

# Sand Lake Elementary PTG Bylaws

## ARTICLE I: NAME

**SECTION A:** This organization shall be known as the Parent Teacher Group of Sand Lake Elementary School (Sand Lake PTG).

**SECTION B:** This organization shall be noncommercial, nonsectarian, and nonpartisan.

## ARTICLE II: OBJECTIVE/MISSION STATEMENT

**SECTION A:** The mission of Sand Lake PTG is to promote the welfare of the children of Sand Lake Elementary and to bring the home and school together for social and educational interaction.

## ARTICLE III: MEMBERSHIP QUALIFICATION

**SECTION A:** Parents, Guardians, or Adult family members with a child or children attending Sand Lake Elementary, regardless of grade, shall be eligible for membership in this organization.

**SECTION B:** All school staff shall be eligible for membership in this organization.

## ARTICLE IV: DUES

**SECTION A:** A mandatory per family dues collection will not be made. Families can support the PTG through volunteer hours, fundraising efforts and/or monetary or non-monetary donations.

## ARTICLE V: OFFICERS

**SECTION A:** The elected officers of this organization shall be the President, Vice President, Secretary, and Treasurer. No person shall serve more than two (2) consecutive terms in any one office with the exceptions of staggering an election or filling a vacancy as outlined in Article VII, Section C, and Article VIII, Section B. No person shall serve more than three (3) consecutive terms in any one office without exception.

**SECTION B:** The term of office is from January 1 to December 31.

## ARTICLE VI: DUTIES OF THE OFFICERS

**SECTION A:** The President shall organize and preside over all Sand Lake PTG meetings. He/she shall also be the PTG's executive head and have general supervision over all affairs of the organization including setting meeting agendas, managing the email [sandlakeptg@gmail.com](mailto:sandlakeptg@gmail.com), writing the monthly PTG announcement for the school newsletter, and cosigning checks for the organization. The President will email board members the upcoming meeting agenda two (2) weeks prior to the meeting date.

**SECTION B:** The Vice President shall assume the responsibilities of the President in his/her absence at PTG meetings. He/she will assist the President in their general role as determined necessary by the President. Further, the Vice

President shall manage social media platforms including the Sand Lake PTG Facebook Page at <https://www.facebook.com/SandLakeElementaryPTG>.

**SECTION C:** The Secretary shall prepare the minutes of Sand Lake PTG meetings. He/she will email board members the past meeting minutes two (2) weeks prior to the upcoming meeting date. In addition, the Secretary shall email approved minutes to the appointed school administrative assistant for publication on the Holmen School District website, and maintain a record of the approved minutes for a minimum of two (2) calendar years on [sandlakeptg@gmail.com](mailto:sandlakeptg@gmail.com) Shared Google Drive.

**SECTION D:** The Treasurer shall be custodian of all monies of the organization. He/she will prepare and present an annual budget, and keep ledgers correct, up-to-date, and available for audits and/or public viewing. In addition, he/she will report the current balance of all accounts as well as upcoming expenditures at PTG meetings. The Treasurer shall keep the PTG funds in a financial institution in the name of Sand Lake PTG. He/she shall disburse and withdraw the funds in accordance with Article X.

**SECTION E:** All past officers may be advisors to current members.

#### **ARTICLE VII: ELECTIONS**

**SECTION A:** At the general meeting in November, nominations may be submitted from the floor. If there is more than one (1) candidate for an office, then a vote shall be taken by ballot. If there is only one (1) candidate for an office, an oral vote can be taken.

**SECTION B:** Induction shall take place at this meeting with terms beginning as stated in Article V, Section B.

**SECTION C:** Elections shall be staggered among officers to support a successful transition for incoming board members. No more than two (2) new members are to be elected concurrently.

#### **ARTICLE VIII: VACANCIES**

**SECTION A:** If for any reason, the President is unable to continue with his/her duties of this office, the Vice President will assume the duties of President. If he/she declines, then a motion will be made for the general membership to elect another President.

**SECTION B:** In the event of a vacancy or incomplete term in any other office, the general membership shall appoint a member to fill the unfinished term.

