

BYLAWS

ARTICLE 1: NAME

The name of the association shall be CREATIVE FRONTIERS PARENT-TEACHER ASSOCIATION (P.T.A.) TEAM, located at 6446-1/2 Sylvan Road, Citrus Heights, California 95610. The P.T.A. is not associated with the California Congress of Parents and Teachers, Inc. All correspondence shall be mailed to the above address.

ARTICLE 2: PURPOSE

The purpose of this Association shall be:

- a. To promote the general welfare of the children attending Creative Frontiers School.
- b. To bring a closer association of parents, teachers and administrators of this school as a method of bringing about Article 2(a).

ARTICLE 3: BASIC POLICIES

The following are the basic policies of Creative Frontiers P.T.A. TEAM:

- a. The organization shall be non-commercial, non-partisan, non-sectarian and non-profit in nature.
- b. The name of the organization or the names of any member in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of Article 2.
- c. The organization shall not, directly or indirectly, participate or intervene in any political campaign or actively attempt to influence legislation.
- d. The organization shall cooperate with schools to support the improvement of education in ways that will not interfere with the administration of the school and shall not seek to control the policies of Creative Frontiers School.
- e. The organization shall not enter into membership with other organizations but may cooperate with other organizations and agencies concerned with child welfare, but a P.T.A. TEAM representative shall make no commitments that bind the group he/she represents unless approved by majority vote of the membership in attendance at a regular meeting.
- f. In the event of the dissolution of the organization, the remaining monies would revert to the school for the sole purpose of improving the children's' program.

ARTICLE 4: MEMBERSHIP AND DUES

- a. Membership in this organization shall be made available to all grandparents, parents, teachers and administrators of Creative Frontiers School.
- b. The P.T.A: TEAM shall collect dues from its members in the amount of \$5.00 per year.

ARTICLE 5: OFFICERS AND BOARD MEMBERS AND THEIR ELECTION

The policies for P.T.A. TEAM Officers and Board Members regarding election and term shall be as follows:

- a. Each officer and board member shall be an active member in the P.T.A. TEAM
- b. The officers of this Association shall be President, two Vice Presidents, Secretary, and Treasurer. These offices shall be elected annually.
- c. There shall be a minimum of three (3) board members from the general membership. The board members shall be elected annually.
- d. Nominations for officers and board members shall be made during the April meeting.
- e. The privilege of being elected an officer or board member shall be limited to member of the association.
- f. Voting shall be by a show of hands unless deemed more appropriate by ballot.
- g. Officers and board members shall serve for a term of one year or until their successor are elected. No officer shall be eligible for the same office more than two consecutive years. Officers shall assume their duties during the June meeting when the outgoing officers and board members welcome them in.
- h. Vacancies in elected positions shall be filled by immediate nomination and election. If needed, the President may appoint an acting officer until the election takes place.

ARTICLE 6: DUTIES OF OFFICERS

Section 1: The President shall:

- a. Coordinate the work of the officers and committees of the association in order that the objectives be promoted.
- b. Preside at all meetings of the association and the executive board.
- c. Be a member ex-facto of all committees, but not required to attend all meetings.
- d. Perform such other duties as may be prescribed in these bylaws or assigned to him/her by these bylaws.

Section 2: The Vice Presidents shall:

- a. Act as aides to the President.
- b. Perform the duties of the President in the absence or disability of that officer to act.
- c. The First Vice President shall also serve as program coordinator for monthly meetings and publicity chairperson.
- d. The Second Vice President shall be in charge of all fund raising projects.

Section 3: The Secretary shall:

- a. Keep an accurate record of the proceedings of the association and the Executive Board.
- b. Be prepared to refer to minutes of previous meetings.
- c. Prepare a list of unfinished business for the President.
- d. Keep a current list of the paid members for the association.
- e. Keep a current copy of the bylaws.
- f. Conduct all necessary correspondence of the association upon authorization of the President or Executive Board.
- g. Send out notices of executive board meetings.

Section 4: The Treasurer shall:

- a. Keep such permanent books of accounts and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the association.
- b. Receive all monies for the association giving a receipt therefore and deposit them in the name of the association in a bank approved by the executive board.
- c. Pay all bills as authorized by the executive board or the association and on receipts of warrants signed by the President.
- d. Secure two signatures on all checks. The following are authorized to sign: 1. Treasurer and 2. an approved member of the executive board.

- e. Keep an accurate record of receipts and disbursements in a ledger which is a permanent record.
- f. Keep the membership informed of expenditures as they relate to the budget adopted by the association.
- g. Present a statement of account at every meeting of the association and the executive board and at other times when requested by the association.
- h. Make an annual report to the association.

Section 5: The Board Members shall:

- a. Represent the general membership on forming and implementing policies of the Executive Board.

Section 6

- a. Each member of the Executive Board shall have one vote.
- b. When an officer or board member fails to attend three meetings without adequate excuse, the President or officer in charge may declare his / her office vacant.
- c. Each officer, at the end of their term, shall turn over to the successor without delay all relevant material.

ARTICLE 7: THE EXECUTIVE BOARD

The Executive Board shall consist of the officers of the association, the elected board members, a school administration appointed teacher and administrator from the school; all of whom shall be members of the P.T.A. TEAM

Section 1: The Executive Board:

- a. Shall transact necessary business between meetings of the association and such other business as may be referred to it by the association.
- b. May authorize the payment of routine organizational bills within the limits of the budget adopted by the association.
- c. Shall appoint the checking account co-signer.
- d. Shall propose a yearly budget for the association no later than the October meeting to be approved by a 2/3 vote of paid members attending.
- e. Shall prepare Agenda for upcoming P.T.A. **TEAM** meetings.
- f. The executive board is subject to the orders of the association.
- g. Shall meet at least once a month between regular meetings during the school year.

- h. The attendance of a majority of the voting members shall constitute a quorum for any meeting of the Executive Board.

ARTICLE 8: MEETINGS

The Association shall have a minimum of 8 meetings throughout the year. Every month shall have a scheduled meeting with the exception of June, July, August, and December.

- a. Regular meetings of the P.T.A. **TEAM** shall be the third Thursday of each month as scheduled, unless otherwise changed by the Association. Special meetings may be called as long as an attempt to notify most of the members is made no less than 3 days prior.
- b. The regular meeting in April shall produce the nominees for the election that will be held during the May meeting.
- c. The privilege of making motions, debating and voting shall be limited to the members of the association.

ARTICLE 9: AMENDMENTS

- a. Before adoption, proposed revisions to the bylaws affecting policy, membership or dues shall be submitted to the association in writing for approval.
- b. These bylaws may be amended by a 2/3 vote of any regular meeting, provided notice has been given at the previous regular meeting.

ARTICLE 10: FUND RAISERS

- a. The Fund Raiser Committee will be chaired by the Vice President in charge of Fund Raisers and consist of 5 members.
- b. The Fund Raiser Committee will limit the number of Fund Raisers to a acceptable number and type and format per year as deemed by the Principal, and after acceptance, propose them and their purposes no later than the October meeting.
- c. A fundamental requirement for any fundraiser is that it cannot directly profit any member of the organization. In order to choose a company that a PTA-TEAM member works for, all profits must be donated back to PTA-TEAM in order to qualify.