected to such office.
SECTION 4	Term of Office
SECTION 4.1	Officers shall serve a term of one (1) year beginning on July 1 and ending on June 30. Officers shall deliver to their successors all official material no later than July 1 following the election.

SECTION 4.2	Officers may serve consecutive terms. Current PTC officers must indicate that they are running for re-election.
SECTION 4.3	Any officer not seeking re-election must notify the board by February of the current school year.
SECTION 5	Election of Officers
SECTION 5.1	Officers shall be elected in May either by secret ballot or by show of hands.
SECTION 6	Vacancies
SECTION 6.1	Should an office become vacant, the Board may appoint a qualified member to fill the position until the next election. In case a vacancy occurs in the office of the President, the Vice President shall fill the vacancy and shall give notice of the election to fill the Vice President position.

ARTICLE VI – EXECUTIVE BOARD

SECTION 1	Composition
SECTION 1.2	The Executive Board shall consist of the President, Vice President, Secretary, and Treasurer. The Principal, or their designee, may participate in Executive Board meetings on an as-needed basis in a non-voting capacity.
SECTION 2	Responsibilities
SECTION 2.1	The Randall PTC Board shall conduct business between general meetings, review, and approve routine expenditures within the approved budget, and ensure the organization follows these bylaws.

ARTICLE VII – MEETINGS

SECTION 1	General Meetings
SECTION 1.1	The Randall PTC shall hold approximately eight (8) meetings during the school year. The meeting schedule shall be determined annually by the Executive Board. One week's notice will be given of the date change

SECTION 1.2	Meetings shall be conducted using the current edition of Robert's Rules of Order Newly Revised, when not inconsistent with these Bylaws.
SECTION 2	Special Meetings
SECTION 2.1	Special meetings may be called by the President or by a majority of the Executive Board, with one week's notice.
SECTION 3	Quorum
SECTION 3.1	A majority of the elected Executive Board members shall constitute a quorum for the transaction of business at any meeting of the organization.
SECTION 4	School Board Representation
SECTION 4.1	The organization shall, when possible, be represented at meetings of the Randall School Board by the President or an alternative.
SECTION 4.2	The PTC School Board Representative will not hold any voting rights on said school board.
SECTION 4.3	The PTC Representative will act as an observer to the school board, with the right to express the opinions of the PTC organization if asked to do so.

ARTICLE VIII – COMMITTEES

SECTION 1	Standing and special committees may be established as needed. Board members are welcome to the committees as they choose.
SECTION 1.1	The President shall be a member ex officio of all committees.
SECTION 1.2	Co-chairs are allowed to share responsibilities.
SECTION 2	Committee chairs shall organize committee activities, recruit volunteers, and report committee progress to the Board.

ARTICLE IX – FINANCES

SECTION 1 Fiscal Year

SECTION 1.1 The fiscal year shall begin on July 1 and end on June 30.

SECTION 2 Budget

SECTION 2.1 An annual budget shall be prepared by the Treasurer and reviewed by the Executive Board.

SECTION 2.2 The proposed annual budget shall be presented for approval by the membership at the first PTC meeting of the school year.

SECTION 3 Banking

SECTION 3.1 All funds shall be deposited into accounts in the name of the Randall Parent Teacher Club.

SECTION 3.2 A person issuing a check to Randall PTC that is returned to Randall PTC for nonpayment is responsible for full payment of that amount and is subject to a \$35 service charge and any additional fees incurred in the collection process.

SECTION 3.3 Collection on NSF checks will be as follows: The party who issued the check will be contacted by the treasurer and notified of the NSF check. At that time, a payment schedule may be set up. If there is no response; a letter will be sent to the party. If the issue is not resolved; a certified letter will be sent. The board may choose to no longer accept a check from that party.

SECTION 4 Authorized Signers

SECTION 4.1 The President and Vice President shall serve as authorized signers.

SECTION 4.2 Requested expenditures less than \$500 may be approved by the board; items totaling more than \$500 must have PTC approval.

SECTION 5 Financial Review

SECTION 5.1 The financial records shall be reviewed annually by a committee of members who are not authorized signers, or by an independent reviewer, before the new Treasurer assumes office.

SECTION 5.2 Documents will be retained as follows: all financial statements, minutes, and special reports shall be retained for at least seven (7) years. Receipts and periodicals can be destroyed after two (2) years.

ARTICLE X – POLICIES

SECTION 1 The organization shall be noncommercial, nonsectarian, and nonpartisan.

SECTION 2 The name of the organization or any board members or committee chairmen in their official capacities shall not be used for commercial or partisan interests unless directly related to the objectives, goals, and promotion of the Randall PTC.

SECTION 3 The PTC shall not participate by endorsing or opposing any candidate for public office.

SECTION 4 The PTC will not interfere with the administration of the school or its policies. The PTC will cooperate and support improvements in education without interfering with the school administration. Any rules, regulations, or policies in the Randall School Handbook are also policies of this organization.

SECTION 5 The PTC may cooperate with other organizations concerned with child welfare, but a PTC representative shall not make any binding commitments on behalf of the entire PTC group without the group approval.

SECTION 6 The PTC may request that an administrator or their appointed representative be present at any PTC event held after school hours.

SECTION 7 Items that are “physically” attached to the school must be approved by the administration and the school board. No items may be purchased without going through the proper channels.

SECTION 8 All items that carry the PTC name (signs, posters, flyers, etc.) must be approved by the PTC board and the school administration. All items must be clearly labeled “PTC Event” or “PTC Sponsored” if they are sponsored by the PTC.

ARTICLE XI – DISSOLUTION

In the event of dissolution of the PTC, its assets shall be used for tax-exempt purposes for the betterment of Randall School is to be determined by the School Administrator and the Randall School Board.

ARTICLE XII – AMENDMENTS

These bylaws may be amended at any general meeting of the Randall PTC by a two-thirds (2/3) vote of the members present and voting, provided a quorum is established. Written notice that proposed bylaw amendments will be considered and voted upon shall be included on the meeting agenda distributed prior to the meeting. Upon approval, the amendments shall take effect immediately unless otherwise specified.

Originally Adopted: February 21, 2013

Proposed Revision: August 26, 2026