

# ROCK CREEK ELEMENTARY SCHOOL

## Parent Teacher Club BYLAWS Amended June 1, 2011

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### Article I - NAME

The name of this organization shall be the Rock Creek P.T.C. (which stands for Rock Creek Parent Teacher Club, also referred to hereinafter as "PTC" or "Organization").

### Article II- Purpose

The purpose of this organization shall be to support the school for the educational and social needs of the students.

In the event that the organization dissolves, all assets (monetary and physical) will be donated to Rock Creek Elementary School.

### Article III- Basic Policies

#### Section 1.

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

#### Section 2.

The Organization shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise nor shall members in their official capacities be used in any connection with a commercial concern or with any partisan interest, or for any purpose other than the regular fund-raising work of the Organization.

#### Section 3.

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.

(P.T.C Bylaws, Article III continued)

Section 4.

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

Section 5.

A quorum of the Executive Board (as set forth in Article III, section 8 of these Bylaws) shall transact necessary business between scheduled meetings of the P.T.C. and such other business as may be referred to it by P.T.C.

Section 6.

The Executive Board may authorize payment of routine organizational bills within the limits of the budget adopted by the P.T.C and may authorize the payment of other bills. All payments must be made in accordance with Article VI, Section D of these Bylaws.

Section 7.

The Executive Board shall create standing or special committees as deemed necessary to promote the purpose and to carry on the work of the P.T.C.

Section 8.

A quorum shall consist of one more than half of existing Executive Board Offices. If more than one person shares the duties of an Office, the presence of only one of those people shall satisfy the requirement of attendance of that Office for the purpose of establishing a quorum.

Section 9.

The Executive Board shall meet at least once a month during the school year, unless otherwise ordered by the Executive Board. The President may call special meetings of the Executive Board.

Section 10.

When an officer fails to attend three (3) consecutive meetings without an adequate excuse, the Executive Board may declare the office vacant.

Section 11.

Each officer, upon the expiration of his/her term of office, or upon resignation, shall turn over to his/her successor, without delay, all records, books, and other material pertaining to his/her office. This shall be transacted at the last Executive Board meeting of the current school year.

(P.T.C. Bylaws, Article III continued)

Section 12.

The treasurer, with input from the Executive Board, shall prepare a budget and submit this budget for approval at the May P.T.C. meeting.

Section 13.

Meetings of the Executive Board shall be open.

## Article IV - Membership and Dues

Section 1.

Any person interested in the purpose of the P.T.C. may become a member upon payment of dues, as hereinafter provided.

Section 2.

Dues for individual membership in P.T.C. shall be determined in May for the subsequent school year by the current Executive Board.

Section 3.

An annual enrollment of members shall be conducted by the P.T.C. Additional members may be accepted at any time.

Section 4.

There are two general categories of members:

- \* Parent Team: Open to all adults interested in supporting the team.
- \* Staff Team: Open to all staff members of the Rocklin Unified School District.

## Article V - Officers and their Elections

Section 1.

Persons interested in serving on the Board may submit their names in May after intended vacancies are announced.

Section 2.

The privilege of holding office shall be limited to the members of the P.T.C. whose dues are paid.

Section 3.

Election shall be held sometime during the month of May.

(P.T.C. Bylaws, Article V continued)

Section 4.

Officers shall serve for a term of two (2) years or until their successors are elected. Officers shall assume their duties on the first day on the new school year. Vacancies in offices shall be filled by appointment from the Executive Board.

Section 5.

Any position may be co-chaired.

## Article VI - Duties of Officers

Section 1.

The President shall preside at all meetings of the P.T.C. and of the Executive Board; shall be a member examination-officio of all committees except the nominating committee, with the ratification of the Executive Board; shall appoint the chairmen of all standing committees; and shall serve as the program chairman.

Section 2.

The Vice President shall perform the duties of the President in the absence of that officer. The Vice President shall serve as a ways and means chairman and, as such, will be responsible for promoting and executing all fund-raising projects.

Section 3.

The Secretary shall keep an accurate record of the proceedings of all meetings; shall be prepared to refer to minutes of previous minutes; and shall conduct all necessary correspondence of the P.T.C.

Section 4.

The Treasurer shall receive all monies for the P.T.C and shall deposit them in the name of the Rock Creek P.T.C in a bank approved by the Executive Board; shall keep an accurate record of all receipts and disbursements; shall present a statement of account at every meeting of the P.T.C and at other times when requested by the Executive Board; shall present a proposed budget to the Executive Board by the April meeting for the upcoming school year; and shall prepare state and federal tax forms and submit them in a timely manner. Checks shall be co-signed by the President, Vice President, or Secretary. The Executive Board shall audit the books of the P.T.C annually or upon the request of the Executive Board or at any time deemed necessary.

Section 5.

The Historian shall assemble and preserve a record of the activities and achievements of the P.T.C. and shall act as custodian of records and other materials pertinent to the P.T.C.

(P.T.C. Bylaws, Article VI continued)

Section 6.

The Principal and two (2) teacher representatives shall be active members of the Executive Board, advising, assisting, and coordinating.

## Article VII - Meetings

Section 1.

General meetings of the P.T.C shall be held August through May and any other time designated by the Executive Board.

Section 2.

At the general meeting in May, officers shall be elected and budget priorities established and approved by a majority vote of the members present.

Section 3.

The privilege of making motions, debating, and voting shall be limited to the members of the P.T.C. whose dues are paid.

## Article VIII - Executive Board

Section 1.

The executive Board shall consist of the officers (president, vice president, secretary, treasurer, and historian) of the Organization, the principal, and two teacher representatives.

Section 2.

No individual can serve in two (2) board capacities simultaneously.

## Article IX - Bylaws and Amendments

Section 1.

The Bylaws may be amended by a two-thirds vote of members at any general meeting following prior notice of the proposed amendment.

## Standing Rules

1. At the beginning of the term of office, each member of the Executive Board shall be given a copy of these Bylaws.

(P.T.C. Bylaws, Standing Rules continued)

2. A meeting of the Executive Board-elect may be called by the resident to ratify the appointment of the chairmen, fill vacancies of the board-elect , and make plans for the coming school year.

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Kelli Remington, President 2011-2012

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Kelly Robinson, Vice President 2011-2012

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Elizabeth Wadsworth, Secretary 2011-2012

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Ron Montano, Treasurer 2011-2012

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Carrie Kutsenda, Historian 2011-2012