

CONSTITUTION AND BYLAWS OF THE WESTFIELD SCHOOL PARENT TEACHER COUNCIL

ACCEPTED OCTOBER 1995

AMENDED JULY 2018

ARTICLE I – NAME

The name of this organization shall be the Westfield School Parent Teacher Council (hereafter referred to as PTC)

ARTICLE II – OBJECTIVES

The PTC is organized exclusively for charitable and/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. Within the meaning of section 501(c)(3), the objectives of the PTC shall be to:

1. Promote parental support for and cooperation with the teachers and administrators of Westfield School in the education of the children enrolled at the school.
2. Promote education, communication and understanding among the students, parents, faculty, administration and community of Westfield School.
3. Enhance and augment the basic curriculum through volunteerism and student enrichment programs.
4. Supply and facilitate parental and community aid to Westfield School.
5. Promote the welfare of children in home, school and community.
6. Promote the best possible education by aiding with activities of an academic, athletic, cultural and/or social nature.
7. The PTC will sponsor fundraising activities as its main source of income to support its may activities.

ARTICLE III – POLICIES

Section 1

The role of the PTC shall be to support the school and complement its activities through conferences, committees and projects. The PTC shall not seek to direct or control the activities of the school.

Section 2

The PTC shall be non-commercial, non-sectarian and non-partisan. It shall not endorse any commercial enterprise, nor any candidate for public office. Neither the name of the PTC nor the names of its officers, in their official capacity, shall be used in connection with any commercial concern, partisan interest or other matter except the regular work of the PTC.

Section 3

The PTC may cooperate with other parent-teacher groups in School District 89 and other organizations when such associations will further the objectives of the PTC, however, no such association shall violate the policies established in the other sections of this Article.

Section 4

The programs of the PTC shall be educational, fund-raising and social activities that shall be developed through events, committees and projects.

Section 5

No substantial part of the activities of the PTC will include electioneering in connection with ballot measures and under no circumstances shall the PTC engage in political activity either for or against any candidate for public office or measure of change.

ARTICLE IV – MEMBERSHIP AND DUES

Section 1

Parents and Guardians whose children attend Westfield School may become members by paying dues. The amount of dues shall be proposed by the executive committee and approved by the Board. The Superintendent of District 89, the Principal and the Staff are members who are exempt from paying dues.

Section 2

The privileges of holding office, introducing motions, placing items on the Board meeting agenda and debating shall be limited to members whose dues are paid.

Section 3

At a general membership meeting, each household that has paid its annual dues will have one vote. Any household joining the PTC after January 31st, without a newly enrolled student may be an active participant in the PTC without voting privileges for the remainder of the school year. At a PTC Board meeting, each member of the Board may vote.

Section 4

The fiscal year for the PTC shall be from July 1st through June 30th.

Section 5

Membership is open to all members of the community as outlined herein, without regard to race, religion, gender, ethnicity or sexual orientation.

ARTICLE V – OFFICERS AND THEIR ELECTION

Section 1

The officers of the PTC shall be a President (or two Co-Presidents), a Vice-President, a Secretary, and a Treasurer. These officers constitute the Executive Committee of the PTC. Any office may be filled by a husband and wife, as co-officers, however a husband and wife may not hold 2 different Executive Board offices in the same school year.

Section 2

There shall be a nominating committee consisting of no fewer than three members and no more than five members. The nominating committee will consist of one member from the general membership and at least two members from the current PTC Board. The nominating committee will be appointed by a report to the entire Executive Committee and be approved by the PTC Board at its February meeting. The general membership must be notified of the formation of the committee at least ten days prior to the appointments being made to allow input from the membership to the Executive Committee.

The nominating committee shall report its slate at the March Board meeting. The proposed slate shall be announced to the general membership within ten days of the report, but no later than five days before the April general membership meeting. Should a conflict with spring break arise, the Executive Committee may alter this time schedule.

The nominating committee must follow the guidelines in the nomination folder. Any changes in the guidelines must be presented to the Executive Committee. After the presentation of the slate, the nominating committee is dismissed.

At the April general membership meeting, additional nominations may be made from the floor, provided the consent of the nominee has been secured (in writing if the nominee is not present). The nominating committee may not nominate its own members of their same household for office. Nominees must have served on a previous or current Westfield PTC Board.

Section 3

Officers shall be elected at the April general membership meeting.

