

SALEM HEIGHTS ELEMENTARY SCHOOL
LOCAL SCHOOL ADVISORY COMMITTEE
PARENT/TEACHER CLUB BYLAWS

ARTICLE I: NAME

The name of this nonprofit organization shall be the Salem Heights Local School Advisory Committee Parent/Teacher Club (SH LSAC/PTC).

ARTICLE II: PURPOSE

The SH LSAC/PTC shall be the advising, coordinating committee to understand and further the purpose of education and the specific purpose of these bylaws. Specifically, this committee is an advisory, not policy-making committee.

ARTICLE III: OBJECTIVES

1. To promote closer cooperation and communication between the home, neighborhood and school.
2. To take and stimulate initiative and interest in all phases of school.
3. To provide fund raising activities during the school year to supplement the equipment and activities provided by the school district.
4. To provide parental assistance and input into Salem Heights' school programs and activities.
5. To advocate for and sponsor appropriate programs and organizations not provided by the school.

ARTICLE IV: LIMITATIONS

1. The SH LSAC/PTC shall have no power to enter into contracts of any nature or to spend public funds.
2. In the absence of written consent, no committee member shall be required to provide any sum of money, property or services described herein, to the SH LSAC/PTC.
3. The SH LSAC/PTC shall have no power to bind any member of the school district to any debt, liability or obligation in the absence of any written authorization from the part to be bound.

ARTICLE V: MEMBERSHIP

1. Membership in the SH LSAC/PTC shall be open to any parent, caregiver or other adult person having care and custody of a child enrolled at Salem Heights Elementary School, Salem Heights School staff members, Salem Heights School business partners, and any interested adult living or working within the Salem Heights School attendance area.
2. Anyone meeting the requirements of membership shall have a vote when attending a meeting.
3. Proxy voting and absentee ballots will not be permitted.
4. Voting by e-mail will be allowed if it is determined necessary by the LSAC/PTC Officers.

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5. An annual recruitment of members shall be conducted at the start of the academic school year. Notices will be placed on the school reader board, "Salem Heights News", and community bulletin boards. Parents registering children for school in the spring will be given information regarding the SH LSAC/PTC.
4. If a member ceases to meet the requirements to be a member of the SH LSAC/PTC, then that person shall no longer be able to hold a membership in the SH LSAC/PTC.
5. The SH LSAC/PTC, by affirmation vote of two-thirds of all members in attendance of the committee, may recommend to the School Board suspension or expulsion of a member.
6. Membership in the SH LSAC/PTC is neither transferable nor assignable.
7. Any member may resign by filing a written resignation with the Principal. Any vacancy created for an executive committee officer may be filled for the remainder of the unexpired term through the process stated in Article VII, section 6.

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ARTICLE VI: OFFICERS AND ELECTIONS

1. Officers of the combined organization shall be: chairperson, vice-chairperson, secretary, treasurer, and volunteer coordinator. Secretary and treasurer may be combined if agreed upon by a vote of two-thirds of the membership in attendance and the person running for the office. The officers shall form the executive committee of the SH LSAC/PTC.
2. Nominations of officers shall be made by a nominating committee of not less than three members (two members at large and one executive committee member) selected by the chairperson or executive committee at least one month prior (April) to the election of the officers. The nominating committee shall present a minimum of one candidate for each office to be filled. The consent of each candidate has to have been obtained before his/her name is placed in nomination.
3. A person shall not serve as chairperson for SH LSAC/PTC if he/she is employed at Salem Heights School. However, the chairperson may be a Salem-Keizer School District employee at another location.
4. Election of officers may be accomplished by a show of hands or by secret ballot as proclaimed by the chairperson.
5. Officers shall be elected annually at the May meeting upon receiving two-thirds of the vote of members in attendance at the meeting and will assume their official duties at the beginning of the regular meeting in September. Officers are elected for a term of one year and are not eligible for the same position for more than three consecutive years. If no other member is presented as a candidate for a position on the executive committee, the current officer may continue in his/her position for up to five years.
6. A vacancy occurring in the office of chairperson shall be filled by vice-chairperson. A vacancy occurring in any other office shall be filled for the unexpired term by an individual who was voted by two-thirds of the members of the SH LSAC/PTC in attendance.

7. Recall of an officer: the SH LSAC/PTC, affirmation vote of two-thirds all members of the committee present, may recommend to the executive committee suspension or expulsion of a committee officer.

ARTICLE VII: DUTIES OF OFFICERS

1. Chairperson

- a. Preside at all meetings of the organization.
- b. Enforce all bylaws.
- c. Implement all decisions of the organization.
- d. Be a party signature to any SH LSAC/PTC bank accounts.
- e. Sign all letters, reports and other communications of SH LSAC/PTC.
- f. Appoint the chairperson of standing committees and other functional committees as needed after his/her election in May or within 15 days after assuming office in September.
- g. Appoint standing committee as needed.
- h. Be an ex officio member of all standing committees.
- i. Submit the completed Form A and B to the Community Relations Department according to District guidelines in a timely fashion.
- j. Make the agenda for each monthly meeting with consultation from the principal and the vice-chairperson.

2. Vice-Chairperson

- a. Accept the office of chairperson in the event of a vacancy in this office.
- b. Act as an assistant to the chairperson in all duties of that office.
- c. Act as chairperson in the absence of the chairperson in meetings.
- d. Be a party signature to any SH LSAC/PTC bank accounts.
- e. Contact members requesting to be on the SH LSAC/PTC agenda.

3. Secretary

- a. Keep an accurate record of all meetings of the organization.
- b. Distribute minutes to the roster members no later than two weeks after the last meeting.
- c. Notify members of all special meetings.
- d. Perform the secretarial duties assigned by the chairperson.
- e. Serve as chairperson at any meeting in the absence of the chairperson and vice-chairperson.

