

BY-LAWS
Lobbestael Parent Teacher Club
38495 Prentiss
Harrison Township, Michigan 48045

Amending Old By-Laws of 2006 as of October 7, 2009

Executive Board Officers working on By-Laws are as follow:

President: Kris DuChene

First Vice President: Keri Edie

Second Vice President: Jessica Wright

Secretary: Kristin Kolodge

Treasurer: Susan Silich

Educational Advisors working on By-Laws are:

Principal: Pamela Leidlein

Faculty Representative: Meribeth Querio

The By-Laws of the Lobbestael Parent Teacher Club include:

Article I: Name

Article II: Mission Statement and Objectives

Article III: General Membership and Election of Executive Board Officers

Article IV: Executive Board Officers and Their Duties

Article V: Educational Advisors and Their Duties

Article VI: Executive Board Officer Resignation, Vacancy, and Removal from Office

Article VII: Basic Policies

Article VIII: Procedures

Article IV: Standing and Special Committees

Article X: Quorum

Article XI: Meeting Norms

Article XII: Changing/Amending of the By Laws

Article XIII: Dissolution of the PTC Organization

BY-LAWS OF THE LOBBESTAEL PARENT TEACHER CLUB

ARTICLE I: Name

The official name shall be the **Lobbestael Parent Teacher Club (PTC) effective October 7, 2009.**

ARTICLE II: Mission Statement and Objectives

Mission Statement: The Lobbestael Parent Teacher Club's agenda is to lend support, both moral and financial, to cooperate with teachers, the administration and the community to promote a positive attitude toward learning and education.

Section 2.01 To build and maintain an organization of parents, teachers and other interested persons which will lend support, both moral and financial, to the students, school, and the community.

Section 2.02 To promote an educational climate that encompasses all persons associated with Lobbestael.

ARTICLE III: General Membership and Election of Executive Board Officers

Section 3.01 All parents or legal guardians of current Lobbestael students as well as current staff are invited to become members by completing a combination of at least two of the following during the current school year: attending PTC meetings, volunteering at the school, or volunteering at PTC functions. There will be no membership fee to join the organization.

Section 3.02 All parents and legal guardians, who have successfully completed membership, are entitled to vote at any PTC meeting including the election of Executive Board Members. Membership in the organization entitles the members to attend formally conducted meetings throughout the school year at the Emma V. Lobbestael Building and to be informed of organization activities.

Section 3.03 Nominations for Executive Board Members shall be taken during the April PTC Meeting. The President shall contact all persons nominated to confirm their willingness to serve.

Section 3.04 Elections shall be held at the May PTC Meeting. PTC members must be present to vote. The principal and faculty advisor will tally the votes. In the case of a tie during elections, the President's vote (noted on a special ballot) will be withdrawn automatically. This will be done confidentially.

Section 3.05 The terms of all Executive Board positions are 12 months. The officers of the PTC shall take office in June and remain in their positions until June of the following year. It is the responsibility of the outgoing Executive Board Member to train the newly elected board member prior to the June Executive Board PTC Meeting. The June Executive Board PTC Meeting will be attended by both the outgoing and newly elected Board Member to finalize the transition process.

Section 3.06 Officers may serve successive terms of the same position but may not exceed 3 consecutive terms. They may run for another Executive Board position if they choose.

ARTICLE IV: Executive Board Officers and Their Duties

Section 4.01 the Executive Board Officers of the PTC shall be:

- a. President
- b. First Vice President
- c. Second Vice President
- d. Secretary
- e. Treasurer

Section 4.02 The Executive Board shall have general supervision of the affairs of the PTC.

Section 4.03 The President responsibilities include:

- Conduct all meetings of the Lobbestael PTC general meetings and the Executive Board Meetings
- Supervise all projects
- Confirm all committees have a chairperson
- Be an ex-officio member of all committees
- Call all special meetings
- Keep a President's File
- Confirm the PTC meeting agenda with the Secretary prior to publication

Section 4.04 The First Vice-President's responsibilities include:

- Conduct the meeting in the absence of the President
- Welcome all new members
- Schedule rooms and refreshments for PTC meetings
- Provide assistance for the general PTC meetings whenever the President or Executive Board requests
- Be responsible for social correspondence (notes, flowers, thank you notes, etc.)
- Collecting pictures and updating the PTC showcase every other month or as needed
- Designee assigned to take meeting minutes in the absence of the Secretary

Section 4.05 The Second Vice-President's responsibilities include:

- Assume appropriate duties in the absence of the President and/or First Vice-President
- Supervise chairmen of committees of the PTC
- Monitor the event committee subfolders in the President Files to ensure all information is current. All confidential information must be shredded.

