

# Bylaws of Rock Creek Community Academy Parent Teacher Student Association

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## Article 1 – Name, Description, and Purpose

### **Section 1: Name**

The name of the organization shall be “Rock Creek Community Academy Parent Teacher Student Association” (PTSA). The PTSA is located at 11525 Highway 31, Sellersburg, IN 47172.

### **Section 2: Description**

The PTSA is a non-profit corporation that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

### **Section 3: Purpose**

The purpose of the PTSA is to enhance and support the educational experience at Rock Creek Community Academy, to develop a closer connection between school and home by encouraging parental involvement, to provide support to teachers, staff & students, to engage students in improving their educational experience, and to improve the educational environment at Rock Creek Community Academy through volunteer and financial support.

## Article 2 – Membership

### **Section 1: Membership**

Membership shall be automatically granted to all parents and guardians of students of Rock Creek Community Academy, to all faculty of Rock Creek Community Academy, and to all Students of Rock Creek Community Academy. There are no membership dues. Members have voting privileges, one vote per household.

## Article 3 – Officers

### **Section 1: Executive Board**

1. **Elected Officers:** The executive Board shall consist of the following elected officers: “President”, “Vice President of Fundraising”, “Vice President of Events”, “Records Secretary”, “Communications Secretary”, and “Treasurer”. Officer positions can be shared. An individual occupying more than one position has only one vote.
2. **Appointed Officers:** The School Principal or his/her designee is a voting member of the Executive Board. One teacher from each level of elementary school (1 from k-2 & 1 from 3-5 representing all elementary teachers in Grades K-5), 1 teacher from the middle school (Grades 6-8), and 1 from the high school (Grades 9-12) may be appointed by their peers to represent their interests as a voting member of the

Executive Board. One student representative appointed by the Student Council may serve on the board as a non-voting member of the Executive Board.

## **Section 2: Term of Office**

The term of office for all officers is one year, beginning immediately upon election and ending upon officer election for the following school year.

## **Section 3: Term Limits**

Officers may serve more than two (2) consecutive years in the same position.

## **Section 4: Eligibility**

Any non-student PTSA member in good standing may be nominated and elected by the general membership to any officer position except the Student Representative. Any student may be nominated and appointed by the Student Council to serve as the Student Representative.

## **Section 5: Duties**

1. Executive Board – Develop the PTSA annual budget, establish and oversee committees to conduct the work of the PTSA, establish fundraising programs, approve by majority vote of the board unbudgeted expenditures of no more than \$100.00.
2. President – Preside at General PTSA meetings and Executive Board meetings, serve as the official representative of the PTSA, and retain all official records of the PTSA.
3. Vice President of Events- Oversee non-fundraising Events and/or activities approved by majority vote of the general membership. Assist the President and chair meetings in the absence of the President.
4. Vice President of Fundraising- Oversee event based fundraising activities approved by majority vote of the general membership. Assist the President and chair meetings in the absence of the President and Vice President of Fundraising.
5. Records Secretary – Record and distribute minutes of all Executive Board Meetings and all General Meetings. Prepare agendas for official PTSA meetings. Hold historical records for the PTSA.
6. Communications Secretary – Manage communications and marketing for the PTSA including but not limited to PTO newsletters, email broadcasts, website, and social media channels.
7. Treasurer – Serve as custodian of the PTSA’s finances. Collect revenue. Pay authorized expenses. Report financial activity every month. Prepare year-end financial report. Facilitate an annual audit. Hold all financial records.

## **Section 6: Removal**

Any officer except the President can be removed from office for failure to fulfill his/her duties after reasonable notice by majority vote of the executive board. The President can be removed from office at the discretion of the CEO of Rock Creek Extracurricular Organization, Inc.

## **Section 7: Vacancy**

If a vacancy occurs on the Executive Board, the President shall appoint a PTSA member to fill the vacancy for the remainder of the officer’s term. If the office of the President is vacated for any reason, the CEO of Rock Creek Extracurricular Organization, Inc. shall appoint a member of the PTSA to fill the office for the remainder of the current term.