#### **ARTICLE IX: EXECUTIVE BOARD/ADMINISTRATOR**

**SECTION A:** The Executive Board/Administrator shall consist of the school Principal at minimum, and one (1) or two (2) staff person(s) in addition, when feasible. The Principal, as administrative member of the PTG Board, will provide a report including pertinent school-related information at PTG meetings. Staff person(s) may consider a liaison role without meeting attendance requirements.

**SECTION B:** The Executive Board/Administrator shall be responsible for all business affairs of the PTG, including approval of business policies and of requested funds by the general membership in adherence to Article X, Section A.

## **ARTICLE X: APPROVAL OF FUNDS**

**SECTION A:** Expenditures exceeding six-hundred dollars (\$600.00) for any one month or two-hundred dollars (\$200.00) for any single expenditure shall be submitted to the Executive Board/Administrator for approval. The officers may approve any expenditure that does not exceed these limits. The majority of expenses/checks are approved through the PTG budget, aside from Scrip purchases.

**SECTION B:** The Scrip Coordinator may make purchases without additional approval or sign-off, so long as the Scrip Coordinator and Treasurer have consulted prior to Scrip purchases. Scrip is purchased through automatic bank withdrawals and is approved accordingly by the Treasurer and Scrip Coordinator. At the beginning of each year, pending the discussion on the budget for the year, the maximum amount allowed for Scrip purchases during the year will be established between the Treasurer and Scrip Coordinator. This will be revisited quarterly between the Treasurer and Scrip Coordinator depending on the budget.

**SECTION C:** All checks, which are written for disbursement to pay expenses, must be cosigned by two authorized officers of the organization.

**SECTION D:** No funds shall be used as compensation for any board member, general member, or trustee. The organization shall be authorized to render reasonable compensation for services provided to the PTG.

**SECTION E:** Upon dissolution of this organization, after paying and providing for debts and obligations, the remaining assets shall be entrusted to the Sand Lake Elementary School Principal for use in improvement of school programs.

**SECTION F:** The ledgers and accounts of the organization are available upon request to be audited at any time.

## **ARTICLE XI: ADDITIONAL ROLES/COMMITTEES**

**SECTION A:** An appointed Sand Lake PTG officer or school administrative assistant serves as the Scrip Coordinator, when feasible. The Scrip program consists of purchasing gift cards at face value (over 750 retailer brands available) with a 2-15% rebate/earning that goes directly to Sand Lake PTG. The Scrip Coordinator manages the fundraising program in its entirety including sales, inventory management, advertising, and co-signing checks related to the program. Information on the Scrip program is to be made available on the Holmen School District website. Further duties of the Scrip Coordinator are described in Article X, Section B.

**SECTION B:** Appoint additional roles as needed.

**SECTION C:** Form committees as needed.

## **ARTICLE XII: MEETINGS**

**SECTION A:** The PTG Board must set a date, time, and place for the next meeting to be agreed upon prior to adjournment of the current meeting, with best practice to do so for the upcoming three (3) consecutive meeting dates.

**SECTION B:** PTG meetings shall be held on the first Monday of the month at 6:00pm at Sand Lake Elementary School unless otherwise stipulated by the President and/or School Administration.

**SECTION C:** General members of the organization may petition for a meeting by submitting a written request to a PTG officer, signed by a minimum of fifteen (15) members at least five (5) days prior to the proposed meeting. The PTG officer is then to notify all board members as soon as possible.

**SECTION D:** The agenda for a general membership meeting is as follows:

- Meeting Called to Order
- Secretary's Report (approval of minutes from previous meeting)
- Treasurer's Report (current balance of all accounts & upcoming expenditures)
- Principal's Report
- New Business
- Open Discussion
- Upcoming Business
- Sand Lake Monthly Newsletter PTG Announcement/Meeting Summary (from previous month)
- Next Meeting Dates
- Mission Statement

**SECTION E:** All necessary business decisions and issues will be voted upon at the general meeting. A majority will be considered 51% of the voting membership present at the meeting. A quorum consists of five (5) PTG members.

### **ARTICLE XIII: AMENDMENTS TO THE BYLAWS**

**SECTION A:** The bylaws of Sand Lake PTG may be amended as conditions arise by a majority of affirmative votes of the organization members who are present at a general membership meeting. Suggested changes must be submitted at a prior meeting before being acted upon at the next general membership meeting. The President shall notify and make available to all board members of the proposed changes. PTG bylaws are to be posted on the Holmen School District website.