

ROSE HILL PARENT TEACHER CLUB CONSTITUTION & BYLAWS

Last Revised: February 1, 2017

PREAMBLE

For the purpose of creating working and healthy relationships between the administrators, educators, and parents of the Rose Hill School District in Rose Hill, Kansas, and to use those relationships for the betterment of students, we establish this organization to serve the community of Rose Hill, Kansas.

CONSTITUTION

ARTICLE I - Name

The name of the organization shall be the Rose Hill Parent Teacher Club, hereafter referred to as PTC.

ARTICLE II - Purpose

The PTC shall strive to:

1. Provide a vehicle for communication among students, teachers, administrators, parents, and the community for the purpose of supporting and improving the educational environment in the Rose Hill Primary School, Rose Hill Intermediate School, Rose Hill Middle School, and Rose Hill High School.
2. Provide opportunities for educational and informational programs.

ARTICLE III - Membership

Participation in the PTC shall be voluntary; however, all parents, teachers, and administrators of the Rose Hill School District shall be considered members ad hoc.

ARTICLE IV - Officers

There shall be a PTC Executive Board comprised of four officers: President, Vice-President, Secretary, and Treasurer.

ARTICLE V - Meetings

Section 1. Executive Board Meetings

Executive Board Meetings shall be held monthly prior to General PTC Meetings.

Section 2. General PTC Meetings

General PTC Meetings shall be held monthly for the participation of the membership of the PTC. The Executive Board may choose to forgo meetings during the summer months. The time and place for each meeting will be announced by the Executive Board prior to each meeting.

Section 3. Special Meetings

The Executive Board may call Special Meetings at such times as deemed necessary.

ARTICLE VI - Departments and Committees

As the need for delegated assignment arises, specific committees shall be established for that purpose. Any and all departments and committees shall be subordinate to the membership and shall contribute to the harmony and development of the whole. They shall be under the general supervision of the Executive Board, and the President shall be an ex officio member of all committees or departments.

ARTICLE VII - Finances

All funds for the maintenance of the organization shall be provided by fundraisers and donations. Funds shall be accepted by the Organization and shall be administered by the Treasurer under the direction of the Executive Board.

ARTICLE VIII - Amendments

This Constitution may be amended by a two-thirds vote of the membership in attendance at any regular or special meeting called for that purpose, provided due notice of such proposed change shall have been made at the meeting prior.

BYLAWS

ARTICLE I - Duties of Officers

Section 1. President

The President shall establish meeting agendas, preside at meetings, appoint committee chairpersons, communicate with the district and community, assist with filling committees, as well as, represent the Rose Hill PTC at school and community events.

Section 2. Vice-President

The Vice-President shall perform the functions of the President in the President's absence or at the President's request.

Section 3. Secretary

The Secretary shall take and preserve minutes of all regular and special meetings of the PTC and perform all correspondence.

Section 4. Treasurer

The Treasurer shall receive and deposit all monies, keep all financial records pertinent to the activities of the PTC, make monthly reports at the regularly scheduled meetings, and make the books and records available for audit at the end of the term.

ARTICLE II - Elections and Vacancies

Section 1. Nominations and Elections

1. Nominations for officers will be accepted at the March and April General Meetings of the election year.
2. The election of officers shall be held at the April General Meeting of the election year and shall be by secret ballot.
3. Absentee ballots will be made available to those requesting them for the purpose of electing officers and must be submitted prior to the call to order for the election.
4. The candidates will be elected by a majority vote.

Section 2. Terms of Office

1. Term of office for each position is two years.
2. Officers will assume their duties after the Old Business during the General Meeting in May. Outgoing officers shall serve in an advisory capacity at the request of the newly elected officers, but shall not maintain an authoritarian role within the PTC.
3. The officers' terms shall stagger so that only two elections take place each year.
 - a. The President and Secretary shall be elected in the same year.
 - b. The Vice-President and Treasurer shall be elected in subsequent years.

