

**Bylaws of Breen Elementary School Parent Teacher Club
A California Nonprofit Public Benefit Corporation
Adopted by a majority vote on 09/12/2019**

Article 1 – Name

The name of this organization shall be the Breen Parent-Teacher Club (hereinafter referred to as “PTC” or “Organization”)

Article 2 – Purpose

The specific purpose of this association is to effectively channel the efforts and resources of Breen Elementary School parents, staff, and students to the direct benefit of the students; to facilitate mutual communication and nurture a cohesive relationship among Breen Elementary School parents, staff, and students; and, to initiate, carry out, raise funds for, and sponsor programs and projects that benefit Breen Elementary School and its community.

Article 3 – Policies

- The purpose of the Organization shall be promoted through an educational program directed toward parents, teachers, and the general public; shall be developed through conferences, committees, and projects; and shall be governed and qualified by the basic policies set forth in this document.
- The Organization shall be noncommercial, nonsectarian, nonpartisan, and nonprofit.
- The name of the Organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the Organization.
- The Organization shall not – directly or indirectly – participate in any activity attempting to influence any national, state, or local election.
- The Organization shall not participate or intervene in any political campaign on behalf or, or in opposition to, any candidate for public office.
- The Organization shall not contravene or usurp the prerogative of the Rocklin Unified School District or the employees thereof.
- Notwithstanding any provisions of these Articles, the Organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954.
- The Organization shall not enter into membership with other organizations except with the approval of the executive board. It may cooperate with other organizations and agencies concerned with child welfare, but Organization representatives shall make no

commitments that bind the group he or she represents without the approval of the Organization Membership.

- No part of the net earnings of the Organization shall inure to the benefit of, or be distributed to, its members, directors, trustees, officers, or other private persons except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- Any and all monies collected in connection with any Organization function shall not leave the school premises except as noted below in the Standing Rules and Organization Guidelines. Said monies shall be counted on school premises by two (2) Organization members and immediately turned over to the acting Treasurer or President. In the event the Treasurer or the President are not available or any monies collected cannot be counted at the time of collection, said monies shall be placed in a secure, locked location at Breen Elementary School Elementary until such time as said monies can be counted or turned over to the Treasurer or Presidents. The Executive Board may appoint additional Organization members to make deposits on behalf of the Organization. Only elected members of the Executive Board will be allowed to remove monies from school premises for the purposes of banking and accounting. Any monies withdrawn from the Organization account due to special request for funds must be accompanied by a request in writing and supporting documentation. After the organization has closed their financial records for the current school year, an Auditor may examine and approve said financial records before the Final Budget meeting in September of the following school year. Custody and control of the financial records will be given to the incoming treasurer(s) on June 1 of the year elected.

Article 4 – Membership

a. Voting Members

All parents and/or legal guardians of students who currently attend Breen Elementary School Elementary School, as well as all current faculty and staff of Breen Elementary School Elementary School, shall herein be designated as Voting Members. Voting Members shall have the right to vote on all issues before the membership, to elect officers, and to hold office. All parents and/or legal guardians of students who currently attend Breen Elementary School Elementary School shall be eligible to become a Voting Member in the Organization.

b. Financial Hardship

No Regular Participant shall be denied the right to participate in the activities of the Organization or to become a Voting Member due to financial hardship.

Article 5 – Meetings

a. Membership Meetings

Membership meetings of the Breen Elementary School P.T.C. shall be scheduled and conducted at least two times per school year, September to May. All such meetings will be held at Breen Elementary School Elementary School unless notices are sent to the contrary. Meeting date and

time shall be relayed publicly via school publications and/or signage. At the general meeting in May, officers shall be elected and budget priorities established and approved by a majority vote.

b. Executive Board Meetings

The Executive Board shall meet no less than one (1) time per month to conduct all business as directed by its supporters. Executive Board meetings shall be open to attendance by all P.T.C. members. A quorum for all Board meetings shall be designated by a majority of the number of Voting Members present at any properly called meeting and shall be entitled to take action on behalf of the organization.