- f. Keep an archived record of all minutes on file at the school office and electronically.
4. Treasurer
- a. Deposit all monies received by the organization into designated bank account.
 - b. Keep an accounting of receipts, expenditures, distributions, funding requests and budget reports as authorized by the chairperson and a vote of SH LSAC/PTC.
 - c. Keep an archived record of the monthly budget reports; ledger, team reports, bank statements and bank reconciliation on file at the school office and electronically.
 - d. Debited and credited all income and expenditures through SH LSAC/PTC bank account.
 - e. Present a budget statement at every meeting of the SH LSAC/PTC.
 - f. Every May have the financial account reviewed by the newly elected chairperson and treasurer. The results of this review are to be reported at the June meeting (of the first meeting of the next school year).
 - g. Provide an audit of the financial account if requested by the majority of the SH LSAC/PTC at any time.
5. Volunteer Coordinator
- a. Work with members to encourage individuals from Salem Heights attendance area to fill standing committees, be classroom volunteers, room parents, volunteer at events and aid in the vision statement of the SH LSAC/PTC.
 - b. Recruit fund raising committees to raise money for the Salem Heights Elementary School as approved by the SH LSAC/PTC.

All officers shall perform the duties as described above and those assigned from time to time and shall deliver to their successors in office all records, documents, official materials and an end of the year report within five days of expiration of their term of office.

ARTICLE VIII: HANDLING AND DISBURSEMENT OF SH LSAC/PTC FUNDS

1. Purpose

- a. Establish procedures for the expenditures of the funds for SH LSAC/PTC.
- b. Provide accountability for the SH LSAC/PTC funding procedures.
- c. Provide funding for teachers to use as they see fit for the benefit of their students.

- d. Hold SH LSAC/PTC funds in reserve for special programs and projects benefiting the school.
- 2. Accountability
 - a. The budget calendar year runs from July 1 – June 30.
 - b. Funds raised to be disbursed will be determined by a vote of the members of the SH LSAC/PTC.
 - c. SH LSAC/PTC Treasurer will keep track of funds allocated to each teacher’s class and expenses throughout the school year. Treasurer will provide budget at each SH LSAC/PTC meeting including income, expenses, allocations and continuing annual expenses.
 - d. Teachers may submit for expenses by submitting receipts to the SH LSAC/PTC Treasurer, after being reviewed by SH Principal.
 - e. Teachers may submit billing/order forms to SH LSAC/PTC Treasurer for pre-payment after being reviewed by SH Principal.
 - f. Coordinators of SH LSAC/PTC approved funded projects may submit billing/pre-payment/ receipt forms to the SH LSAC/PTC Treasurer for funding.
 - g. All requests for reimbursement must be submitted to the treasurer by September 15 of that budget year.
 - h. On June 30 of the budget year all remaining funds will revert to the SH LSAC/PTC general funds account unless a request for a specific “carry over” project has been approved.

ARTICLE IX: FUNDRAISER FUNDS ALLOCATIONS

- 1. The major fundraisers for the following school year shall be discussed and tentatively agreed upon at the May meeting. The recommended major fundraisers shall be voted on and approved by two-thirds of the members in attendance at the second meeting of the academic year.
- 2. The amount of funds and the allocation of funds for the academic year shall be voted on and approved by two-thirds of the members in attendance at the October meeting.
- 3. A majority of the funds raised shall be made available to teachers and staff for materials and programs. The following teachers and programs will receive funds:
 - a. K-5th grade teachers
 - b. Media, Music, Counselor, PE, Speech, Title I Reading, Federal Reading Teacher
 - c. Reading Rascals
 - d. Sign Language Specialists
 - e. ASL Program
 - f. Learning Resource Center
 - g. Preschool Program
- 4. A portion of the funds raised each year shall be allocated to a “student fund”. These funds will be administered by the Leadership Team. The amount for the following year shall be voted on and approved at the May meeting.

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5. A small portion of the funds raised will be made available for fundraising incentives. These funds can be used as the coordinator deems so that students, faculty and the parents are motivated to participate in major fundraisers. The amount for the school year shall be voted on and approved at the September meeting.
6. Any remaining funds will be placed as income into the SH LSAC/PTC account to be used for annual continuing expense items. Amounts for each item will be based on the previous year's expenses and will be voted on at the September meeting.

ARTICLE X: PROPOSAL OF FUNDS

All proposals for funds must be submitted on the Salem Heights Parent/Teach Club Funding Proposal Form. Forms can be obtained from the school office or the SH LSAC/PTC Treasurer.

1. The request form is to be used by teachers, staff, and parents to request funding from SH LSAC/PTC for special projects, programs, building improvements or equipment to benefit the school and the students.
2. The funds to be requested on these forms are in addition to the annual budgeted items previously approved by the SH LSAC/PTC at the first meeting of the school year.
3. All required information on these forms should be completed and returned to the Treasurer 10 days prior to the next scheduled SH LSAC/PTC meeting.
4. All fund proposals submitted in the appropriate time frame will be addressed at the upcoming SH LSAC/PTC meeting as agenda and time permit. Funding requests received fewer than 10 days prior to the next schedule SH LSAC/PTC meeting may be discussed; however the request may be discussed at the following meeting at the Executive Committee's discretion.
5. All funding proposals will include a motion on which the SH LSAC/PTC will vote. If the discussion of the proposal takes more time than is available, the proposal item can be tabled to the next monthly SH LSAC/PTC meeting at the discretion of the chairperson.
6. If funded, the person submitting the request may be asked to serve on a special committee to oversee the project.

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