

Redding School of the Arts Parent Teacher Council

Committee Rules

Article I - Name

The name of this Committee is Redding School of the Arts Parent Teacher Council (PTC), herein referred to as the Committee.

Article II - Purposes

Section 1

To promote the welfare of our children, school, and community by bringing the home and school into closer interaction so that parents and teachers may cooperate judiciously in the education of our children.

Section 2

To raise funds to support school and community educational programs.,

Article III - Basic Policies of the Committee

Section 1

This Committee is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code and shall be non-commercial, non-sectarian, and non-partisan operating under the Foundation for Promoting Arts Education as an advisory council.

Section 2

The name of this Committee or the names of any member in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the purpose of this Committee.

Section 3

No part of the activities of this Committee shall consist of carrying propaganda, or otherwise attempting to influence legislation, and the Committee shall not participate or intervene in any political campaign (including publishing or distributing of statement) on behalf of or in opposition to any candidate for public office.

Section 4

This Committee shall work with the school and the Foundation for Promoting Arts Education (FPAE) to provide quality education for all children and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Redding School of the Arts Governing Board.

Section 5

The property of this Committee is irrevocably dedicated to educational, literary, or charitable purposes; and no part of the net income or assets of this Committee shall ever contribute to the benefit of any private person.

Section 6

In the event of dissolution of the Committee, after paying or adequately providing for the debts and obligations of the Committee, the remaining assets shall be turned over to FPAE to support educational, literary or charitable events in the community.

Section 7

Separation Clause to form an independent 501(c)(3): If at any time the PTC deems it to be in the best interest of the Committee to form their own Organization, they will be able to do so and will retain all monies and assets that they have raised.

Section 8

Notwithstanding any other provision of these Articles, the Committee shall not carry on any other activities not permitted to be carried on (a) by an Committee exempt for Federal Income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or (b) by the Committee contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law).

Article IV - Membership and Dues

Section 1

Every individual who is a member of this Committee is entitled to all benefits of such membership.

Section 2

Membership in this Committee shall be made available to any individual who subscribes to the proposed and basic policies of this Committee without regard to sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. This includes, but is not limited to parents, guardians or relatives of RSA students; staff of RSA; and concerned community members.

Section 3

Annual dues shall be decided and or waived by the current Committee each year.

Section 4

It is not required of an individual to be a member of this Committee in order to attend meetings or participate in its events.

Section 5

Each member present at any regular or special meeting shall have one vote for each motion brought to the floor. All motions must be approved by a simple majority vote of the members present.

Article V - Officers

Section 1

The privilege of holding office in this Committee shall be limited to parents/guardians or relatives of current RSA students. The term of office shall be one year and will coincide with the fiscal year, July 1 through June 30. There is no limit to the number of terms a member may run for or serve as an officer. Interested members must attend a minimum of 2 PTC general monthly meetings during the current school year, volunteered/supported a PTC sponsored event, and be current in their volunteer hours at the time of election.

Section 2

Officers of this Committee shall include a President, a Vice-president, a Secretary, a Treasurer, and two Officers at Large, nominated each March and elected the following April. Officers shall receive no compensation.

Section 3

A vacancy occurring in any office except President shall be filled for the remaining portion of the current term by appointment and assent of the Executive Board.

Section 4

In the event the Presidency is vacated, the Vice-president shall assume that position for the remainder of the term.

Section 5

When an officer fails to attend three consecutive meetings without advance approval of the executive board or is not fulfilling the responsibilities of the office as prescribed in the Committee Rules, the present membership may, by a two-thirds affirmative vote, declare the office vacant and reelect that office.

Section 6

Upon the expiration of the term of office or in case of resignation or termination, each officer shall turn over to the President without delay, all records, books, and other materials pertaining to the office and shall return to the Treasurer without delay all funds belonging to the Committee.