c. Special Meetings

Special Meetings of the Organization may be called, either by the President, by vote or written petition of the entire Executive Board, or by written petition of 25% of the P.T.C. Voting Membership. In the event a Special Meeting is called by a written petition of 25% of the P.T.C. Voting Membership, the meeting must take place in a timely manner, no later than thirty (30) days after receipt of the request. The Secretary shall provide at least one (1) week's notice of all Special Meetings via school publications and/or signage. Special Meetings shall be open to attendance by all P.T.C. Members.

d. Quorum

A quorum for all Special Meetings shall be designated by a majority of the number of Voting Members present at any properly called meeting and shall be entitled to take action on behalf of the organization.

f. Voting

A majority vote of the Voting Members present at any meeting shall be required for action to be taken by the organization. Any action may be taken by ballot, without a meeting, if the ballot sets forth the action taken and is approved by at least the number of votes that would be necessary to approve that action at a meeting. For the purposes of determining a quorum, the number of ballots submitted shall be deemed the equivalent of the number of Member Votes represented by members attending a meeting. Such a ballot may be provided to the members via school publications and results shall be announced via school publications in a timely manner, no more than thirty (30) days after the final due date for ballots.

Article 6 – Executive Board

a. List of Elected Officers:

- President;
- Vice President;
- Secretary;
- General Treasurer;
- Co-Treasurer;
- Student Accounts Treasurer;
- Communications Coordinator
- Volunteer Coordinator

b. List of Executive Board Advisors

- Principal
- Teacher Representatives (2)

c. Corporate Powers Exercised by Board

All actions of the Executive Board must adhere to the purposes of this organization as defined in these by-laws. The Executive Board shall manage all the affairs, activities and operation of the organization. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization. The organization shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise or members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular fundraising work of the organization. The organization shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office. The organization may sponsor informational meetings pertaining to school related issues.

d. Duties of Officers

i. President:

The President shall be the principal executive officer of the organization and, subject to the control of the Executive Board and the direction of the membership. Shall in general supervise and control all of the activities of the organization. The President shall be a member of the Executive Board and, when present, shall preside at all the meeting of the Executive Board and all Regular Meetings of the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees and organizations. Be one of two (2) Board members who can provide the signature required for disbursement of P.T.C. monies. Maintain PTC 501(c)(3) status paperwork and insurance. File all permits for events with the district, city, and Attorney General. Call to order and preside over all PTC and Executive Board meetings. Work closely with Principal and Vice Principal to coordinate fundraising efforts, events, goals, and needs of the school. Sign reimbursement checks and disbursement of PTC monies. Coordinate with other Exec. Board members ensure at least one Board Member is at all PTC events. Attend monthly PTC meetings and separate Exec. Board meetings every month. Coordinate with Chairpersons for all committees and events

ii. Vice President:

The Vice President shall be a member of the Executive Board and, in the absence of the President, shall perform the duties of the President. The Vice President shall perform such other duties as are assigned by the President or the Executive Board. It shall be the responsibility of the Vice President to start the membership drive for Breen PTC in August and throughout the school year primarily through promotion of active involvement and donations. To maintain a directory

of all members consisting of the member's name, address, telephone number, and email address for the purposes of communication with Breen PTC. A complete roster of the members will be given to the Secretary, Communications Coordinator and Volunteer Coordinator for reference. Monies and financial report will be turned over to the Treasurer periodically throughout the year when applicable. Coordinate with the Breen Elementary office staff and make sure that all new student's parents or guardians receive PTC information and the opportunity to become a member of this club throughout the school year. Attend monthly PTC meetings and separate Exec. Board meetings every month.

