

# **LATROBE PARENT TEACHER CLUB BYLAWS**

## **ARTICLE I**

### **PURPOSES AND LIMITATIONS**

**Section 1.** General Purposes. The objectives of this corporation shall be:

- (a) To nurture the relationship between home and school so that parents and teachers may cooperate intelligently in the education of the child.
- (b) To enhance the educational facilities and opportunities for the students of Latrobe School District that are not otherwise provided for in the school budgets.
- (c) To foster positive school/community relationships through fundraising and family/community activities.

**Section 2.** Limitations. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. The corporation is organized exclusively for such purposes and shall satisfy the requirements of:

- (a) Section 501(c)(3) of the Internal Revenue Code of the United States;
- (b) Section 23701(d) of the California Revenue and Taxation Code

In particular, no part of the net income or assets of the corporation shall ever inure to the benefit of any director, officer, or private person; no substantial part of the activities of the corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation; and the corporation shall not participate or intervene in any political campaign (including the publication or distribution of statements) on behalf of any candidate for public office. The property of the corporation is irrevocably dedicated to the above-stated purposes. Upon dissolution or winding up of the corporation, its assets remaining after payment, or provisions for payment, of all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated for the specific and primary purpose set forth hereinabove and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code and Section 23701(d) of the Revenue and Taxation Code. If this corporation holds any assets in trust, such assets shall be disposed of in such manner as may be directed by decree of the Superior Court of the county in which the corporation has its principal office, upon petition therefore by the Attorney General or by a person concerned in the litigation, in a proceeding to which the Attorney General is a party.

## **ARTICLE II**

### **OFFICES**

**Section 1.** Principal Office. The principal office of the corporation is hereby located at 7900 S. Shingle Rd, Shingle Springs, County of El Dorado, State of California.

## **ARTICLE III**

### **MEMBERSHIP**

Membership includes: all parents and/or legal guardians of students currently enrolled at Latrobe Elementary or Miller's Hill schools; all current faculty and staff; the principal/superintendent, who is also considered as a sitting advisor or consultant.

## **ARTICLE IV**

### **OFFICERS OF THE BOARD**

**Section 1.** Powers. Each corporation shall have a board of directors. Subject to limitations imposed by law or the Articles of Incorporation, the affairs of the corporation shall be managed, and all corporate powers of the corporation shall be exercised, by the Officers of the Board (hereinafter referred to as "the Board"). Such powers shall include, but shall not be limited to, the powers to establish the policies of the corporation, general control of all offices and committees, and to approve all financial transactions. The Board may delegate the management of the activities of the corporation to any person or persons, management company, or committee however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board.

Board members are responsible for and have the power to spend funds to benefit the organization and students consistent with the purpose detailed in Article I. Each board member is preapproved to spend up to \$100 in petty cash for club business as needed. After final approval, petty cash balance may be reinstated. All other expenditures are to be preapproved by a majority of a board and documented. A receipt and reimbursement form is needed for final approval.

All officers shall 1) give final approval of all fundraisers, activities and services to be provided during the current school year; 2) set the calendar of events and maintain perpetual calendar (See **Attachment A: Perpetual Calendar**) 3) have one vote; 4) approve the budget and financial report monthly; 5) deliver all appropriate records to the President and/or Vice President; 6) attend all General and Executive Committee meetings; and 7) perform the duties set forth more specifically for each officer below. The board may adjust officer roles and responsibilities at any time.

**Section 2.** Number of Officers. The authorized number of officers at any time should be an odd number of not less than five (5) and not more than fifteen (15). In the event that the authorized

number of officers at any time is an even number, the Principal may act as an additional officer and act as tie-breaker. The board should have at minimum a President, Vice President, Secretary, Treasurer, and Outreach Coordinator. Additional board members will be named Staff Representative (not to exceed two (2), one per school), and Board Member at Large. The exact number of authorized officers shall be fixed, within the limits specified, by act of the Board.