Section 4.06 The Secretary's responsibilities include:

- Create meeting agendas and record meeting minutes for all general PTC and Executive Board meetings
- Publish a written agenda 2 days prior to all PTC Meetings to the Executive Board Members and all parents/guardians via the students of Lobbestael
- Keep necessary records
- Send the meeting minutes to the Principal via email to be posted on the Lobbestael website

Section 4.07 The Treasurer's responsibilities include:

- Keep an accurate financial record of all receipts and disbursement of the E.V. Lobbestael PTC Account.
- The fiscal year will be November 1 – October 31 of the following year
- Present a written financial report at each general PTC meeting
- Verify and track check requests and forward them to the Lobbestael School Secretary for processing
- Prepare an initial draft budget proposal based on past years' spending to present during the Budget Meeting
- Send the Treasurer Report to the Principal via email to be posted on the Lobbestael website

ARTICLE V: Educational Advisors and Their Duties

Section 5.01 the Educational Advisors of the PTC shall be:

- a. Principal
- b. Faculty Representative

Section 5.02 The Principal's responsibilities include:

- Be a non-voting advisor of the Executive Board and general PTC membership
- Provide an Educational Report at each general and Executive Board Meeting as necessary

Section 5.03 The Faculty Representative's responsibilities include:

- This is a volunteer, not elected, position
- Act as an advisor to the President and general PTC membership
- Join the First Vice-President in welcoming new members
- Act as a representative of the Lobbestael Faculty at all Executive Meetings
- Be a voting member during PTC meetings

Article VI: Executive Board Officer Resignation, Vacancy, and Removal from Office

Section 6.01 Resignation

An Executive Board Officer who desires to resign from office must submit a letter of resignation to the PTC membership.

Section 6.02 Removal

Any Executive Board Officer may be removed from office by a formal ballot vote of the majority of the total membership present at the next meeting following the motion for removal. This will be an agenda item immediately following the Secretary's reading of the minutes.

In extenuating circumstances of financial and/or legal liability, removal of an Executive Board member may be enforced by the L'Anse Creuse School Board or Superintendent.

Section 6.03 Vacancy

- All Officers' vacancies whether by resignation, removal, or death shall be filled by the majority vote of the membership present. Nominations will be taken immediately with voting taking place at the next PTC meeting.
- In the case of the President's Office vacancy, the First Vice-President will take over the President's position. The First Vice-President's position will then be combined with the Second Vice-President. In this instance, no voting will take place.

ARTICLE VII: Basic Policies

Section 7.01 The organization is organized exclusively for charitable purposes under Section 501(c)(3) of the Internal Revenue Code as a Parent Teacher Club.

Section 7.02 The Lobbestael PTC shall be noncommercial, nonsectarian, and nonpartisan.

Section 7.03 The Lobbestael PTC name or the names of any members in their official capacities shall not be used in any partisan interest for any purpose not appropriately related to promotion of the objectives of the PTC.

Section 7.04 The Lobbestael PTC shall not, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempt to influence legislation by propaganda or otherwise, including the publishing or distributing of statements.

Section 7.05 The Lobbestael PTC shall cooperate with E.V. Lobbestael Elementary to support the improvement of education in ways that will not interfere with school administration and their policies.

Section 7.06 The Lobbestael PTC may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTC in such matters shall make no commitments or contracts that bind the organization.

ARTICLE VIII: Procedures

Section 8.01 A general PTC meeting shall be held each month during the school year. The time and date of said meetings shall be set by the Executive Board members each school year.

Section 8.02 The President shall call the meeting to order. The meeting format shall consist of a welcome and introduction, reading of the mission statement, approval of the Secretary's minutes from the previous PTC meeting, approval of the Treasurer's report, an Education report from the Principal, discussion of old and new business, and adjournment.

Section 8.03 Executive Board meetings are held in June and August with additional meetings held as needed.

Section 8.04 A Budget Meeting is held in October to create the fiscal PTC Budget for the current school year. The Budget is approved during that meeting and presented to the general membership at the following PTC meeting. All PTC eligible members are invited to attend and vote at the Budget Meeting.

ARTICLE IX: Standing and Special Committees

Section 9.01 The Executive Board shall decide what committees related to PTC events shall be undertaken. The Executive Board may establish and dissolve Standing Committees as deemed necessary. Special Committees may be created by the Executive Board. Special Committees may be created for a specific time and/or task and shall cease to exist when that time or task has been completed or is no longer needed.