Article VI - Executive Board

Section 1

The executive board shall consist of officers of the Committee, an administrator of Redding School of the Arts, or a representative appointed by administration and the Past President or his or her designated officer from the previous year.

Section 2

The executive board shall transact necessary business between meetings of the Committee and such other business as may be referred by the Committee.

Section 3

In the event that an expenditure must be approved/disapproved between regular meetings, the executive board shall authorize expenditures under \$100.00 with approval of a minimum of two officers; expenditures from \$100.00- \$200.00 with a minimum of three officers; and expenditures of over \$200 but less than

\$400.00 with approval of a minimum of four officers. In no instance shall expenditures between meetings exceed a total of \$400.00. In the event the need for more than \$400.00 is needed before a regularly scheduled meeting, the Board will notify all members 24 hours prior to an "open" meeting to handle such a request.

Section 4

The expenditure limits set forth in Section 3 above apply to those expenditures not previously authorized in the annual budget. The Committee will consider additional expenses with the intent of maintaining a fund balance sufficient to continue the annual budgeted expenses for at least one additional year-

Section 5

The PTC Executive Officers shall maintain a positive, respectful, and collaborative working relationship amongst themselves, with the school and other organizations that seek to promote the mission of the school and benefit the well-being of students at Redding School of the Arts. Officers shall be committed to work in the best interest of the school.

Article VII - Duties of Officers and Executive Board

Section 1

The President shall:

- A. Coordinate the work of officers and committees for the Committee in order that the purpose may be promoted.
- B. Preside at all meetings of the Committee or arrange for other members of the executive committee to preside in the following order: Vice-president, Secretary, and Treasurer.
- C. Establish and post the agenda for all meetings of the Committee.
- D. Perform such other duties as outlined in current job descriptions or assigned to him or her by the Committee. (See Appendix A)

Section 2

The Vice-president shall:

- A. Act as aide to the President and shall perform the duties of the President in the absence or inability of the officer to act.
- B. Coordinate volunteer recruitment for designated functions, events or sub-committees.
- C. Act as Liaison to FPAE by attending quarterly meetings or appoint a designee to attend.
- D. Perform such other duties as outlined in current job descriptions or assigned to him or her by the Committee. (See Appendix A)

Section 3

The Secretary shall:

- A. Prepare a sign in sheet for general meetings.

- B. Keep an accurate record of the proceedings of all meetings of the Committee and keep a current copy of the Committee Rules.
- C. Oversee the taking of minutes at all Committee meetings, and post copies of minutes and the agenda accessible to all Committee members.
- D. Prepare and send out all necessary correspondence of the Committee upon authorization of the President.
- E. Perform such other duties as outlined in current job descriptions or assigned to him or her by the Committee. (See Appendix A)

Section 4

The Treasurer shall:

- A. Maintain accurate accounts and records over a twelve-month fiscal year from July 1 through June 30 that shall be sufficient to establish the item of gross income, receipts, and disbursements of the Committee. Such books (i.e. balance sheet, profit and loss & general ledger detail) of account and records shall at all reasonable times be open to inspection by any member of the Committee.
- B. Receive all monies for the Committee and deposit them in the name of the Committee at an FDIC insured bank approved by the officers.
- C. Pay all bills as authorized by the Committee.
- D. Make a report at each Committee meeting.
- E. Provide quarterly reporting documents (i.e. balance sheet, profit and loss & general ledger detail) to FPAE.
- F. Perform such other duties as outlined in current job descriptions or assigned to him or her by the Committee. (See Appendix A)

Section 5

The Officers at Large shall:

- A. Attend monthly Executive Board Meetings and Monthly General Meetings.
- B. Act as liaison between the Committee and the TBC (Theater Booster Club) by attending monthly general board meetings.
- C. Act as liaison between the Committee and the Auction Chairperson(s) by attending all scheduled meetings held by the Auction Planning Committee.
- D. Act as liaison between the Committee and PAN (Performing Arts Now) by attending all scheduled general meetings.

