Constitution
&
Bylaws
For
Will Rogers PTC
Parent/Teacher Club

Reestablished on May 1, 2009

Reviewed and edited on May 20, 2014
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Article I

Name

This non-profit organization shall be known as

The Will Rogers Parent / Teacher Club

Hereafter referred to as "The Will Rogers PTC"
Article II

Objective

Section 1

The objective of the Will Rogers PTC shall be:

a) To promote the welfare of youth in the home, school and community

b) To bring into closer relationships with the home and school. Parents and Teachers should co-operate intelligently in the education of youth, working as a team (parents, teachers, administrators and students) to provide Will Rogers students the highest advantage possible in their physical, mental and social development.

c) To plant firmly in the youth of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority and others so that they may become well adjusted, stronger and happier young people and will grow to be good, decent healthy and trustworthy.

Section 2

The Will Rogers PTC will achieve these objectives by working with parents, teachers, and site Administrators, students, and the general public to promote educational programs, to generate funds for projects and programs, and are governed and qualified by the basic policies set forth in Article III.

Section 3

This association is organized exclusively for the charitable, scientific, literary, or, educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future Federal Tax Code (hereinafter “Internal Revenue Code”)
Article III
Basic Policies

The following are the basic policies of the Will Rogers PTC:

a) Will Rogers PTC shall be non-commercial, non-sectarian and nonpartisan.

b) The name of the organization of 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 appropriately related to promotion of the objects of the organization.

c) The organization shall not (directly or indirectly) participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

d) The organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to Boards of Education.

e) The organization shall not enter into membership with other associations except with the approval of the district executive board but may cooperate with other associations and agencies concerned with child welfare, but the Will Rogers PTC representative shall make no commitments that bind the group he/she represents.

f) No part of the net earnings of the organization shall insure to the benefit of, or be distribute to its members, directors, trustee, 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 purpose set forth in Article II hereof.

g) Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on by an associations exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or by an organization, contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code, after paying or adequately providing for the debts and obligations of the associations, the remaining assets shall be cistributed to one or more nonprofit funds, foundations, or organizations which have established their tax exempt status under Section 501(c) of the Internal Revenue Code.
Article IV
Principal Office

The Principal address for the transaction of business for the Will Rogers PTC shall be:

Will Rogers PTC
Will Rogers Middle School
4924 Dewey Drive
Fair Oaks, CA 95628

Will Rogers Middle School is part of the San Juan Unified School District, located in the County of Sacramento, State of California
Article V
Membership

Section 1
Any person sincerely interested in active participation to effect the objective of the Will Rogers PTC may become a member. A person shall not be required to be affiliated with any other group or organization to qualify as a member of the Will Rogers PTC.

Section 2
Membership in this organization shall be made available to any individual who subscribes to the objects and basic policies of the Will Rogers PTC, without regard to race, color, creed or national origin, under such rules and regulations not in conflict with the provisions of these bylaws.

Section 3
The Will Rogers PTC shall conduct an annual enrollment of members but may admit persons to memberships at any time.

Section 4
Recruitment of members shall focus on: Faculty members, parent(s) or guardian (s) who have one or more children attending Will Rogers Middle School, and any person actively interested in furthering the objectives of the Will Rogers PTC.

Section 5
Membership in the Will Rogers PTC may be resigned. Membership in the Will Rogers PTC may be suspended or terminated by action of the Executive Board.

(a) The Executive Board, by 2/3 vote of those present at any duly constituted meeting shall have the authority to discipline, suspended or terminated the membership of any member whose conduct is considered to the best interest of then Will Rogers PTC.

(b) The member involved shall be notified of such meeting, informed of the general nature of the suspected conduct and given the opportunity to appear at the meeting to answer.
Section 6

Each member of the WR PTC shall pay annual dues of $5.00 per member. These dues are not to be pro-rated.

Section 7

Each member of the organization must be current on dues in order to vote, hold office or represent the organization.

Section 8

The Executive Board can waive the membership fee, if a financial hardship is involved or an Honorary Membership is bestowed.
Article VI

Board of Directors

Section 1

The management of the property and affairs of the Will Rogers PTC shall be vested in the Board of directors. The Board of Directors shall consist of the Executive Board and such other offices as the Executive Board may appoint.