iii. **Secretary:**

The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Board, shall receive from the Vice President the list of Voting Members and prepare the official list of Voting Members; shall see that all notices are duly given in accordance with these Bylaws; and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board. Keep the minutes and attendance records of all meetings. Meeting minutes shall be provided in full on the website to the Breen Elementary School community and in print to the Board within 10 days following a meeting. Maintain a written record of all Organization activities. Such records shall be made available to all P.T.C. Members upon request. Compile the agenda for all Organization meetings and make the tentative agenda available to the membership. Conduct any necessary correspondence of the Organization upon authorization of the President, Executive Board, or Organization. Maintain a current list of the Organization's Voting Members. Notify, in writing, officers of their election and chairmen of their appointments. Retain all Organization records on school premises for seven (7) years. Maintain and update an inventory of non-consumable property purchased with Organization funds. Items on this inventory are the property of the Organization and must remain at Breen Elementary School Elementary. Maintain an accurate record of all revisions of Bylaws. Under the supervision of the Principal, count all votes at meetings. Provide a copy of Bylaws to each member of the Board at the beginning of their elected term. Be one of two (2) Board members who can provide the signature required for disbursement of P.T.C. monies. Keep the official history of the organization including event overviews, budgets, beneficiaries, and photographs. Maintain annual record of all activities of the organization. Prepare and present a year-in-review report at the May Board meeting. Attend monthly PTC meetings and separate Exec. Board meetings every month.

iv. **Treasurer:**

The Treasurer shall be a member of the Executive Board. The Treasurer shall have charge of and be responsible for all funds of the Breen PTC and shall receive and give receipts for monies due and payable to the Breen PTC from all sources and shall deposit such funds in the name of the Breen PTC in such banks or other organizations as are selected by the Executive Board. The Treasurer shall make disbursements as authorized by the President, Executive Board, or membership in accordance with the budget adopted by the membership. Be one of two (2) Board members who can provide the signature required for disbursement of Breen PTC monies. The Treasurer shall present a written financial report at each Regular Meeting of the membership and at other times as requested by the Executive Board. Additionally, the Treasurer will provide a copy of the current bank statement (the account number can be blacked out) to be initialed by

members at the Executive Meetings. All checks bearing the name of the Breen PTC shall be signed by two of the following President and Student Accounts Treasurer. The Treasurer shall present a proposed budget to the Executive Board by the May Regular Meeting; and shall submit financial records to Tax Attorney to prepare state and federal tax forms and submit by January 1st or according to current tax law. The Executive Board shall audit the books of the Breen PTC annually or upon request of the Treasurer or at any time deemed necessary. Receive and deposit in the Breen PTC bank account all monies on behalf of the Breen PTC and issue receipts for the same monies. Keep an accurate record of receipts, disbursements, and other financial transactions of the P.T.C. Reconcile the bank statement on a monthly basis and verify the reasonableness of expenditures and deposits. Keep or cause to be kept the Breen PTC's financial records on the campus of Breen Elementary School Elementary and/or at the Treasurer's residence as documented per annual tax records. Ensure proper and secure storage and back up of all electronic financial records. Institute financial control measures and keep an accurate record of all changes in the accounting practices of the P.T.C. Keep the P.T.C.'s checkbook and post all transactions. In the absence of the Treasurer, the President shall maintain the checkbook. Manage the budget process. Present at each membership meeting and each Board meeting a detailed written financial report. File such returns or other forms as may be legally required by the California Franchise Tax Board and/or the United States Internal Revenue Service and/or any other body that may legally require financial information from the Breen PTC, and to maintain copies of the same for the period defined by the relevant Statutes of Limitations. In coordination with the Secretary, be jointly responsible for reporting to the P.T.C. membership all Board changes in the P.T.C. annual budget of \$1,000 or more during the year. This disclosure shall consist of clearly stating and briefly explaining the budget changes in the Board meeting minutes. Transfer the P.T.C. books of account to the Treasurer-elect and the end of Board-term. In coordination with the Board, prepare a preliminary annual budget for the coming fiscal year based on the goals and objectives voted upon by the membership at the Board meeting in April. This budget must be prepared for submittal to the Board at their September meeting. Prepare and present an end of previous year financial report at the September meeting. For checks totaling \$1000 or less, the Treasurer shall secure the written approval of three (3) Elected Board members and two (2) signatures on the check. For checks totaling in excess of \$1000, the Treasurer shall secure approval by the Voting Membership and two (2) signatures on the check. Approval of the Voting Membership shall be determined by a quorum at the next Board meeting. In the event that approval cannot wait for voting at the next meeting, the Treasurer shall obtain the written approval of all Elected Board members and two (2) signatures on the check. Attend monthly PTC meetings.

