

Valley Inquiry Charter School Parent Teacher Club

(formerly Baker Charter School Parent Club)

BYLAWS

Article I: Name

The name of this nonprofit organization shall be the Valley Inquiry Charter School Parent Teacher Club operating as the Valley Inquiry Charter School Parent Teacher Club, hereafter referred to as VICS PTC.

Article II: Mission

The Valley Inquiry PTC strives to support VICS staff, students, and families by helping to provide tools that allow for an effective learning environment (while building and builds a cohesive community). This is done in the following ways:

1. Engage and welcome new students and families to VICS
2. Increase family involvement and participation in PTC events and fundraising
3. Create an overall greater sense of community and awareness within VICS
4. Support Conduct purposeful fundraising to help supplement educational programs, enrichment programs, school resources, and events at VICS
5. Engage inCreate a collaborative partnership with VICS Administration and the VICS Board the Valley Inquiry School Board, working together towards goals that provide for the greater good of the school

Article III: Objectives

- A. To serve as a partner the liaison among the school community, school administration, the school principal, the VICSValley Inquiry Charter School Board, and the Salem-Keizer School Board, and to encourage participation and communication in matters which concern the VICS PTC Board.
- B. To establish between educators, parents, and the general public a coordinated effort to enrich and improve the quality of educational programs and activities offered by the school.
- C. To assist in determining local needs, solving problems, and developing programs and services for the VICS PTC community.
- D. To promote fundraising activities to support the objectives of Valley Inquiry Charter SchoolVICS PTC.
- E. This Corporation is organized exclusively for the charitable purpose within the meaning of Section 509(a) of the Internal Revenue Code.

Article IV: Policies

- A. VICS PTC shall not implement any program or project that conflict with the policies of Valley Inquiry Charter School, the VICS School Board, or with state statutes; nor shall it interfere with procedures set by Valley Inquiry Charter School or the VICS School Board to resolve staff grievances. However, VICS PTC may propose to Valley Inquiry Charter School or the VICS School Board modification of existing VICS School Board policies or adoption of new policies.
- B. VICS PTC shall annually review its role: establish its goals, objectives, and tasks within the limits of authority set by Valley Inquiry Charter School and the VICS School Board; develop a work plan and conduct a self evaluation (in the spring of each year).
- C. The VICS PTC is responsible, in order to: 1) school principal; 2) the membership; 3) the Valley Inquiry Charter School Board; and 4) the Salem-Keizer School Board.
- D. VICS PTC bylaws should be reviewed annually, and if necessary, changes approved by membership by the November PTC meeting.

Article V: Membership and Voting

- A. Membership shall be open to any person without regard to race, creed, or color and to any biological or adoptive parents or any adult having the legal care or custody of a child enrolled at Valley Inquiry Charter School. In addition, membership shall also be open to Valley Inquiry Charter School staff and residents or owners of businesses located within the Salem-Keizer School District attendance who are willing to uphold its policies and subscribe to its constitution.
- B. Any person in attendance of a PTC meeting is a voting member for that meeting.
- C. A quorum at any meeting will consist of at least 50% of current VICS PTC Board members, consisting of officers and members at large. At least 50% of the members present shall be VICS parents or guardians.
- D. Only members in attendance at a meeting may vote.
 - 1. A vote is carried by a simple majority vote of the members present
 - 2. The principal is a full voting member of the club
 - 3. Each faculty representative in attendance at a meeting is a full voting member of the club

Article VI: Meetings and Agendas

- A. The organization shall meet once a month during the school year (September to June), unless otherwise determined by the VICS PTC Board. A regularly scheduled VICS PTC meeting may be changed by the VICS PTC Board in the event of conflict with school schedules, holidays, or emergencies. The agenda of each meeting shall be announced prior to the meeting.
- B. Closed Executive Committee meetings that are open only to VICS PTC Board members may be called as needed for executive work sessions.
- C. Business shall be conducted in general accordance with the Robert's Rule of Order.