## Article 4 – Meetings

### **Section 1: General PTSA Meetings**

General PTSA meetings shall be held to conduct the business of the PTSA. General meetings shall be held two times per year during the school year or more frequently at the discretion of the Executive Board.

### **Section 2: Executive Board Meetings**

Meetings of the Executive Board shall be held at the discretion of the Executive Board to plan and prepare for General PTSA Meetings.

### **Section 3: Notification**

The time and location of General PTSA meetings shall be conspicuously posted in two locations at Rock Creek Community Academy, broadcast to members via email, and posted on at least one social media channel at least 48 hours prior to the meeting. Executive Board meetings need not be announced to the PTSA membership.

### **Section 4: Voting**

Each household representative in attendance at a PTSA meeting is eligible to vote provided they have attended at least one prior meeting during the current school year. Absentee or proxy votes are not allowed. Tie votes shall be decided by the PTSA President.

### **Section 5: Quorum**

Three (3) members of the PTSA present for a vote constitute a quorum for the purpose of voting. A member is considered present for the purposes of this rule if they are able to hear comments made by the audience and the audience can hear comments made by the member.

## Article 5 – Financial Policies

### **Section 1: Fiscal Year**

The fiscal year shall begin on July 1 and end on June 30 of the following year.

### **Section 2: Banking**

All funds shall be kept in a single checking account owned by Rock Creek Extracurricular Organization, Inc.

### **Section 3: Receipt of Income**

The Treasurer shall ensure that all income received is promptly deposited in the bank account. The Treasurer and one other Executive Board member who is not a member of the Treasurer's household shall prepare the bank deposit and deliver it to the bank. The Treasurer shall establish at his/her discretion additional rules as necessary to safeguard income until it is deposited in the bank.

### **Section 4: Operating Budget**

The Executive Board shall propose an operating budget to the general membership at the beginning of each fiscal year. The budget shall be approved only by majority vote of the members present.

## **Section 5: Distributions**

All distributions of funds shall require two officer signatures. Distributions greater than \$100.00 must be made by a check bearing the signature of two officers. Authorized distributions of not more than \$100.00 may be made by check or debit card.

## **Section 6: Reporting**

All financial activity shall be recorded in a paper or electronic accounting system. All income and expenses shall be reported by the Treasurer to the Executive Board. The Treasurer shall reconcile the bank account monthly. Monthly financial reports for the current fiscal year shall be made available to PTSA members upon request.

## **Section 7: Audits**

The Treasurer shall arrange for an independent annual financial audit of the organization. The results of the audit shall be reported in the first General PTSA meeting following the fiscal year for which it is completed.

## **Section 8: Ending Balance**

The organization shall leave a minimum balance in the treasury of \$3,000.00 at the end of each fiscal year.

## **Section 9: Contracts**

Contract signing authority is limited to the President, the President's designee, and the CEO of Rock Creek Extracurricular Organization, Inc.

# **Article 6 – Bylaw Amendments**

## **Section 1: Amendments**

Amendments to the bylaws may be proposed by any PTSA member. Amendments proposed at a PTSA meeting shall be considered for voting at a subsequent meeting after sufficient time for consideration by the membership. An amendment is approved by 2/3 majority of the general membership present and voting.

# **Article 7 – Dissolution**

## **Section 1: Dissolution**

In the event of dissolution of the PTSA or of Rock Creek Extracurricular Organization, Inc., any remaining funds shall be donated to Rock Creek Community Academy. In the event Rock Creek Community Academy is dissolved, the CEO of Rock Creek Extracurricular Organization, Inc. shall select a similar non-profit organization supporting a charter school to receive any remaining funds

# **Article 8 – Parliamentary Authority**

## **Section 1: Authority**

The authority for the PTSA shall be “Roberts Rules of Order Newly Revised”

These bylaws were adopted on \_\_\_\_\_ by 2/3 majority of voting members