**Section 3. Election and Term of Office** Officers should be elected by the members at least once per year. A special election meeting may be held at the end of the year to ensure, at a minimum, a President, Vice-President and Treasurer are in place for the beginning of school year activities. Additional special election meeting(s) may be held in the fall (or as needed) to allow additional board positions to be filled. Votes will be taken from the eligible voters present or in writing. Voting results will be tallied by a minimum of two current officers and announced/posted. The term of office for each such elected officer shall be approximately one (1) year. Current officers will communicate their intention to vacate or run for office again at the end of the school year to assist with potential transition activities. Vacancies on the Board, whether arising by way of death or incapacity, resignation, or removal of an existing officer, or by failure to elect the full authorized number of officers, or by an increase in the authorized number of officers, or for any-other cause, may be filled by election by the members at a duly held meeting.

Each officer so elected shall hold office until the end of his or her term and until his or her successor is elected, or until he or she resigns or is removed from the Board. An officer may succeed himself or herself in office.

**Section 4. Removal** Except as otherwise provided by law, an officer may be removed from office, with or without cause, only by resolution of the Board approved by a majority of the number of officers then in office, at a duly held special meeting at which a quorum is present.

**Section 5. Resignation** Any officer may resign at any time by giving written notice to the President or Vice President and, if the resigning officer is the only officer, to the State Attorney General. Any such resignation shall take effect on the date of receipt of such notice or any permissible later time specified therein. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Section 6. General Membership Meetings** General Membership meetings shall be held approximately once per month during the school year, in accordance with the resolution establishing the meeting time and place adopted by the Board. All school families are invited to all regular board meetings. Notice of the time and place of each meeting of the Board for which notice is or must be given shall be given to each officer by one of the following methods:

- By public posting of meeting dates and times;
- School communications/postings
- By email.

**Section 7. Special Meetings** Special meetings of the Board, for any purpose or purposes, may be called at any time by the President, the Vice President, or any three (3) officers. Special meetings may be called to: (a) transact necessary business in the intervals between General Membership meetings and such other business as may be referred to it by the organization or committees requiring or needing assistance; (b) present a report of plans, projects, activities, etc., at the regular meetings; (c) approve routine bills. Special meetings may not be open to the public.

**Section 8. Quorum** The smallest whole number which is not less than one-half (½) of the authorized number of officers shall constitute a quorum of the Board.

**Section 9. Acts of the Board** Except as otherwise provided in the Articles of Incorporation, these Bylaws, or the law, the following are the only valid exercises of the corporate authority vested in the Board:

- (a) (Basic Rule) Every act, resolution, or decision approved by a majority of the officers present at a duly held meeting of the Board at which a quorum is present; and
- (b) (Majority of Quorum Rule) Every act, resolution, or decision approved by at least a majority of a quorum at a duly held meeting at which a quorum is initially present, but as to which the withdrawal of officers therefrom reduces the number present below a quorum.

**Section 10. Board Member Roles and Responsibilities**

Board members shall have the powers and perform such duties as may be prescribed by these Bylaws and other powers by act of the Board.

**a) President.**

- Serves as leader of the club and key contact for all officers
- Presides and executes monthly board meetings
- “PTC Legal Officer” maintaining the PTC’s Non-Profit Organization paperwork with the Office of Attorney General of CA & CA Secretary of State’s Office
- Primary contact to schools’ principal
- Delegates jobs to board members for fundraisers/events
- Serve as Fundraising Coordinator, including delegation and research and make suggestions to the Board and general membership on fundraising activities that will further the mission of the corporation
- Meets with treasurer as needed to help count deposits
- Executes motions for any voting purposes
- Helps with set-up and clean-up at fundraisers and events
- Updates perpetual calendar once a year with another board member (see Attachment A)
- Checks and handles our PTC email account
- Handles membership concerns and complaints
- Is the second person added on the PTC bank account with the treasurer
- Attend monthly PTC meetings

b) Vice President.