v. **Co-Treasurer:**

The Co-Treasurer shall be a member of the Executive Board. The Co-Treasurer shall maintain and manage the Bobcat Shop online including product listing, order processing, and coordination with customers. Manage Spirit Wear "Booth" at events. Assist General Treasurer, as assigned by the General Treasurer.

vi. **Student Accounts Treasurer:**

The Student Accounts Treasurer shall be a member of the Executive Board. The Student Accounts Treasurer shall have charge of and be responsible for all funds of the students and PTC funded teacher accounts and shall receive and give receipts for monies due and payable to the

Breen PTC from all sources and shall deposit such funds in the name of the students, teachers, and Breen PTC in such banks or other Breen PTCs as are selected by the Executive Board. The Student Accounts Treasurer shall make disbursements as authorized by the President, Executive Board, or membership in accordance with the budget adopted by the membership. The Student Accounts Treasurer shall present a written financial report as requested by the Executive Board. Additionally, the Student Account Treasurer will provide a copy of the current bank statement (the account number can be blacked out) to be initialed by PTC President, PTC Treasurer, and PTC Teacher Representatives at the Regular Meeting. All checks bearing the name of the Breen PTC shall be signed by two of the following President, Vice President, or Secretary. The Student Accounts Treasurer shall present a proposed budget to the Executive Board by the Regular Meeting in May for the next school year; and shall submit financial records to Tax Attorney to prepare state and federal tax forms and submit by January 1st or according to current tax law. The Executive Board shall audit the books of the Breen PTC Student Accounts annually or upon request of the Treasurer or at any time deemed necessary. Attend monthly PTC meetings and separate Executive Board meetings every month.

vii. Communications Coordinator

The Communication Coordinator shall be a member of the Executive Board. The Communications Corrdinator shall check and respond to all emails & inquiries, either via PTC email address, webmail, Facebook Messenger or mobile app. Disseminate all PTC information to membership via news flashes and other appropriate signage. Edit and Maintain PTC website, mobile app. (send all push notifications as needed) and Facebook Page. Be responsible for maintain PTC center in the Breen Elementary School office. Actively promote the PTC throughout the year. Work in conjunction with Board & Committees to actively promote PTC sponsored events via news flash, website, mobile app., Facebook page and appropriate signage. Coordinate with Volunteer Coordinator and Chairpersons for marketing of all committee needs and events. Advertise all PTC events and volunteer opportunities. Recognize Corporate Sponsors and Family Supporters on Facebook, website, and App. Maintain PTC calendar on the PTC website and PTC emails. Coordinate with Principal and Volunteer Coordinator to communicate with school community. Attend monthly PTC meetings and separate Exec. Board meetings every month.

viii. Volunteer Coordinator

The Volunteer Coordinator shall be a member of the Executive Board. The Volunteer Coordinator shall recruit volunteers and Committee Chairpersons. Create volunteer recruitment campaign. Manage PTC “booth” at events. Create and manage classroom parent liaison program. Maintains regular communication with volunteers. Coordinate staffing with Committee Chairpersons. Maintains volunteer database and schedules volunteers where needed. Coordinate Annual Volunteer Recognition in the Spring of each school year. Attend monthly PTC meetings and separate Exec. Board meetings every month.

e. Executive Board Advisors:

Principal and (2) Teachers shall act as advisors to the Board on the P.T.C.’s activities. Principal to act as a liaison between the school district and the P.T.C. and keep the Board informed of relevant information. Attend monthly PTC meetings and separate Exec. Board meetings every

month. Principal may send the Assistant Principal or Principal's Secretary to Board meetings in his/her place.

f. Time of Election

The Elected Officers (President, Vice President, Secretary, General Treasurer, Student Accounts Treasurer, Communications Director) shall be elected in May of each year and take office on June 1st of that year.

g. Election Procedures

All voting members of the Organization may participate in the election. All voting shall be by written secret ballot. The privilege of holding office shall be limited to Voting Members of the P.T.C.

h. Terms of Office

The term of each officer shall be one year, beginning on June 1st and ending on May 30th. Exiting officers may request their name to be placed on the ballot. Individuals may serve as an elected Board member no more than 20 years total.

