

Oakhills/Ridgeview Parent Teacher Club
9233 Twin Schools Road
Granite Bay, CA 95746

Parent Teacher Club Bylaws

ARTICLE I. NAME

The name shall be Oakhills/Ridgeview Parent Teacher Club (PTC).

ARTICLE II. OBJECTIVES

SECTION A. To promote a positive, cooperative school community for students, parents, staff and administration.

SECTION B. To provide support for the staff and administration of the school.

SECTION C. To provide an open forum for parents, teachers and the principal to meet and communicate.

SECTION D. To enrich the educational environment for our students by providing services, social events and fundraisers that will benefit the children and teachers.

ARTICLE III. POLICIES

SECTION A. This organization shall be educational, non-partisan, and non-commercial. It shall not endorse anyone for office. Upon a two-thirds vote of the members present or voting at any regular or special meeting, questions of public interest including political issues support or non-support may be endorsed or protested.

SECTION B. The Club shall seek neither to direct the administrative activities of the school or to control its policies.

SECTION C. The property of this organization is irrevocably dedicated to charitable purposes and no part of the income or assets of this organization shall benefit any board member or benefit any private person.

SECTION D. Any materials and/or equipment purchased as a result of PTC fund-raising by any parent, teacher or administrator becomes the property of Oakhills or Ridgeview School and is not for the personal use of that parent, teacher or administrator. In the event a teacher or an administrator leaves the employment of Oakhills or Ridgeview School, all such items shall remain the property of that school.

SECTION E. The organization shall not discriminate on basis of race, creed, religion, gender or national origin.

SECTION F. 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. Neither shall they be used in connection with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the organization.

ARTICLE IV. MEMBERSHIP

SECTION A. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

SECTION B. Contact information such as phone numbers, addresses or email addresses of PTC members shall not be released to outside interests.

ARTICLE V. EXECUTIVE BOARD

SECTION A. An Executive Board shall consist of the President, Vice President Committee (inclusive of all VP positions), VP of Fundraising, VP of Activities, VP of Communications, VP of Volunteering, Secretary, Treasurer, Past President (if applicable) and the Administrative Representatives of Oakhills and Ridgeview Schools. No more than two individuals may share an elected position.

SECTION B. No person shall hold the same elective office for more than two consecutive years.

DUTIES OF EXECUTIVE BOARD

The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

EXECUTIVE BOARD MEETINGS

Regular meetings shall be held monthly, to be determined by the board. Special meetings may be called by any two board members with 24 hour notice. A quorum shall consist of half the number of board members plus one.

ARTICLE VI. DUTIES OF THE EXECUTIVE OFFICERS

The officers shall be composed of the following positions, which may be held by more than one individual but not more than two.

PRESIDENT – The President shall (1) have responsibility for the organization and will serve as the liaison to the Board of Trustees and the presidents' meetings with the District Superintendent; (2) The President shall preside over all PTC meetings and have general

supervision over its affairs.

VICE PRESIDENT COMMITTEE – The vice president position will be segregated into varying sub-titles to divide responsibilities for this board position. The varying sub-titles are as follows:

Vice President of Fundraising – The Vice President of Fundraising shall (1) serve as the fundraising coordinator for the PTC; (2) schedule the fundraisers in consultation with the administration and Board; (3) recruit chair people and committee members for fundraising events and activities; (4) plan and work with the committees in charge of fundraising events and activities; (5) facilitate communication relating to fundraising events to the school community; (6) be familiar with state and local fundraising requirements.

Vice President of Activities – The Vice President of Activities shall (1) serve as the activities coordinator for PTC events; (2) recruit chair leads and committee members for activities; (3) plan and work with the committees in charge of activities; (4) facilitate communication relating to activities with the VP of Communication to ensure awareness with the school community.

Vice President of Volunteering – The Vice President of Volunteering shall (1) recruit and coordinate volunteers to assist the PTC in school sponsored activities throughout the year (2) oversees helping with coordination for school related event sign ups; (3) help with recruitment of all Chairs; (4) oversees the operation of the PTC Committees.

Vice President of Communication – The Vice President of Communication shall (1) create and maintain the electronic communication channels (e.g., Facebook, Instagram, etc.) in cooperation with the VPs and upon authorization of the President(s); (2) oversee the construction and maintenance of the PTC website; (3) create and maintain the eNews newsletter (4) provide support to the Room Parent Coordinator to maintain close connection with room parents, events and expectations.

SECRETARY – The Secretary shall (1) record the minutes of each meeting; (2) assist the President with the agenda distribution and provide correspondence when needed; (3) will also supply a copy of the most recent minutes to the superintendent's office for distribution to the Board of Trustees; (4) the secretary will also keep a copy of the minutes book, bylaws, rules, and any other necessary supplies, and bring them to meeting.