Section 6

Administration shall be responsible for relaying information to and from the school staff.

Section 7

The Past President shall:

- A. If there are no returning executive officers, the past president shall work with the new officers as a non-voting member of the Executive Board (Article VI, Section 1) for the subsequent school year,

or as needed, in order that the work and purpose of the Committee may continue through a smooth transition of officers.

- B. Designate an officer from the previous year to fulfill the duties of Past President in the event the Past President is unable to fulfill such duties.

Section 8

All officers shall coordinate all activities and written mail or notices with the President and Administration to receive approval prior to activities or communications.

Section 9

The Committee shall follow adopted fiscal policy (See Appendix B)

Article VIII - Governing Board Representative

Section 1

Two representatives of the Committee shall serve on the Redding School of the Arts Governing Board. The privilege of serving as Governing Board representative shall be limited to parents/guardians of current RSA students. Interested members must have attended at least 2 PTC general monthly meetings and 1 regular governing board meeting during the current school year, have an approved governing board application, and be current in their volunteer hours at the time of the election. The parent representative for the governing board shall:

- A. Be elected by the Committee by written ballot and shall serve for two consecutive years. The representative shall be nominated each March and elected the following April. The term of office will coincide with the fiscal year and will last two years.
- B. No elected representative shall be eligible to serve more than two full consecutive terms.
- C. Receive no compensation.

Section 2

Should a representative's place be declared vacant, the Parent Teacher-Council shall appoint a qualified successor to complete the school year. A representative's place shall be declared vacant if the representative:

- A. Ceases to have a child at Redding School of the Arts.
- B. Is absent from two successive or three total regular meetings of the Governing Board and Parent Teacher Council
- C. Resigns for any reason.

Section 3

The representative to the Governing Board shall on a monthly basis attend and supply an oral report to the general meeting of the Committee.

Article IX - Meetings

Section 1

Regular meetings of this Committee shall be held once a month, September through June, summer months optional. The officers shall choose a standard day of the week, and week of the month, by the first meeting of the school year. A change of any monthly meeting's date shall be properly posted at least two weeks in advance.

Section 2

Special Meetings shall be called within the established guidelines pursuant to current Government Code. The presiding officer of the Committee shall be the only member authorized to call for a Special Meeting and will properly post any and all notices required at least twenty-four (24) hours prior to the Special Meeting.

Section 3

The regular meeting in March shall be the annual nomination of officers for the next year's officers and Governing Board representative as needed. Nominations will be received by the April executive board meeting. Nominations will be reviewed by the current executive board for review of criteria.

Section 4

The regular meeting in April shall be the annual election of officers and governing Board representative as needed. Officers will be elected by a majority vote of the Committee members present.

Section 5

A draft budget will be reviewed at the April general meeting and approved at the May meeting.

Article X- Committees

Section 1

The Committee shall create sub-committees as needed, such as fundraising, advertising, etc. the Committee appoints all sub-committee chairs.

Section 2

All sub-committees shall be under the authority of its chairperson who in turn is under the authority of the Committee. All major sub-committee decisions and budgeted expenditures shall be reviewed by the executive board as outlined in article IV, Section 5, and Article VII, Section 3. Pre-approval is permitted with an established limit. All requests for approved reimbursement shall be submitted with original receipts and supporting documents to the executive board treasurer.

Section 3

All sub-committees shall coordinate all activities and written mail or notices with the President and Administration to receive approval prior to activities or communications.

Article XI · Amendments

Section 1

These Committee Rules may be amended by a two-thirds vote at any regular meeting provided notice has been given at the previous regular meeting. In the event that legal changes are necessary to the Committee Rules, as prescribed by a change in Government Code or Internal Revenue Code, the Committee shall maintain the option to do so at any regular or special meeting.

These amended Committee Rules were approved at a meeting of the membership of Redding School of the Arts Parent Teacher Council on May 23rd, 2019.