

Rocklin Elementary School PTC Bylaws

ARTICLE I - Name and Location

The name of this organization is the Rocklin Elementary Parent Teacher Club (Rocklin PTC). The location of this organization is at the site of Rocklin Elementary School, 5025 Meyers Street Rocklin, CA 95677.

ARTICLE II - Purpose

The purpose of the Rocklin PTC is to aid the students of Rocklin Elementary School by providing support for educational and recreational needs and to promote open communication between the administration, teachers and parents. The PTC will raise funds to provide educational supplies and activities for which funds are not available from the school district; will be developed through committees, projects, and fundraisers; and, will be governed and qualified by the basic policies set forth in this Article.

ARTICLE III - Laws

Section A This PTC is a nonprofit, public-benefit organization and is not organized for the private gain of any one person. This organization is formed exclusively for charitable purposes within the guidelines of 501 (c)(3) of the Internal Revenue Code.

Section B No substantial part of the activities of this organization will consist of carrying on propaganda, or otherwise attempting to influence legislation, and the organization will not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

Section C Notwithstanding any other provisions of these Articles, the organization will not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law) or (b) by organization contributions which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law).

Section D The property of this organization is irrevocably dedicated to educational purposes and no part of the net income or assets of this organization will ever be used to the benefit of any director, officer, or member thereof, or to the benefit of any private person.

Section E Upon dissolution of the organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this organization will be distributed to a non-profit fund, foundation or corporation, which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under IRC section 501 (c)(3).

Article IV-Basic policies

Section A The purpose of this organization will be promoted through an education program directed towards parents, teachers, and the general public; will be developed through conferences, committees, and projects; and, will be governed and qualified by the basic policies set forth in this Article.

Section B The organization will be noncommercial, nonsectarian, and nonpartisan. It will not endorse a commercial enterprise nor will members in their official capacities be used in any connection with commercial concerns or with any partisan interest, or for any purpose other than the regular fundraising work of the organization.

Section C The organization will 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 meeting pertaining to school-related issues.

Section D The organization will not enter into membership with other organizations but may cooperate with other organizations and agencies in child welfare, such as conference groups or coordinating councils provided the representative makes no commitments that bind the group he/she represents.

Section E A quorum of the Executive Board (as set forth in Article IV, section H, of these Bylaws) will transact necessary business between scheduled meetings of PTC and such other business as may be referred to it by PTC.

Section F The Executive Board may authorize payment of routine organizational bills within the limits of the budget adopted by PTC and may authorize the payment of other bills. All payments will be in accordance with Article VII, Section D of these Bylaws.

Section G The Executive Board will create standing or special committees as deemed necessary to promote the purpose and to carry on the work of the PTC.

Section H A quorum will consist of one more than half of the existing Executive Board Officers. If the duties of an Officer are shared by more than one person, the presence of only one of those people will satisfy the requirement of attendance of that office for the purpose of establishing the quorum.

Section I The Executive Board will meet at least once a month during the school year, unless otherwise ordered by the Executive Board.

Section J When an officer fails to attend three (3) consecutive meetings without an adequate excuse or neglects to fulfill the duties of his/her position, the Executive Board may declare the office vacant.

Section K Each officer, upon the expiration of his/her term of office, or upon resignation, will turn over to his/her successor, without delay, all records, books, and other material pertaining to the office. Additionally, he/she will return to the President, without delay, all funds pertaining to his/her office. This will be transacted at the last Executive Board meeting of the current school year.

Section L The President and Treasurer, with input from the Executive Board, will prepare a budget and submit this budget for approval at the first general meeting of the school year. Budget priorities will be established and approved by a majority vote of the members present.

ARTICLE V- Membership and Dues

Section A Any person (parent/guardian or staff) interested in the purpose of PTC may become a member upon payment of dues, as hereinafter provided.

Section B Dues for the individual membership in PTC will be determined in May for the subsequent year by the current Executive Board.

Section C An annual enrollment of members will be conducted by the PTC. Additional members may be accepted at any time.

Section D There are two categories of general membership:

- Parent Teams: Open to all parents/guardians interested in supporting the organization with dues paid.

- Staff Teams: Teachers and staff members of Rocklin Elementary School. Teachers at Rocklin Elementary are automatic members of the PTC, regardless of dues paid/unpaid.

Article VI- Executive Board

Section A The Executive Board will consist of the officers (President, Vice President, Secretary, Treasurer, Historian, and Web Support) of the organization, the Principal or designee, two teacher representatives (lower/upper grades), and all standing committee chairpersons.

Section B No individual can serve in two (2) capacities simultaneously or be nominated for two (2) offices at the same time.

Article VII - Executive Board Officers

Section A The PRESIDENT will preside at all meetings of the PTC and over the Executive Board; will be a member, "ex officio" of all committees with the exception of a potential nominating committee; with the ratification of the Executive Board, will appoint the chairperson of all standing committees; and, will serve as the program chairperson.

Section B The VICE-PRESIDENT will be a member of the Executive Board. The Vice-President will perform the duties of the president in the absence of that officer. The Vice-President will serve as necessary to support the President and Executive Board.