- Assist the President in the performance of the President's duties
- In the absence of the President, the Vice President shall perform all of the functions of the President, and when so acting shall have all the powers of and be subject to all restrictions upon the President
- Coordinate and implement all PTC media and communications, including delegation as needed, which may include, PTC posts, event flyers, and messages to the community
- Helps with set-up and clean-up at fundraisers and events
- Keep Google Drive organized
- Primary contact to schools' secretaries
- Attend monthly PTC meetings

c) Secretary.

- Draft agenda using perpetual calendar (see Attachment A), include additions to and post board meeting agendas on the Google drive prior to meetings
- Attend all meetings of the Board and the Executive Committee
- Keep the meeting minutes
- Post the minutes of the meetings to the Google drive, email to meeting attendees, and have copies available to general membership
- Maintain Bylaws and gather signature pages from all board members annually
- Collect conflict of interest statements annually
- At special election meetings, records votes from all members present and any sent in writing.
- Helps with set-up and clean-up at fundraisers and events
- Attend monthly PTC meetings

d) Treasurer.

- Complete Monthly Treasurer's Report: Bank Reconciliation & Income Statement
- Responsible for PTC money accounting
  - o Work with accountant Ben Palm to file yearly taxes
  - o Pay PTC bills & reimbursements to board members, using PTC bank account checkbook or bank card, **after** gaining documented approval from 2 other board members
  - o Securely transfer PTC money using sealed vessels (closed with 2 signatures) from school offices, events, to place where money counted, to bank
  - o Always open sealed vessels & count money with a 2<sup>nd</sup> board member
  - o Get change from the PTC bank account for cash box for events
- Work the cash box & POS system at events
- Reports the final results of funds raised for events to be communicated in PTC Post
- Helps with set-up and clean-up at fundraisers and events
- Attend monthly PTC meetings

e) Outreach Coordinator.

- Coordinate with school (Tracy) to send out volunteer sign-ups through Parent Square for different events
- Attend monthly PTC meetings
- Help out with annual fundraising events and activities
- Helps with set-up and clean-up at fundraisers and events
- Coordinate staff appreciation
- Write thank you notes to outstanding community volunteers
- In January coordinate with student council to create a thank you for all community volunteers to go out before the school year ends

f) Board Member at Large.

- Helps with set-up and clean-up at fundraisers and events
- Attend monthly PTC meetings
- Help out with annual fundraising events and activities

g) Staff Representative.

- Communicate in a positive way the ongoings of PTC with each school
- Attend monthly PTC meetings
- Help out with annual fundraising events and activities (as desired)

## **ARTICLE V**

### **Code of Conduct**

**Section 1.**     General Standard of Conduct for Officers Except as otherwise provided by law:

- a) An officer shall perform the duties of an officer, in good faith, with integrity, in a manner such officer believes to be in the best interests of the organization
- b) Officers shall
  - Understand and sign a current copy of the bylaws
  - Attend all PTC meetings once a month as well as event planning meetings.
  - Attend all PTC events as well as volunteering before and after events for set-up and clean up.
  - Be able to run errands, help with counting deposits with the treasurer, and be able to help out when needed on a moment's notice.
  - Sign a "Conflict of Interest" form (See **Attachment B: Conflict of Interest Form**)
  - Understand that they represent the club and the community and are expected to conduct themselves and dress in a professional manner
  - Understand that their role and actions are taken seriously
  - Understand that any breach of the code of conduct, including perceived breach, may result in immediate removal
- c) In performing the duties of an officer, an officer shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by:

- One or more officers whom the director believes to be reliable and competent in the matters presented;
- Counsel, independent accountants, or other persons as to matters which the officer believes to be within such person's professional or expert competence

**Section 2. Compensation of Officers**

All the officers of the Board are volunteers and serve without compensation.