TREASURER – The Treasurer shall (1) pay all bills approved by the PTC or the Executive Board; (2) the Treasurer shall keep a permanent record of all such paid bills and furnish a complete financial statement at each meeting of the PTC; (3) the Treasurer shall present an end of the previous year statement at the first general meeting; (4) the previous Treasurer shall provide a completed financial statement and be available to

assist the newly elected Treasurer in this first presentation; (5) He/she will also be responsible for compiling information for the PTC's tax return at the end of the fiscal year (June); (6) maintain a set of record books and the bank accounts for the organization.

INTERCHANGEABILITY CLAUSE: Co-Treasurers may switch the primary responsibilities of the Treasurer position between each other during their term. This switch can occur at the midpoint of the term or any other agreed-upon interval, provided it does not disrupt the financial operations of the organization. Any switch in responsibilities must be documented and communicated to the Executive Board and relevant stakeholders to ensure transparency and continuity.

ARTICLE VII. NOMINATING COMMITTEE

SECTION A. In April of each year, the current president shall appoint a minimum of three, maximum of six members of the club to a Nominating Committee. The Nominating Committee shall elect its own chairperson. The Nominating Committee shall nominate eligible persons for each of the following officer positions: President, Vice President, Secretary and Treasurer. The slate of nominees shall be presented to the Oakhills/Ridgeview community via electronic communication (OH/RV PTC e-news). All such nominated candidates will be placed on the ballot to be voted on by club members at the final general meeting of the school year, in accordance with Section B of Article VII. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such offices.

SECTION B VOTING. Officers shall be elected by a majority vote of those club members present at the general meeting. Voting may be by written ballot. The Secretary shall be responsible for counting the ballots and announcing the elected officers. Officers and chairpersons shall assume their offices on July 1.

SECTION C OFFICER VACANCY. In the event of an Executive Board vacancy during the school year, the remaining Executive Board members shall have the power to elect and appoint a new officer. The vacancy shall be posted, providing an opportunity for nominations, at least two weeks prior to the executive board meeting at which the vote will be held.

ARTICLE VIII. GENERAL MEMBERSHIP MEETINGS

SECTION A. The organization will hold at least three (3) meetings throughout the school year. Summer meetings may be held at the discretion of the president.

SECTION B. Special meetings may be held at the discretion of the Board or upon written request of ten members. Notice of the meeting must be given one week in advance.

SECTION C. Members of the Club present shall constitute a quorum for regular and special meetings of membership providing there are a minimum of five (5) active members of the PTC board present.

ARTICLE IX. FUNDING

SECTION A. Funds raised by the PTC through June 15 each year will be held in a Reserve account and will be disbursed for the following year's operating expenses. Any funds raised after June 15 become part of the funds held for the following year's budget.

SECTION B. All expenses funded by the PTC shall be approved through a grant process. Grant requests will be submitted to the Board by May 15 to be considered for inclusion in the following year's budget. Any PTC member may submit a grant request.

SECTION C. The PTC board shall prepare an annual operating budget to be approved by a simple majority of voting members present at the last regular meeting of the year. The annual budget is not to exceed the funds available in the Reserve account less a minimum 5% holdback for unbudgeted expenses. The holdback can exceed 5% in year where there are otherwise sufficient funds to meet the budget needs.

SECTION D. New expenses or funding not previously encumbered in the approved annual operating budget in excess of \$500 must be approved by a simple majority vote of the members present at any regular or special meeting. Expenses incurred without prior approval, in excess of the approved budgeted amount for that expense, or not accompanied by valid supporting documentation, such as an invoice or receipt, will not be reimbursed.

SECTION E. At the end of the fiscal year, any unspent funds from that year's annual operating budget shall revert to the Reserve fund and may be used in the next year's operating budget.

SECTION F. Written or verbal agreements that encumber PTC funds may only be entered into by both the PTC President and Treasurer.

ARTICLE X. AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the members present at any regular meeting, providing notice shall have been given at the previous regular meeting.

ARTICLE XI. AUTHORIZATION

If at any time, this club does not function in the best interest of the EUSD, the Parent Teacher Club may be dissolved by a majority vote of the Board of Trustees of the Eureka Union School District. In this event, any funds remaining in the club treasury shall be used for Oakhills/Ridgeview student welfare within EUSD, at the discretion of the Board of Trustees of the EUSD.

Adopted as of July 1, 1993
Amended March 11, 2009
Amended November 29, 2011
Amended April 24, 2012
Amended March 2, 2016
Amended September 7, 2022
Amended May 7, 2025
Amended September 3, 2025
Amended March 13, 2026

Cheryl DeLany Co-President

Rachel Scott Co-President