(a) The Executive Board shall consist of the officers of: President, Vice President, Secretary, Treasurer, and Faculty Representative. The remaining board officers will include but as not limited to: Scrip coordinator, Volunteer Coordinator, Fundraiser Coordinator.

(b) The membership of the Will Rogers PTC shall nominate and elect candidates for all the Board positions prior to May 15th. Nominations for Board Membership should be held 30 days prior to voting. One vote per member. Candidates must be a member in good standings of the Will Rogers PTC and dues must be paid in full to hold officer position. For each office, the candidate receiving the highest number of votes shall be elected. In the event of a tie for an office, a run-off election including only the tied candidates shall be held. The candidates elected to the board shall assume their elected offices no later than July 1st and shall serve a term of one year. Members of the Board are eligible for reelection.

(c) After all the Board Offers have assumed office, the Board may, by majority vote, appoint any remaining officers to serve on the Board of Directors as the Board deems necessary or desirable to the operations of Will Rogers PTC.

(d) The privilege of holding office shall be limited to the members of the organization whose dues are paid.

Section 2

The Board of Directors shall have the power to appoint such committees deemed necessary or desirable and to delegate to them such power as the Board of Directors may deem advisable.

Section 3

The Board of Directors shall have the power to discipline, or revoke any director, officer or committee member of Will Rogers PTC by in accordance with the procedure set forth in Article V, Section 5(a).
Section 4

If any vacancy occurs on the Board of Directors, it may be filled by a majority vote of the Board Members.

Section 5

All decisions concerning the policies and operations of the Will Rogers PTC shall be decided by a vote the Board of Directors, and no motion shall be carried out without a favorable vote by the majority of those present at a duly constituted meeting. Each member of the Board of Directors shall be entitled to cast one vote on any matter of business. The president shall vote only in the event of a tie.

Section 6

The duties of the Executive Board shall be as follows:

(a) The President shall be responsible for conducting all the affairs of the Will Rogers PTC and executing the policies established by the Board of Directors. The President shall preside over all meetings of members, and the Board of Directors, cosign all notes and checks of the Will Rogers PTC at a district meeting and perform all other duties as customarily pertains to the office of President.

(b) Vice President shall serve as assistant to the President in conducting affairs of the WR PTC and assist in the execution of the policies established by the WR PTC By-laws. The Vice President shall perform all the duties of the President in the absence or disability of the officer act.

(c) The Secretary shall record the minutes at all meetings and perform duties as requested by the Board of Directors.

(d) The Treasurer shall maintain the WR PTC acct and the WR Sports acct and all financial records, cosign all notes and checks of the WR PTC and file all tax returns if needed, deposit and disburse all funds for both accounts as directed by the Board of Directors.

(e) Faculty Rep shall represent the staff of WR. Must be a paying member of WR PTC and be a member in good standings with current dues paid and attend all WR PTC meetings.

Section 7

When an officer fails to attend three consecutive meetings without adequate excuse or is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules or engages in conduct injurious to the organization or its purpose the Executive Board may, by a two-thirds (2/3) affirmative vote, declare the office vacant.
Article VII

Committees

Section 1

Depending on the needs by the Board of Directors committees shall be created to carry on more functions required by the ruling Executive Board.

Section 2

The President can appoint member to chairman of any and all committees created within the WR PTC.

Section 3

The term of a chairman shall be only one year or until the successor is appointed.

Section 4

The chairman shall present all work and ideas planned by the committees for approval first by the Executive Board. Once approval is given the chairman and committee can move forward with their plan.

Section 5

Annual reports from the chairman of each committee shall be presented to the president and filed with the secretary.

Section 6

At the end of each term in office the chairman of a committee, an executive officer must turn all related papers and files over to the President without delay and all funds belonging to the WR PTC.
Article VIII
Meetings

Section 1
Each May there will be an annual meeting to elect officers for the upcoming year. The President will for all nominations to be presented on the floor.

Section 2
Regular meeting for the board will be help once a month. On the 2nd Wednesday of each month.