**Section 3. Indemnification of Officers and Other Agents**

a) Definitions: For the purpose of this section:

(1) "Agent" means any person who is or was a director, officer, employee, or other agent of this corporation, or is or was serving at the request of this corporation as a director, officer, employee, or agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise, or was a director, officer, employee, or agent of a foreign or domestic corporation that was a predecessor corporation of this corporation or of another enterprise at the request of the predecessor corporation;

(2) "Proceeding" means any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative, or investigative; and

(3) "Expenses" include, without limitation, all attorneys' fees, costs, and any other expenses incurred in the defense of any claims or proceedings-against any agent and all attorneys' fees, costs, and other expenses incurred in establishing a right to indemnification under this section.

b) Successful Defense by Agent: To the extent that an agent of this corporation has been successful on the merits in the defense of any proceeding referred to in this section, or in the defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection with the claim. If an agent either settled any such claim or sustained a judgment rendered against him, then the provisions of subsections (c) through (e) shall determine whether the agent is entitled to indemnification.

c) Actions Brought by Persons Other Than the Corporation: Subject to the required findings to be made pursuant to subsection (e) below, this corporation shall indemnify any person who was or is a party, or is threatened to be made a party, to any proceeding other than an action brought by, or on behalf of, this corporation, or by an officer, director or person granted related status by the Attorney General, or by the Attorney General on the ground that the defendant director was or is engaging in self-dealing within the meaning of Section 2 of this Article, or by the Attorney General or a person granted related status by the Attorney General for any breach of a duty relating to the assets held in charitable trust, by reason of the fact that such person is or was an agent of this corporation, for all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with the proceeding.

d) Action Brought by or on Behalf of the Corporation:

(1) Claims Settled Out of Court. If any agent settles or otherwise disposes of a threatened or pending action brought by or on behalf of this corporation with or without court approval, the agent shall receive no indemnification for either amounts paid pursuant to the terms of the settlement or other disposition or for any expenses incurred in defending against the proceeding.

(2) Claims and Suits Awarded Against Agent This corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action brought by or on behalf of this corporation by reason of the fact that the person is or was an agent of this corporation, for all expenses actually and reasonably incurred in connection with the defense of that action, provided that both of the following are met:

(i) The determination of good faith conduct required by subsection (e) below is made in the manner provided for therein; and

(ii) Upon application, the court in which the action was brought determines that, in view of all the circumstances of the case, the agent should be entitled to indemnity for the expenses incurred.

If the agent is found to be so entitled, the court shall determine the appropriate amount of expenses to be reimbursed.

e) Determination of Agent's Good Faith Conduct: The indemnification granted to an agent in subsections (c) and (d) above is conditioned on the following:

(1) Required Standard of Conduct The agent seeking reimbursement must be found, in the manner provided below, to have acted in good faith, in a manner he/she believed to be in the best interest of this corporation, and (in the case of a criminal proceeding) without reasonable cause to believe his/her conduct was unlawful, and (in the case of an action brought by or on behalf of the corporation) with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use in similar circumstances. The termination of any proceeding by judgment, order, settlement, conviction, or on a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act within these required standards.

(2) Manner of Determination of Good Faith Conduct The determination that the agent did not act in a manner complying with paragraph (1) above shall be made by:

(i) The Board of Directors by a majority vote of a quorum consisting of directors who are not parties to the proceeding; or

(ii) The court in which the proceeding is or was pending upon application brought by this corporation or the agent or the attorney or other person rendering a defense to the agent, whether or not the application by the agent, attorney, or other person is opposed by this corporation.

f) Advance of Expenses: Expenses incurred in defending any proceeding may be advanced by this corporation before the final disposition of the proceeding on receipt of an undertaking by or on

behalf of the agent to repay the amount of the advance unless it is determined ultimately that the agent is entitled to be indemnified as authorized in this section.

g) Limitations: No indemnification or advance shall be made under this section, except as provided in subsection (b) or (e)(2)(ii), in any circumstance when it appears:

(1) That the indemnification or advance would be inconsistent with a provision of the Articles of Incorporation or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or

(2) That the indemnification would be inconsistent with any condition expressly imposed by a court in approving a settlement.

h) Insurance: The Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not this corporation would have the power to indemnify the agent against that liability under the provisions of this section, except for a liability based upon self-dealing within the meaning of Section 2 of this Article.

To protect against claims against uncompensated directors and officers the corporation shall maintain a general liability insurance policy with an amount of coverage of \$1,000,000.