Section 4

The term of office shall be two years beginning at the close of the last Board meeting of the school year and ending at the close of the last Board meeting of the 2nd year of the term. If a need arises the term of office may be altered by a two-thirds vote of the members present at the general membership meeting. The office of President, Treasurer, Vice President and Secretary shall alternate.

Section 5

An officer of the PTC may not serve more than two consecutive terms as the same officer of the Executive Board. More than two non-consecutive terms as the same officer may be served.

ARTICLE VI – DUTIES OF OFFICERS

Section 1

The President shall have the following responsibilities:

1. Preside at all meetings of the PTC and Executive Committee. If there are two Co-Presidents, then only one must be present to preside at meetings.
2. With the assistance of the Executive Committee and with input from the Principal, develop a budget for presentation to and approval by the Board. The budget will then be presented to the general membership.

3. Review major programs and proposals for financial assistance before they are presented to the Board.
4. Obtain approval from the Board for any unbudgeted expenditures in excess of \$100.00.
5. Be a member ex-officio of all committees except the nominating committee.
6. Assist committee chairpersons in reviewing existing activities and developing new programs that will promote the objectives of the PTC.
7. Prepare an agenda for each Board meeting and distribute it to Board members at least five days before the meeting.
8. Prepare a written report of the PTC's activities and programs at the end of the school year.
9. Perform other duties as may be prescribed in these by-laws or assigned by the PTC.
10. Appoint committee chairs.
11. The President may only vote under the following circumstances:
 - a. To vote in the affirmative when there is a tie (to cause the motion to be adopted)
 - b. To vote in the negative to cause a tie (and therefore to cause the motion to fail) if the affirmative exceeds the negative by only one vote
 - c. In a ballot election of the officers
12. Be a co-signer on the bank account
13. Represent the School at District meetings as needed.

Section 2

The Vice President shall have the following responsibilities:

1. Assist the President/Co-Presidents and perform the duties of the President-Co-Presidents in his or her absence.
2. Conduct meetings in the absence of both Co-Presidents.
3. Serve as President in the event of a vacancy until such time a special election can be held.
4. Chair the Membership Committee.

Section 3

The Secretary shall have the following responsibilities:

1. Keep an accurate record of all meetings of the PTC and Executive Board.
2. Record the minutes of each meeting of the PTC and Executive Board and shall have on hand for reference at each meeting a copy of the bylaws, the minutes from previous meetings and a list of standing committees and their responsibilities.
3. Will distribute minutes to all PTC members and post in the PTC minutes folder on the Google Drive.
4. Perform other duties as assigned by the PTC.

Section 4

The Treasurer shall have the following responsibilities:

1. Receive all monies of the PTC except where separate accounts are necessary.
2. Pay out funds as authorized by the PTC or by the Executive Board. All disbursements must be made by double signature checks. The President/Co-President and Treasurer shall be

authorized signers on checks, with one other Executive Board member authorized to sign only in the event of an emergency.

3. The Co-Presidents and Treasurer shall have a debit card issued for the PTC bank account. For any debit card transaction to pay expenses as set forth herein, only one signer is necessary for the purchase. However, upon obtaining the receipt from the purchase, said receipt shall be double signed and approved by one other member of the Executive Board who is a signer on the account. The receipt shall then be saved by the Treasurer for reference.
4. Keep all receipts and canceled checks, maintain a record of all income and expenditures so that the financial position of the PTC can be periodically evaluated. The canceled checks referenced in PTC bank statements shall be sufficient.
5. Present a financial statement at every Board meeting and at other times when requested by the Executive Board.
6. Prepare a financial statement for the year and present it at the first general membership meeting of the next school year.
7. Transfer all money and records to the next Treasurer in a timely manner at the end of the fiscal year (of the second year of the term).
8. Be responsible for ensuring the filing of annual reports to the Internal Revenue Service and other governmental bodies as required by law, including maintaining registration status.
9. Provide cash boxes for any PTC events needing one.
10. The Treasurer shall not write a check for cash. Checks must have a designated payee.

Section 5

All Officers and Board Members shall have the following responsibilities:

1. Attend all PTC meetings or contact the President/Co-President if unable to do so.
2. Perform the duties prescribed in the Bylaws and any additional duties, which may be assigned to them from time to time.
3. Be responsible for all appropriate correspondence and acknowledgements within their area of responsibility.
4. Deliver to their successors all papers, files and records pertaining to their duties and responsibilities at the final meeting of the school year.