Article VII: Officers and their Election or appointment and removal

- A. The officers of the organization shall consist of Chair, Co-Chair, Treasurer, and Secretary.
- B. The election of officers shall occur at the regular May meeting of the general membership. New officers shall assume their duties in July of that year and serve until June of the following calendar year.
- C. The VICS PTC Board shall present a minimum of one candidate for each office. Nominations shall be presented at the April meeting. Additional nominations may be made from the floor at both the April and May meetings.
- D. Positions are renewed annually by ballot election. Other board representatives will include the VICS School Board Liaison, and up to five (5) Members-at-Large. Officers and other board representatives can be removed for failure to perform the duties of their office. Any motion to remove a member will need to be taken to a vote at a regular meeting and pass with a majority vote in order for that representative to be removed from their position.

Article VIII: VICS PTC Board

- A. The Executive Committee, hereafter referred to as the VICS PTC Board shall consist of the officers of the VICS PTC Board and up to five (5) General Members-at-large.
- B. In the event of an unfilled position, a board member in good standing may temporarily be appointed to a secondary position until that position is filled.
- C. A minimum of three (3) persons need to hold officer positions in order for the PTC to be considered active. If the PTC becomes inactive, authority will be handed over to the School Principal and/or governing board.
- D. The VICS PTC Board shall meet monthly and is responsible to: Set fundraising goals; organize and maintain VICS PTC records; develop meeting agendas; support and advise the principal; create, assign and oversee special committees; prepare an annual budget; and monitor financial records.
- E. The VICS PTC Board is empowered to act on financial requests already approved in the annual budget without any other action needed. Any requests not already authorized in the annual budget that do not exceed \$150 can be authorized by a majority vote of the VICS PTC Board. Outside of a regular PTC meeting, this vote can be done by email. The resulting decision must then be presented at the next PTC meeting and recorded in the official minutes. Any request outside the annual budget and greater than \$150 must be brought to a PTC meeting for approval. See ORS 65.341, referenced below.

[Oregon Revised Statute 65.341](#) » allows for corporate action without a board meeting if each and every board member consents in writing to the action. If any board member disapproves of the proposed action or fails to respond to the request for his or her consent, the action must wait to be approved by a vote at the next board meeting. If every director consents to the proposed action, the written consents should be printed out and added to the corporation's

minute book or otherwise preserved in the corporate records. Written consents given via email are acceptable.

- F. All VICS PTC Board members shall be open, honest, courteous and kind in their communication and actions with each other and within the school community. Aggressive, hostile or undermining behavior that is contrary to the cohesiveness of the PTC and IB values will not be tolerated and VICS PTC Board members may be subject to removal from their positions for this behavior. See article VII, section D for process.

Article IX: Duties of VICS PTC Officers and other Representatives

A. Chair:

- Represents the PTC in a professional and respectful manner
- Facilitates VICS PTC meetings
- Prepares and prints monthly VICS PTC meeting agendas
- Tracks projects, event calendar, etc.
- Has the authority to call special meetings of the general membership with the approval of the VICS PTC Board
- Acts as a party signatory to bank account if needed
- Communicates with the Principal
- Appoints a temporary officer to fill any vacancy until a candidate is elected to fill the vacancy

B. Co-Chair:

- Represents the PTC in a professional and respectful manner
- Attends monthly VICS PTC meetings
- Facilitates VICS PTC meetings if the Chair is absent
- Tracks projects, event calendar, etc.
- Acts as Secretary or delegates in absence of standing Secretary at PTC meeting
- Acts as a party signatory to appropriate bank accounts if needed

C. Secretary:

- Represents the PTC in a professional and respectful manner
- Attends monthly VICS PTC meetings
- Records the minutes of the monthly meetings in writing
- Prepares copies of the written minutes for distribution at VICS PTC meetings
- Sends notes of appreciation to guests, speakers, and staff when appropriate
- Delegates and/or oversees the VICS PTC mail, email, and social media and answers correspondence as needed

D. Treasurer:

- Represents the PTC in a professional and respectful manner
- Attends monthly VICS PTC meetings and gives monthly budget report

- Organizes and maintains financial records as required by the VICS PTC, Salem-Keizer School District, and the IRS
 - Prepares written Treasurer's reports and presents them at the VICS PTC meetings
 - Files annual IRS and state filings for taxes and non-profit status
 - Makes bank deposits and petty cash withdrawals
 - Issues checks
 - Organizes and balances financial statements
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- E. Board Liaison:
- This position is a governing board appointed position and not considered a PTC officer
 - Attends monthly VICS School Board meetings as well as monthly VICS PTC meetings
 - Provides updates of VICS School Board business to VICS PTC board and vice-versa
 - Serves as a liaison between VICS School Board and the VICS PTC board
- G. Members-at-Large:
- Represents the PTC in a professional and respectful manner
 - Attends monthly VICS PTC meetings and/or is consistently active in PTC functions
 - Assume 1 or more jobs from other duties list (see procedure manual)