~~i) Fiduciaries or Corporate Employee Benefit Plan~~ This section does not apply to any proceeding against any trustee, investment manager or other fiduciary of an employee benefit plan in that person's capacity as such, even though that person may also be the agent of the corporation as defined in subsection (a) of this section. Nothing contained in this section shall limit any right to indemnification to which such a trustee, investment manager, or other fiduciary may be entitled by contract or otherwise, which shall be enforceable to the extent permitted by applicable law.

## **ARTICLE VI**

### **MISCELLANEOUS**

**Section 1.** Books and Records This organization shall keep at its principal office, or in an electronic cloud location, a minute book, containing minutes of meetings of the Board and committees, a copy of the Articles of Incorporation and all subsequent amendments thereto, certified by the Secretary of State, a copy of the Bylaws and all subsequent amendments, certified by the Secretary of the organization, and a list of the officers of the organization showing their names and addresses and correct and complete books of account.

All books and records of the organization may be inspected at any reasonable time by any officer, or by the agent or attorney of such officer.

**Section 2.     Raffles, Gifts and Prizes** The board shall ensure that any raffles, gifts and prizes meet legal requirements for a non-profit corporation and ensure money is spent in a manner consistent with purpose statements in Article I.

**a) Gift cards** Gift cards should primarily be used as prizes and awards for students and be within reasonable limits. If utilizing gift cards as gifts to teachers, associates or staff, the amount and vendor should be consistent with utilization for school benefit so as to not be considered misappropriation of funds for personal use. If gift cards are used for other purposes, the purpose, recipient and amount should be assessed for appropriateness and documented to ensure consistency with Article I.

**b) Raffles** Conscientiously plan for and abide by all rules in conducting Non Profit Raffles as set forth by the CA Dept of Justice in CT-NRP-1 Form "Application for Registration" Instructions and in CT-NRP-2 Form "Nonprofit Raffle Report" Instructions to be found at [www.oag.ca.gov/charities](http://www.oag.ca.gov/charities).

**Section 3.     Fiscal Year** The fiscal year of the organization shall begin on the first day of July and end on the last day of June of each year, unless changed by act of the Board.

**Section 4.     Amendment of Articles or Bylaws** The Articles of Incorporation or Bylaws of the organization may be amended, repealed or added to only by resolution of the Board, approved by a majority of the officers then in office, at a duly held meeting at which a quorum is present. The bylaws should be reviewed and signed by all board members approximately once per year. New board members should sign a copy of the current bylaws.

**Latrobe PTC Bylaws**  
**Signature Page**

Printed Name: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

President, Latrobe PTC

Printed Name: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

Vice-President, Latrobe PTC

Printed Name: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

Secretary, Latrobe PTC

Printed Name: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

Treasurer, Latrobe PTC

Printed Name: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

Outreach Coordinator, Latrobe PTC

Printed Name: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

Board Member at Large, Latrobe PTC

Printed Name: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

Board Member at Large, Latrobe PTC

Printed Name: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

Board Member at Large, Latrobe PTC

Printed Name: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

Staff Representative, Latrobe PTC

Printed Name: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

Staff Representative, Latrobe PTC

## Attachment A: Perpetual Calendar

7/7/23

### Perpetual Calendar

*(Secretary, please ensure items placed on the monthly meeting agenda. Fiscal Year is July 1 – June 30.)*

#### July

1. Treas: Monthly Report (start new Treasurer's Report for the fiscal year)
2. Pres: Plan 5-10 min remarks for all staff meeting week before school starts, Welcome Coffee, Kinder roundup and BTSN
3. PTC Post: Announce end of year donation and breakdown of how the PTC's last fiscal year's donation was spent during this fiscal year. Reminders: Nugget Scrip Cards
4. Brainstorm next school year's event plan
5. Brainstorm the fundraising "why" for next school year
6. Upcoming event planning
  - a. Order Peet's Coffee (donation) for first day of school welcome back coffee
7. Schedule next month's meeting