The Treasurer's accounts may be examined (at the end of the two-year term) by one of two methods. An auditing committee of not less than two persons may be appointed by the Executive Board at least two weeks before the May Board meeting. Alternatively, an auditor may be used and given a nominal compensation, the amount to be determined by the Executive Board. The completed audit shall be given to the PTC President/Co-President by August 31st.

ARTICLE VII – COMMITTEES

Section 1

The Standing Committees shall consist of the following:

1. Birthday Books
2. Adult Social
3. Family Events (Roller Skating, Mother/Son Bowling, Fall Fest, etc.)
4. New Family Welcome
5. Book Fair

6. Teacher Appreciation
7. Memory Book
8. Hotline Editor (PTC Newsletter)
9. Room Parents
10. Westfield Directory
11. Office Help Coordinator
12. Landscaping

Section 2

In addition to the standing committees, committees shall be created and eliminated by the Executive Board as may be required to promote the objectives of the PTC.

Section 3

The term of office shall be one year or until the close of the last Board meeting of the school year. The outgoing and incoming Executive Board may assist the President/Co-President-Elect in selecting these chairpersons and shall assist in the orderly transition of committee responsibilities. Each chairperson shall prepare a report of his or her committee's activities to be presented at the last Board meeting of the school year.

ARTICLE VIII – PTC BOARD

Section 1

The responsibility for carrying out objectives of the PTC shall be vested in a Board, to consist of the officers of the PTC, the Principal and one or more representatives selected by the school teaching staff.

Section 2

Except for the Principal, members of the Board shall assume their official duties at the close of the last Board meeting of the school year and shall serve a term of two years ending at the close of the last Board meeting of the next year.

Section 3

The Board shall have the following responsibilities:

1. Transact necessary business in the intervals between general membership meetings.
2. Approve plans or work of the committees.
3. Approve programs and their cost and approve purchase of equipment and materials.
4. Perform all other responsibilities prescribed in these bylaws.
5. Create Standing or Special Committees and to appoint Chairpersons, as needed.
6. Present reports at regular PTC meetings.
7. Prepare and submit a written annual budget to the general PTC membership for approval along with the budget committee.

Section 4

The Board shall not assume any contracts, agreements or financial obligations binding on the incoming Board, apart from programs for which arrangements must be made before the next year's budget is approved. Such programs must be presented to the Board for review and approval.

Section 5

Regular meetings of the Board shall be held monthly during the school year, unless otherwise ordered by the Executive Committee. The time shall be fixed by the Board at its first meeting of the year. Special meetings of the Board may be called by the President or by a majority of the Board members.

Section 6

A majority of Board members present at a Board meeting shall constitute the quorum. A majority vote is required to adopt a motion. In the event of a tie or a minority approving a motion then the motion will not be adopted. The motion may then be reintroduced by any member at a regularly scheduled PTC meeting, or at a Special Meeting.

Each Board member will have one vote, including staff members. The Presidents do not vote (except under the provisions of Article VI, Section 1) regardless of whether they also hold additional responsibilities as a Committee Chair.

Section 7

Board meetings shall be announced to the general membership. Members of the PTC who are not members of the Board may attend Board meetings, place items on the agenda and debate, but may not vote.

Section 8

Any member of the Board may be removed for just cause by two-thirds vote of the entire Board.

Section 9

A vacancy on the Board shall be filled by appointment by the Executive Board.

ARTICLE IX – GENERAL MEMBERSHIP MEETINGS

Section 1

At least two general membership meetings shall be held each year, one in the Fall for presentation of the budget and one in April for electing the officers for the following year. These meetings may be scheduled to occur either immediately preceding or immediately following a regular Board meeting.

Section 2

Special general membership meetings may be called by ten members provided that advance written notice of the purpose and date if given to all members.

Section 3

A majority of members present at a general membership meeting shall constitute the quorum.

Section 4

All notices are required to be given to members by mail, telephone, email or in the monthly school newsletter (with 10 days notice)

ARTICLE I – AMENDMENTS

These bylaws may be amended at any general membership meeting by two-thirds vote of the members present, provided that written notice has been given of the proposed amendment(s) at least five days prior to the meeting.

ARTICLE XI – AUTHORITY

The rules of procedure for PTC meetings, as to matters not expressly governed by the Bylaws, shall be those prescribed by *Robert's Rules of Order, Revised*.

ARTICLE XII – DISSOLUTION

Upon the dissolution of this organization, all net assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code, or to a State or Local Government, for a public purpose. Any such assets not so disposed shall be disposed by a Court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purpose or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.