

Bylaws of the Woods Learning Center Parent Teacher Cooperative

Article 1: Name

The Woods Learning Center Parent-Teacher organization is called the Parent Teacher Cooperative (PTC) of Woods Learning Center.

Article 2: Purpose

The mission of the Woods Learning Center (WLC) is to guide children to become knowledgeable, responsive and creative members of their community and world by helping them learn how to learn and establish a firm foundation for lifelong education. The PTC supports the WLC staff in the successful execution of the WLC mission and supports and promotes the core beliefs of the school.

The WLC PTC supports and promotes communication between home and school, bringing these into a closer relation so that parents and teachers may cooperate more fully in the education of the child. The PTC initiates or sponsors projects having as their ultimate aim the improvement and enrichment of the Woods Learning Center school environment for all students. The PTC encourages parental involvement in all aspects of the school community and acts as a liaison between parents and school faculty.

Section 1

The PTC is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

Section 2

The PTC, in collaboration with WLC staff, identifies support, enrichment, and staff professional needs for WLC. The PTC coordinates efforts to meet the identified needs through the construction and maintenance of a parental volunteer system, and plans and implements fundraising activities to fund identified needs. The PTC oversees expenditures of PTC funds.

Article 3: Policy

This PTC is a nonprofit, nonsectarian and nonpartisan. The PTC supports, promotes, and enhances the educational policy and core beliefs of WLC.

Article 4: Membership

WLC staff, parents, guardians, and community members, who support the purposes and policy of these bylaws, are eligible for membership in the PTC. Membership is open to anyone.

Article 5: Board of Directors and Elections

Section 1

The voting members of the PTC Board of Directors consists of four Officers, two Members-at-Large, and two representatives from the WLC staff. The Officers

and Members-at-Large are elected positions. The Officers are President, Vice President, Secretary, and Treasurer. The duties of each of the Officers are defined in Article VI.

Section 2

Membership on the Board of Directors is limited to members of the PTC, except that, WLC staff are not eligible for an elected office.

Section 3

The elected term of the Officers is two years. The elected term of a Member-at-Large is one year. The elected term ends as indicated in the adjacent table. However, Officers and Board members are not subject to term limits. Officers and Board members may be nominated for, and serve, multiple terms.

Board Member Retirement Dates	
President	Odd Fiscal Year
Vice President	Even Fiscal Year
Secretary	Odd Fiscal Year
Treasurer	Even Fiscal Year
Member at Large	Every School Year

Section 4

Nominations for the Board are accepted during February of each year. Election of Board members is held during March of each year on a date designated by Board. Voting is anonymous and limited to members of the PTC, one vote per family unit. The PTC Board publicizes and coordinates nominations and voting.

Article 6: Duties of Officers

Section 1

The President coordinates and facilitates the work of the Board and committees of the PTC in order that the purposes of the PTC may be promoted. The president is accountable to the WLC staff for all activity and output of the PTC.

The President calls and presides over all meetings of the PTC and the Board. With the secretary, the President signs all warrants authorizing the expenditure of funds approved by the Board. The President performs other duties as prescribed in these bylaws or identified by the PTC or the Board.

Section 2

The Vice President acts as aide to the President, performs the duties of the President in his or her absence, and performs other duties as assigned by the Board.

Section 3

The Secretary keeps an accurate record of the proceedings of all PTC meetings, keeps an accurate historical archive of said meetings for public review, conducts all necessary correspondence of the PTC authorized by the Board, and performs other duties as assigned by the Board.

Section 4

The Treasurer keeps an accurate record of receipts and disbursements of PTC funds. A written report is prepared for each meeting, or as requested by the Board, to keep the membership informed of receipts and expenditures.

The Treasurer pays all bills approved by the Board upon receipt of a duly authorized warrant, receives all monies for the PTC for deposit in the name of the PTC, in a bank approved by the Board.

The Treasurer makes an annual financial report to the PTC including gross receipts and disbursements for the year, prepares the books for an independent annual audit, and performs other duties as assigned by the Board.

Section 5

The Board will prepare and publish an annual review of activities including goals achieved, and the annual financial report. The annual review is published and distributed to PTC members before the last day of school each school year.

Section 6

A Board member may be removed for failing to fulfill the responsibilities of their office, by a by two-thirds vote of PTC members at a special meeting and vote in the event that removal of an Officer is considered.

If a Board member is removed by the Board or resigns from office mid term, the Board will, if less than six months remains of the term, appoint a PTC member to serve for the remainder of the term. If more than six months remains in the term, the Board will schedule a special election within one month to fill the vacancy.

Article 7: Meetings

The Board meets at least six times each school year (September to June). The PTC coordinates and facilitates up to four "PTC nights" during the school year in collaboration with WLC staff.

Article 8: Committees

Committees are created by the Board as required to carry out the work of the PTC. The chairmen and members of committees are members of the PTC. The Board sponsors and charters each committee. The committee chairmen serve until their assignments are complete.

Article 9: Amendment of Bylaws

Amendments to these bylaws may be proposed by any member of the PTC to the Board. The Board will prepare the amendment for a vote by PTC members. Amending the PTC bylaws requires a majority vote by PTC members voting and ratification by the WLC Staff.

Article 10: Fiscal Year

The fiscal year of the PTC begins July 1st and ends June 30th.

PTC President: _____ Date: _____

WLC Staff Representative: _____ Date: _____