#### August

1. Sec: Ensure all new officers sign off on by-laws & conflict of interest form, get credentials to club gmail
2. Pres:
  - a. Create PTC contact method (cell phone numbers for group texts & emails for email chains) - copy to Officers, Principal/Superintendent & District Secretary.
  - b. Check Club's Paperwork Status with the Secretary of State (Club is a Domestic Nonprofit Corporation)
    - i. Google Search: "Secretary of State Business Search", select Corporation, type in "Latrobe Parent Teacher Club", see status (Bizfileonline.sos.ca.gov)
    - ii. Every Odd Numbered Year, the Statement of Information (Form SI-100) is **due by October 31<sup>st</sup>**. \$20 Check Required, Get Approval. Download form from sos.ca.gov
      1. New officers in office - Notify the Secretary of State. File a Form SI-100, Statement of Information, as an amendment, showing the new officers names (President, Secretary and Treasurer). No fee is required when it is an amended change outside of the odd numbered year filing, which is the only time a fee of \$20 is required.
3. Treas:
  - a. Contact Accountant Benjamin (Ben) Palm, CPA, MST, Palm Accountancy, Inc., 3108 Ponte Morino Dr, Suite 140, Cameron Park, CA 9568, (530) 677-3618, (530) 677-3619 fax, [ben@palmaccounting.com](mailto:ben@palmaccounting.com)
    - i. Ben Prepares Filing for State & Federal Taxes for Previous School Year **due November 15<sup>th</sup>**. Submit the following to him for our fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>): (1) Income Statement, (2) Balance Sheet, (3) Letter from District for End of Year Donation Confirmation
    - ii. Ben Prepares Filing for Renewal Fee Report (Form RRF-1) **due November 15<sup>th</sup>**. \$25 Check Required, Get Approval
    - iii. Pay Ben his fee, Get Approval
  - b. Check for any reimbursements needed & Monthly Report
4. VP: Update school website, PTC page, with new board and events
5. Upcoming event planning
6. PTC Post: Reminders, Nugget Scrip Cards

7. Schedule next month's meeting

## **September**

1. Treas:
  - a. If new treasurer, plan El Dorado Savings Bank change of name on account. Make appt with bank manager at any location. Need 2 names, forms to fill out in person, take driver's licenses, take Minutes showing the new treasurer's name. Bank Card change.
  - b. Outgoing Treasurer: Prepare submission to Accountant Ben Palm for state & federal tax filings (income statement, balance sheet & letter from district on end of year donation confirmation).
  - c. Check for any reimbursements needed & Monthly Report
2. Upcoming event planning
3. PTC Post: Reminders, Nugget Scrip Cards
4. Schedule next month's meeting

## **October**

1. Pres: Verify Form SI-100, Statement of Information, due by October 31<sup>st</sup> every odd numbered year was submitted.
2. Treas:
  - a. Verify the following was submitted:
    - i. State & Federal Tax Filing, prepared by accountant, due November 15<sup>th</sup>
    - ii. Form RRF-1, Renewal Fee Report, prepared by accountant, due November 15<sup>th</sup>
  - b. Check for any reimbursements needed & Monthly Report
3. Upcoming event planning
4. PTC Post: Reminders, Nugget Scrip Cards
5. Schedule next month's meeting

## **November**

1. Treas: Check for any reimbursements needed & Monthly Report
2. Upcoming event planning
3. PTC Post: Reminders, Nugget Scrip Cards
4. Schedule next month's meeting
5. Clean up Zoolander on even numbered years

## **December**

1. Treas:
  - a. Check for any reimbursements needed & Monthly Report
2. Pres:
  - a. Annual Insurance (AIM, Association Insurance Management) bill should have been received (latrobeptc@gmail.com) and ready for payment (\$605, Due in February), Get Approval. [aim@aim-companies.com](mailto:aim@aim-companies.com), or 800-876-4044
  - b. File a Nonprofit Raffle Report (Form NRP-2) with the Office of the Attorney General, CA Department of Justice, showing the gross receipts and costs of the raffle(s) conducted in previous school year, due on or before **February 1st** ([www.oag.ca.gov/charities](http://www.oag.ca.gov/charities), to look up raffle verification history/status: [www.oag.ca.gov/charities/raffle](http://www.oag.ca.gov/charities/raffle) click registry verification status, enter FEIN 203914577
3. Upcoming event planning
4. PTC Post: Reminders, Nugget Scrip Cards
5. Schedule next month's meeting