i. Nominating Ballot

A Nominating Ballot shall be created by the Executive Board. The Nominating Ballot shall be published prior to the April meeting each year. The Board shall be responsible for: receiving all suggestions for persons to serve as officers, prepare a slate of officers to present for election by the membership, contact all persons who will be nominated to confirm their willingness to serve, and shall insure that all nominees are Voting Members and otherwise eligible to serve in the office.

j. Selection

A majority of the votes cast by the Voting Members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held. If after the run-off should no person receive a majority, the Board will vote and the majority winner will take the position.

k. Vacancies

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled temporarily by appointment by the remaining member of the Executive Board, and the appointee shall be confirmed by the board and other voting members present at the next Breen PTC meeting. The Executive Board for the remainder of the term shall fill any vacancy in office because of death, resignation or inability to serve. However, should a vacancy occur in the office of the President, the Vice President should immediately assume this role. The Vice-President would have the option of completing the term or the vacancy shall be filled by election at the next Regular Meeting of the membership, consistent with the procedures established herein. Each officer, upon the expiration of his/her term of office or in the case of resignation, shall turn over to his/her successor, without delay, all records, books, and other

material pertaining to the office. He/she shall return to the President, without delay, all funds pertaining to his/her office. This shall be transacted at the last board meeting of the current year.

l. Removal of Executive Board

The Board may by resolution declare vacant the office of an Executive Board who fails to attend 3 (three) consecutive Board meetings during the term without notice.

m. Resignation of Executive Board

Any Executive Board Member may resign at any time by giving written notice to the Corporation. Any resignation shall take effect at the date of the receipt of that notice or at any later time specified in that notice; and, unless otherwise specified in that notice, the acceptance of the resignation shall not be necessary to make it effective.

n. Fees and Compensation of the Executive Board

Breen PTC shall not pay any compensation to the Executive Board for services rendered to Breen PTC as Board Members, except that Board Members may be reimbursed for expenses incurred in the performance of their duties to Breen PTC, in reasonable amounts as approved by the Board.

o. Non-Liability of the Executive Board

The Executive Board shall not be personally liable for the debts, liabilities, or other obligations of Breen PTC.

p. Voting

The approval of the majority of the regular and ex-officio members of the Board present at a meeting shall be required for all action to be taken by the Board.

q. Membership

Consists of the President, Vice President, Secretary, General Treasurer, Co-Treasurer, Student Accounts Treasurer, Communications Coordinator, and Volunteer Coordinator. No individual may serve in two elected Board capacities simultaneously.

r. Meetings

Meetings of solely the Board may be held during the year, time to be established as needed. Special Meetings may be called per the requirements in Article 5, Section c of this document.

s. Quorum

A quorum shall consist of one more than half the existing Board members.

t. Voting

The act of the majority of the regular and ex-officio members of the Board present at a meeting shall be required for all action to be taken by the Board.

Article 8 – Standing and Special Committees

a. Membership

Committees may consist of persons from the general membership and/or the Board, with the President acting as an ex officio member of all committees.

b. Standing Committees

The following Standing Committees shall exist for the purpose of carrying out a specific set of relative duties. Should the Executive Board deem a committee no longer necessary for the next fiscal year, it may retire said committee for the next fiscal year:

- Staff Appreciation/Hospitality
- Community Connection
- Cub Club
- Spirit Wear
- Fall Carnival
- All Ages Outdoor Movie Nights
- 4th-6th Movie Nights
- Dance Show Concessions
- Mother & Son Game Night
- Sweetheart Dance
- Boxtops
- Annual Family BINGO & Silent Auction

c. Nominating Ballot for Standing Committees

A nominating ballot shall be created by the Executive Board. This ballot shall be published prior to the April meeting.

d. Committee Chairpersons

Committee Chairpersons may be established by the Board as it is deemed necessary and advisable. Committee Chairpersons shall be appointed by the Board President. The Chairperson of each committee in conjunction with the Volunteer Coordinator shall recruit the members for his or her committee that will be known as “committee member” hereafter. Chairperson shall report the plans and activities of the committee to the Board which must approve such reports. Standing Committee Chairpersons may serve in such a role for multiple terms, not subject to the Terms of Office indicated in Article 6 of this document.