Article X: Budget

- A. The VICS PTC Board shall act as a Budget Committee to prepare and submit an annual budget for approval by the membership.
- B. The VICS PTC fiscal year runs from July 1 to June 30 of the following year.
- C. The VICS PTC account provides for, but is not limited to, such expenditure as: community building and fundraising event expenses; VICS PTC expenses; Teacher/Staff allowances; field trips; special events; classroom equipment and materials; and capital improvements.
- D. The expenditures for any fiscal year shall be included in the annual budget and approved by a majority vote of the VICS PTC members.
- E. Any requests for funds not included in the final approved VICS PTC budget may be requested to the PTC verbally at a meeting, in writing, or by email. The VICS PTC board is empowered to act on financial requests already approved in the annual budget without any other action needed. Any requests not already authorized in the annual budget that do not exceed \$150 can be authorized by a majority vote of the VICS PTC board. This vote can be done by email, text or verbal request. Any request outside the annual budget and greater than \$150 will have to be voted on at the next VICS PTC meeting.

Article XI: Steps for official proposals of new ideas or activities:

- A. Any parent and/or member of the PTC can bring forward an idea to the PTC. This can be done during the Emerging Issues/Open Discussion section of PTC meetings, which would then result in a short, organized discussion lasting 3 minutes or less. The result would then be to: a)

organize a discussion outside of the PTC meeting to gather more details; b) to add it to next month's agenda as a discussion item; or c) to move forward and bring forth a full proposal at the next PTC meeting the following month.

- B. All PTC proposals are due in writing a week before a PTC meeting. These should be emailed to the PTC chair and the chair will be add it to the agenda for the next meeting and forward the proposal to all other PTC board members with the agenda.
- C. During discussion of proposals at the PTC meeting, anyone is able to provide comment, ask questions, clarify details, etc. Once discussion has concluded, the PTC chair can then call for a motion. This can be a motion to: a) table the discussion for a future meeting (which typically happens when it is discovered that more information and/or time is needed); b) convene a sub-committee to allow volunteers to research and work on details further; c) bring the proposal to the school principal to take to staff and the district for input; d) bring the proposal to a vote; e) dismiss the proposal and move on.
- D. The VICS PTC Board is empowered to act on financial requests already approved in the Annual Budget without any other action needed. Any requests not already authorized in the Annual Budget that do not exceed \$150 can be authorized by a majority vote of the VICS PTC Board. This vote can be done by email, text or verbal request. Any request outside the Annual Budget and greater than \$150 will have to be voted on at the next VICS PTC meeting.
- E. Any proposals approved which impact the school, students, facilities, staff, or curriculum must be approved by the school principal, staff, and district before they can move forward.

Article XII: Amendments

- A. These bylaws may be amended by a majority vote of those attending a regularly scheduled VICS PTC meeting, provided that the proposed amendment has either been read or presented for distribution at the preceding meeting.
- B. Certain language is required by the Federal government to entitle the organization to claim tax exempt status. To wit:

“Notwithstanding any other provision of these article, the organization shall only carry on any activities permitted to be carried on (a) by an organization exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code of 1994 (or the corresponding provision of any Future United States Internal Revenue law) or (b) by an organization contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1994 (or corresponding provision of any future United States Internal Revenue law).

Article XIII: Non-discrimination Policy

- A. VICS PTC in the implementation and operation of its activities shall not discriminate or knowingly allow VICS PTC Members or consultants to discriminate in any manner prohibited by federal, state, local or common law.

Article XIV: Dissolution of Organization

- A. Upon dissolution of VICS PTC, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to an IRS-designated nonprofit fund, foundation, or corporation that is organized and operated exclusively for charitable education and/or scientific purposes. Distribution of remaining funds will be presented to the whole committee and decided by majority vote of the members present at the meeting.

Revised: May 202019

Approved by PTC Board: June 26, 2019