## **January**

1. Treas:
  - a. Check for any reimbursements needed & Monthly Report

2. Pres:
  - a. Pay \$605 Insurance premiums (AIM)
  - b. File an Application for Registration, Non Profit Raffle Program for all events where raffles used in this calendar year, (Form NRP-1). \$30 Check Required, Get Approval
3. Outreach Coor: Reach out to student council about volunteer thank you
4. Upcoming event planning
5. PTC Post: Reminders, Nugget Scrip Cards
6. Schedule next month's meeting

#### **February**

1. Treas: Check for any reimbursement needed & Monthly Report
2. Pres: Confirm NRP-2 is complete
3. Upcoming event planning
4. PTC Post: Reminders, Nugget Scrip Cards
5. Schedule next month's meeting

#### **March**

1. Treas: Check for any reimbursement needed & Monthly Report
2. Prepare for next school year's board positions-remind board members to think about returning to the board the following school year. Need a decision at April meeting.
3. Upcoming event planning
4. PTC Post: Reminders, Nugget Scrip Cards
5. Schedule next month's meeting

#### **April**

1. Prepare for next school year's board positions-have board share decisions to continue next year or resign at the end of June. The special election meeting will be in May for open board positions.
2. Treas: Check for any reimbursement needed & Monthly Report
3. Upcoming event planning
4. PTC Post: Reminders, Nugget Scrip Cards, post any open board positions for special election meeting in May
5. Schedule next month's meeting

#### **May**

1. Treas: Check for any reimbursement needed & Monthly Report
2. Special election meeting: returners confirmed and new board members are elected if applicable
3. Upcoming event planning
4. PTC Post: Reminders, Nugget Scrip Cards
5. Schedule next month's meeting

#### **June**

1. Treas:
  - a. Check for any reimbursement needed & Monthly Report
  - b. Propose how much money to hold over to next fiscal year to cover administrative costs. Get Approval
  - c. Execute End of Year donation check to the district needs to be written this month, so dated before the end of our fiscal year on June 30<sup>th</sup>. Get Approval
  - d. Ask for donation receipt from the district as it's needed for the accountant to support tax documents
  - e. Send Final Fiscal Year Treasurer's Report to District Superintendent/Principal, District Secretary & Miller's Hill Secretary with announcement of end of year donation

2. Ask the District Superintendent/Principal for a breakdown of how the PTC's last fiscal year's donation was spent during this fiscal year. Put answers out in PTC Post.
3. Pres & VP: Review of the Perpetual Calendar; New Fiscal year begins July 1.
4. Talk about Summer Planning for Next School Year Events
  - a. Back-to-School flier
  - b. Plan Ninja Warrior Run during Summer
5. PTC Post: Reminders, Nugget Scrip Cards
6. Schedule next month's meeting

**Attachment B: Conflict of Interest Form**

*CAN'T HIDE OUR LATROBE PRIDE!*  
*Thanks for your support!*



**Parent Teacher Club**  
a charitable non-profit organization

7900 South Shingle Road, Shingle Springs, CA 95682 | latrobeptc@gmail.com

**CONFLICT OF INTEREST STATEMENT**

The standard of behavior of the Latrobe Parent Teacher Club is that all officers and volunteers scrupulously avoid any conflict of interest between the interests of the organization on one hand, and personal, professional, or business interests on the other. This includes avoiding actual conflicts of interests as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are: to protect the integrity of the Latrobe Parent Teacher Club's decision making process, to enable our constituencies to have confidence in our integrity and to protect the integrity and reputation of volunteers, staff and officers.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or nonprofit affiliation), my family and/or significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_