c. **Special Committees** May be created by the Board. Shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed or by June 1st of each year, whichever comes first. The Board shall appoint the Chairperson. The Chairperson of each committee in conjunction with the Secretary shall recruit the members for his or her committee that will be known as “committee member” hereafter. Chairpersons shall report the plans and activities of the committee to the Board which must approve such reports. Special Committee Chairpersons are NOT members of the Executive Board and may serve in such a role for multiple terms, not subject to the Terms of Office indicated in Article 6 of this document.

Article 9 – Finances

a. Fiscal Year

The fiscal year of this Organization shall begin on June 1st and end on May 30th each year.

b. Budget

The Treasurer with the assistance of the entire Board shall prepare a budget and submit it in writing to those in attendance of the May meeting. The Board shall present to the membership present at the September Meeting each year, a budget of anticipated revenue and expenses for the year. The budget shall be used to guide the activities of the Board during the year. Deviation from the budget must be approved in advanced by those in attendance at that particular Board meeting. Copies of the budget shall be available to members both at the Breen Elementary School Elementary School office and online at the school website. Regarding Non-budgeted Expenses – any expense exceeding the provisions of the final annual (fiscal year) budget is a “non-budgeted expense”. Any Board proposal to approve related Non-budgeted expenses over \$10,000.00 must be approved as follows: 1) a proposal must be discussed and voted on in two separate P.T.C. meetings; 2) the agenda of the Board meeting shall include a notice of proposal; 3) the board shall discuss the proposal at the initial Board Meeting – a summary of the proposal, the discussion regarding the proposal, and the reasons for the proposal shall be clearly stated in the meeting minutes; 4) at the second meeting the board shall once again discuss the proposal and then take a vote. The results of this vote shall be clearly stated in meeting minutes; and (5) the handling of the notices of these meetings, meeting agendas, and meeting minutes shall be in full compliance with the respective articles in these Bylaws

c. Obligations

The Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the Organization. Written approval to do so must be obtained by at least three (3) elected board members and must include the President and Treasurer. Officers do not have the authority to enter into such agreements on behalf of Breen Elementary School Elementary or the Rocklin Unified School district, nor should they hold themselves out as having such authority.

d. Loans

No loans shall be made by the organization to anyone.

e. Commercial Paper

The Board may authorize the payment of routine organizational bills within the limits of the budget adopted by the P.T.C. and may authorize payment of other bills. All checks for the payment of money on behalf of the organization shall require signatures of two (2) of the following: President and Secretary.

f. Deposits

The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies, or other depositories as the Board may select and shall make such disbursements as authorized by the Board in accordance with the budget adopted by the

membership. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.

g. Financial Report

The Treasurer shall present a financial report at each meeting of the Organization and shall prepare a final report at the close of the year. * The Board may have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact and end the report.

h. Bank Accounts

The term "bank account" shall include any money account bearing Breen Elementary School P.T.C. as the account name (i.e. savings, checking, money-market, CD's, etc). The Treasurer, Student Accounts Treasurer and President shall be the only officers with the online banking password and access. For online banking, access password must be changed annually, or more frequently as needed (i.e. if the Treasurer, Student Accounts Treasurer, or President officers change). Funds may be drawn from the account with the authorized signatures from two (2) of the following: President, or Secretary. All bank account statements must be mailed directly to Breen Elementary School Elementary School – never to an individual's home address. All P.T.C. monies needing to be stored outside of the bank, must be stored in a secured (locked) box or safe at Breen Elementary School Elementary School. The President and Treasurer shall have keys to the cabinet at all times. In the event an officer loses a key, the lock or entire safe must be replaced immediately and new keys distributed. Committee Chairpersons conducting a fundraiser, who need to regularly put away incoming funds, MAY be given an extra key at the discretion of the Board. In this event, the extra key must be returned to the President within 24 hours of the conclusion of the fundraiser.