Section 3
Only members who are present at meeting and in good standings and have paid their annual dues are allowed to vote on any topics brought forth during all meetings.

Section 4
The President of Secretary may call for a special meeting of the Board of Directors. A special meeting of the Board of Directors may be called upon by written request by any three (3) members of the Board of Directors.

Section 5
Notice of all meetings shall be given by the Secretary to each member of the Board of Directors either by e-mail, mail at least three (3) days prior to the meetings, or by telephone, or in person at least twenty-four (24) hours prior to the meeting.

Section 6
Three members of the Board of Directors shall constitute a quorum and a quorum shall be necessary to conduct any business meeting of the Board of Directors.

Section 7
Roberts Rules of Order shall govern the proceedings of all meetings except where such rules conflict with the Constitution and Bylaws of the Will Rogers PTC.

Section 8
The Teacher Representative shall attend each monthly meeting to present any request from Will Rogers Middle School Staff. The Administrative Representative may not be allowed to represent to the board any requests from the Will Rogers Middle School Staff at the Will Rogers PTC broad meetings. All requests from staff must be presented at the Will Rogers Middle School PTC monthly meetings by The Teacher Representative. Any financial request maybe table for 30 days or the next Will Rogers Middle School PTC board meeting.
Article IX

Financial Policy

Section 1

The Board of Directors shall decide all matters pertaining to the finances of the Will Rogers PTC. All income shall be placed in a common treasury. Expenditures shall be directed in such a manner as will give no particular individual or group an advantage over others.

Section 2

The Board of Directors shall not permit the contributions of funds or goods to particular individuals but shall solicit same solely for the common benefit of the Will Rogers PTC.

Emergency Requisition not to exceed $500.00 may be authorized at a Will Rogers PTC Board meeting without table until the next Will Rogers PTC Board meeting.

Section 3

Within ninety (90) days after assuming office, the Board of Directors shall audit the books for the prior year and prepare a current year budget.

Section 4

Upon dissolution of the Will Rogers PTC and after satisfaction of all outstanding debts and claims, the Board of Directors shall distribute the property of the PTC to other organizations maintaining an objective similar to that set forth herein. Preference shall be given to the Will Rogers Student Body fund, or the Middle School Parent/Teacher Association/Clubs. (Refer to Article III (h).)
Article X

Rules & Regulations

Section 1

The Board of Directors may adopt local rules and regulations for the conduct of meetings and the operations of the Will Rogers PTC as deemed proper. The Supplemental Rules shall be established, amended or repealed by a two-third (2/3) vote of the Board of Directors at any duly constituted meeting.

Section 2

The Constitution and Bylaws and the Supplemental Rules of the Will Rogers PTC shall be distributed annually to the Board of Directors. A copy of the Constitution and Bylaws and the Supplemental Rules shall be maintained on the physical property of Will Rogers Middle School.
Article XI

Fiscal Year & IRS-EIN- Number

Section 1

The Fiscal year of this organization shall begin July 1st and end on June 30th.

Section 2

The Will Rogers PTC shall not assume financial obligations in any one fiscal year that will be carried over into succeeding term.

Section 3

The Internal Revenue Service Employer Identification number for the Will Rogers PTC is ____________________

Section 4

The Internal Revenue Service Nonprofit Tax ID number for the Will Rogers PTC is ____________________
Article XII

Amendments

Any sections of this Constitution and Bylaws may be amended or repealed by a two-thirds (2/3) vote of the Board of Directors present at any duly constituted meeting provided that written notice of such proposed changes are mailed or e-mailed under the signature of the Secretary to each member of the Board of Directors at least fifteen (15) days prior to the meetings at which proposed changes will be submitted to vote.
The Board of Directors of the Will Rogers Parent/Teacher Club duly approves and adopts this Constitution and bylaws on

Date: 3 June 14

Acting President Signature: [Signature]

Faculty Representative Signature: [Signature]

Vice President Signature: [Signature]

The Constitution and Bylaws for Will Rogers PTC have been revised on June 4, 2014. This Constitution and Bylaws take precedence over any other(s) in existence.