Section 3. Vacancies

1. A vacancy in office shall be filled by vote at the next General Meeting.
2. The Executive Board will determine if a vacancy exists.
3. An Executive Board member can be removed for cause. This will be done through an Executive Board meeting with an unbiased third party present to count the votes, which shall be cast with a paper/pencil ballot.
4. President and Vice-President position cannot be immediate family members to the person holding Treasurer's position.

ARTICLE III - Maintenance of Records

Section 1. Minutes

Minutes will be recorded at each meeting and read at the next meeting. The Secretary shall keep a copy on file for a period of five years.

Section 2. Financial Statements

The Treasurer shall maintain copy of the financial statement on file for a period of seven years.

ARTICLE IV - Finances

Section 1. Supervision

The Treasurer will be responsible for all monies derived from charitable projects. A charitable activity will be defined as any event generating funds. Profits from these activities will be used for the financial support of recreational needs, educational needs, and/or operating expenses. Records will be maintained as to where the money from the charitable activity was allocated.

Section 2. Reporting

The Treasurer will furnish and leave a copy of the financial statement each month. The Treasurer will also maintain a copy of the monthly financial activities and report on them at the General and Executive Board Meetings.

Section 3. Disbursements

1. The Treasurer and one other elected officer will be required to sign all checks exceeding \$200 written on the PTC account. One Executive Board member may sign checks for amounts under \$200.
2. If an individual member obligates the PTC, such obligation should be for the sole use and benefit of the PTC. If such benefit is solely for the use of the individual member, the member will be held liable to the organization with which such obligation was made.
3. At the monthly General Meetings, membership may vote to spend money not already approved in the annual budget. A majority vote of membership present will rule. Requests for expenditures may be presented and voted on at any General Meeting. Officers have the discretion of tabling any motion until the next meeting.

Section 4. Budget

1. A committee comprised of the incoming President and Treasurer shall develop an annual budget for the upcoming year prior to the August General Meeting.
2. The annual budget of expenditures shall be presented and approved at the August General Meeting of the Rose Hill PTC.

Section 5. Auditing

The President shall appoint an auditor or auditing committee before May 31 to audit the financial records and accounts. The results of the audit shall be presented to the Rose Hill PTC at the September General Meeting.

ARTICLE V - Exemption

Said Corporation/Organization if organized exclusively for charitable, religious, educational, and scientific purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c)(3) of the Internal Revenue Code or the corresponding section of any future Federal Tax Code.

ARTICLE VI - Purpose of Funds or Limitations of Organization's Funds

No part of the net earnings of the Corporation/Organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Corporation/Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501 (c)(3) purposes. No substantial part of the activities of the Corporation/Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation/Organization shall not participate in, or intervene in (including publishing or distribution of statements) any political campaign on behalf of in opposition to any candidate for public office.

ARTICLE VII - Purposes of Organizations

Notwithstanding any other provision of these articles, the Corporation/Organization shall not carry on any other activities not permitted to be carried on (a) by a Corporation/Organization exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal Tax Code, or (b) by a Corporation/Organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future Federal Tax Code.

ARTICLE VIII - Dissolution

Upon the dissolution of this Corporation/Organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal Tax Code, or shall a state or local government, for a public purpose.

However, if the named recipient is not then in existence or no longer a qualified distribute or unwilling or unable to accept the distribution, then the assets of this Corporation/Organization shall be distributed to a fund, foundation, or corporation organized and operated exclusively for the purposes specified in Section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal Tax Code.

ARTICLE IX - Parliamentary Authority

Meetings will be held in accordance with general Robert's Rules of Order, upon discretion of board members.

ARTICLE X - Amendments

These Bylaws may be amended by a majority vote of the membership in attendance at any General Meeting or Special Meeting called for that purpose, provided due notice of such proposed change shall have been made at the meeting prior.