i. Disbursements

Disbursement of funds require two (2) signatures. Officers eligible to sign disbursement checks include the Presidents, Vice President, and the Secretary Additional regulations regarding disbursements may be established by the Board via formal resolution at a Board meeting.

j. Non-Budgeted Expenses

Any expense exceeding the provisions of the final annual (fiscal year) budget is a "non-budgeted expense". Any Board proposal to approve related Non-budgeted expenses over \$10,000.00 must be approved as follows: 1) a proposal must be discussed and voted on in two separate P.T.C. meetings; 2) the agenda of the Board meeting shall include a notice of proposal; 3) the board shall discuss the proposal at the initial Board Meeting – a summary of the proposal, the discussion regarding the proposal, and the reasons for the proposal shall be clearly stated in the meeting minutes; 4) at the second meeting the board shall once again discuss the proposal and then take a vote. The results of this vote shall be clearly stated in meeting minutes; and (5) the handling of the notices of these meetings, meeting agendas, and meeting minutes shall be in full compliance with the respective articles in these Bylaws

Article 10 – Amendments

With prior announcement and listed as an item for discussion on the next Regular Meeting's agenda, these Bylaws may be altered, amended, or repealed by the majority of Voting Members present at any membership meeting. OR By unanimous vote of the Elected Board members, provided that the proposed amendment is listed as an agenda item announced to the membership prior to the meeting and the results of the amendment vote are announced in a school publication in a timely manner. The Bylaws of Breen Elementary School P.T.C. must be reviewed and re-adopted every five (5) years at minimum and every (1) year at maximum.

Article 11 – Authority

If any part of these Bylaws shall conflict with the decisions, policies, or procedures adopted by the Rocklin Unified School Board, they shall be deemed null and void and the decision of the Rocklin School Board shall, in all cases, control.

Article 12 – Offices

The principal office for the transaction of the business of Breen PTC shall be: Breen Elementary School Parent Teacher Club, 2751 Breen Drive, Rocklin, California 95765. Breen Elementary School is part of the Rocklin Unified School District located in the County of Placer, State of California.

Article 13 -Termination

If at any time Breen PTC does not function in the best interest of the Breen Elementary School, the PTC may be dissolved.

Breen PTC may be disbanded by a majority vote of the membership present at an association meeting. The membership shall be consulted at least 30 days prior to any vote being taken to disband the Breen PTC.

Upon dissolution of the PTC, assets remaining in the PTC's treasury shall be distributed for any exempt purpose(s) pursuant to Section 501(c)(3) of the Internal Revenue Code, or pursuant to corresponding section(s) of any future federal tax code, that serves the needs of students attending schools administered by the Rocklin Unified School District. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located exclusively for such purposes or to such organization(s), as said court shall determine which are organized and operated for such purposes.

Article 14 - Parliamentary Authority

Rules. The rules contained in *Robert's Rules of Orders* shall govern meetings when they are not in conflict with the PTC's Bylaws. A copy of these Rules shall be held by the Recording Secretary and be made available at each meeting.

Article 15 - STANDING RULES

At the beginning of the term of office, each member of the Executive Board shall be given a copy of these bylaws. A meeting of the Executive Board-elect may be called by the President to ratify the appointment of chairmen, fill vacancies on the Board-elect, and make plans for the coming year. President and Secretary are responsible for filing all given years materials.

Breen Elementary School Parent Teacher Club Bylaws
Approved by the General Membership on this 11th day of May, 2021.

Brooke Valdovinos, President 2020-2021

Amber Novey, Vice President 2020-2021

Stacey Kadden, Secretary 2020-2021

Jaime Cooper, Treasurer 2020-2021

Ariel Doyle, Student Accounts Treasurer 2020-2021

Michelle Griswold, Communications Director 2020-2021

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of Breen Elementary School Parent Teacher Club, a California nonprofit public benefit corporation; that these Bylaws, consisting of 11 pages, are the Bylaws of this Corporation as adopted by the Executive Board on _____, 2021 ; and that these Bylaws have not been amended or modified since that date.

Executed on at Rocklin, California on this _____ day of _____, 2021.

Stacey Kadden
Secretary

This document was adopted by a unanimous vote of the Breen Elementary School PTC Board on May 11, 2021