Section C The SECRETARY will be a member of the Executive Board. The Secretary will keep the minutes of the proceedings of the membership and Executive Board; will prepare the list of voting members who have paid dues; will see that all notices are duly given in accordance with these by-laws; 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.

Section D The TREASURER will be a member of the Executive Board. The Treasurer will receive all monies for the PTC and deposit in a bank approved by the Executive Board; will keep an accurate record of receipts and disbursements; will present a statement of account(s) at every meeting of the PTC and at any other times when requested by the Executive Board; will present, with the President, a proposed budget to the Executive Board by April meeting; and will prepare state and federal tax forms and submit them in a timely manner. Checks will be co-signed by the President and Treasurer. The Executive Board will audit the books of the PTC annually or upon request of the Treasurer or at any time deemed necessary.

Section E The HISTORIAN will be a member of the Executive Board. The Historian will assemble and preserve a record of the activities and achievements of the PTC and will act as custodian of records and other materials pertinent to the organization.

Section F The WEB SUPPORT administrator may be a member of the Executive Board; will maintain PTC website and Facebook page; will assist with all marketing of the PTC events.

Section G The ART DOCENT ADVISOR will not be a member of the Executive Board, but will be an elected position. In the event that the Art Docent Advisor is not elected, the position will be appointed by the Executive Board. The Art Docent Advisor will oversee Rocklin Elementary School's Art Docent program.

Section H More complete descriptions of required duties for each position are available upon request and on the PTC website at rocklinbulldogsPTC.yolasite.com.

Section I All standing committee chairpersons will be members of the Executive Board, may attend Executive Board meetings, and will carry out their respective committee responsibilities.

Section J The Principal and teacher representatives may be active members of the Executive Board, advising, assisting, and coordinating.

ARTICLE VIII - Officers and Elections

Section A Executive Board positions are open to all parents/guardians. Nomination notices will be sent out via students' folders one to two weeks prior to April general PTC meeting. Nominations will also be accepted from the floor at the April meeting. Nominations will be closed at this time or on a previously stated date, no later than two weeks prior to election. The consent of each candidate must be obtained before his/her name is placed in nomination.

Section B The privilege of holding office will be limited to members whose dues are paid.

Section C Election will be held at the May meeting.

Section D Officers will serve for a term of two(2) years or until their successors are elected. Officers will assume their duties June 2. Vacancies in office will be appointed by the Executive Board.

Section E Any position may be co-chaired.

Section F All positions are unpaid, volunteer positions.

Article IX - General Overview

Section A General meetings of the organization will be held regularly September through May and any other times designated by the Executive Board.

Section B The term of each officer will be two (2) years, beginning on June 2 and ending on June 1 of each year. At the conclusion of an officer's term, the position becomes available. The exiting officer may request his/her name to be placed on the ballot for nomination.

Section C The privilege of making motions, debating, and voting will be limited to members of the PTC whose dues are paid.

Article X- Bylaws and amendments

Section A These Bylaws may be amended by a two-thirds majority vote of members present at any general meeting following prior notice.

Amendment to Rocklin Elementary School's PTC Bylaws Regarding disbursement of funds

Article A - Event Funds

Section A.1 - Jog-a-thon

The entirety of funds raised by each 5th and 6th grade student will be deposited into the student's Camp Account. Additionally, at least 10% of funds raised by K-4 students may be deposited into students' individual Camp Accounts, as authorized by the Executive Board and set forth to students in Jog-a-Thon informational materials. The remaining net proceeds from the event will be deposited into the general PTC account.

Section A.2 - Fall Carnival

With the exception of Haunted House proceeds, the entirety of net profit from the annual Fall Carnival will be divided equally among all K-6 teachers with a participating carnival booth. Haunted House proceeds will be divided equally between the teachers who initiated the Haunted House.

Section A.3 - Student Art Show and Auction

Firstly, the Art Show proceeds will entirely support the Art Docent Program. Secondary to the arts, the proceeds may also help support the school's Science Lab. Amount of funds to be used for the Science Lab are to be defined by the Executive Board following the art show.

Section A.4 - Popcorn Fridays and other non-event concessions

Net profits from Popcorn Fridays and other non-event concessions will be designated for teacher appreciation. These funds will be used to support teachers as agreed upon by the Executive Board.

Article B - General Funds

Section B.1 - Classroom Accounts

A portion of general PTC funds will be deposited into the Classroom Accounts at the start of each school year. Amount of funds available for Classroom Accounts will be designated by the Executive Board. If funds are available, the PTC may provide additional funds for Classroom Accounts during the school year. Unused Classroom Account funds will be transferred back into the general fund, unless otherwise requested, at the completion of the school year. The teacher relinquishing the Classroom Account funds may request that the monies be transferred into one of the following accounts: Technology, Playground Equipment, Science Lab, Science Camp, or other account approved by the Executive Board.

Section B.2 - Camp Accounts

Any student may raise and deposit funds into his/her Camp Account at any time. Any unused funds left in an individual student's Camp Account will be deposited into the general Camp Account.