Section 9.02 The chairperson of each Standing Committee shall be committee head for the duration of the event during the school year. The chairperson may be reappointed to the same committee for any consecutive year.

Section 9.03 Duties of the Committee Chairperson involve:

- Obtaining and correctly completing a “Lobbestael PTC Committee Chairperson Checklist”
- Marketing
- Recruiting volunteers
- Completing Building Use Forms and ensuring approval
- Obtaining proper authorization from the L’Anse Creuse Administration (when necessary)
- Maintaining proper financial records including formal invoices/receipts/estimates, completing forms for reimbursement, and submitting a summary report to the Treasurer
- Maintaining a committee portfolio to be turned in to the President’s File (e.g. budget reference, lessons learned, etc)
- All reports are due 30 days after the completion of the event

ARTICLE X: Quorum

A quorum of the Executive Board shall consist of three of five members of the Executive Board or a quorum of the PTC shall consist of a simple majority of those members present.

ARTICLE XI: Meeting Norms

The Meeting Norms will be established by the Executive Board each year and presented to general PTC. Examples of Meeting Norms may resemble:

- Begin and end the meeting on time
- Phones will be turned off
- Discussions shall be limited per the set agenda timeframe
- One speaker at a time
- Stay on topic
- Be respectful
- Motions for proposals must be made and seconded. A majority “yes” vote passes the motion.

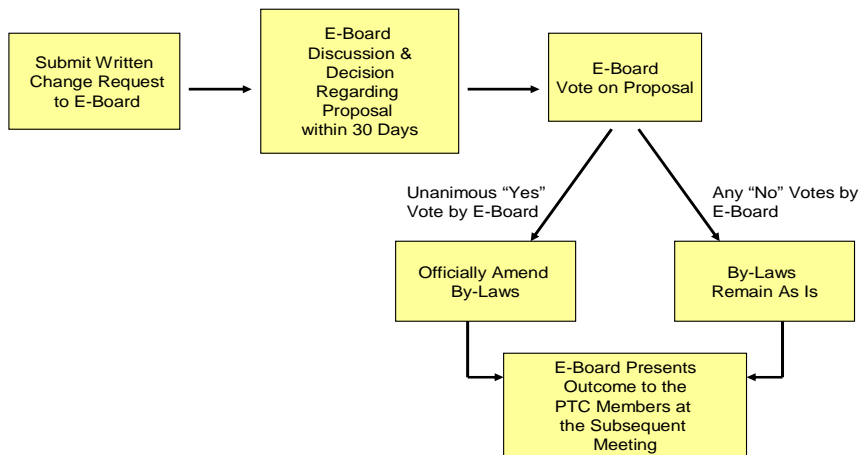
Meeting Norms may be revised as necessary.

ARTICLE XII: Changing / Amending of the By-Laws

Section 12.01 Any, and/or all By-Laws stated may be amended. Amendments must be presented in writing to the Executive Board. These proposals may come from the Executive Board or the general PTC membership.

Section 12.02 Discussions regarding the amendment proposal must occur amongst the Executive Board and be decided within 30 days upon receiving the proposed amendments.

Section 12.03 Amendment proposals will be voted on by the Executive Board at a special Board Meeting. A unanimous vote is required for approval with a presentation of the newly adopted changes to be presented at the subsequent general PTC meeting.



Section 12.04 The Lobbestael PTC By-Laws were adopted by unanimous vote of the Executive Board members present (*) at the meeting held for this purpose on October 7, 2009.

ARTICLE XIII: Dissolution of the PTC Organization

Section 13.01 The PTC cannot be dissolved as long as more than $\frac{1}{4}$ of the membership are fulfilling the objectives of the organization. Upon the dissolution of this organization assets shall be distributed to Emma V. Lobbestael Elementary School which is part of the L'Anse Creuse Public School District. The School Administrator shall use his/her discretion as to how monies shall be spent, to the best benefit of the Lobbestael students.

Section 13.02 The organization can only be dissolved upon the affirmative vote of the majority of the remaining membership.

(* Executive Board Members and Educational Advisors Voting on October 7, 2009 By-Law Amendment:

President: Kris DuChene

First Vice President: Keri Edie

Second Vice President: Jessica Wright

Secretary: Kristin Kolodge

Treasurer: Susan Silich

Faculty Representative: Meribeth Querio