

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 member 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

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, Treasurer, and Secretary. No person shall serve more than two (2) consecutive terms in any one office with the exception of filling in for an incomplete term. The positions of President and/or Vice President can be shared.

SECTION B: The term of office is from July 1 to June 30.

ARTICLE VI: DUTIES OF THE OFFICERS

SECTION A: The President shall organize and preside over all Sand Lake PTO and Executive Board Meetings. He/she shall also be the PTG's executive head and have general supervision over all affairs of the organization and responsibility for cosigning checks for the organization.

SECTION B: The Vice-president shall assume the responsibilities of the President in his/her absence. The Vice President shall assist the PTG President in their role as determined necessary by the President.

SECTION C: The Secretary shall prepare the minutes of the Executive Board and PTG meetings. In addition, the Secretary will notify board members of meetings, provide all necessary correspondence, and maintain a record of the past meetings for a minimum of two (2) calendar years. The Secretary shall prepare and email minutes to the school secretary for publication on the Holmen School District sites.

SECTION D: The Treasurer of the PTG shall be custodian of all moneys of the organization, shall prepare and present an annual budget, keep ledgers correct, up-to-date, and available for audits and/or public viewing. He/she shall disburse funds in accordance with the bylaws of this organization as stated in Article X, Section A. The treasurer shall keep the funds in a financial institution in the name of the Sand Lake PTG. The funds are subject to withdrawal by check in such a manner as outlined in Article X, Section B of these bylaws.

SECTION E: The Past President may be an advisor to the current President.

ARTICLE VII: ELECTIONS

SECTION A: At the general meeting in May, 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.

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 in any other office, the Executive Board shall appoint a member to fill the unfinished term.

ARTICLE IX: EXECUTIVE BOARD

SECTION A: The executive board shall consist of the three (3) elected officers, the Principal, and one (1) staff persons. In order to conduct business a quorum of three (3) members is required.

SECTION B: The Executive Board shall approve all business policies, be responsible for all the business affairs of the organization and approve and/or submit funds for approval by the general membership for all organization activities.

SECTION C: The Executive Board may meet monthly during the school year or as deemed necessary.

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 discussed and submitted for approval by the general membership. 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. Some 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, however, 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, beginning January 1, 2018.

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 (books) and accounts of the organization are available upon request to be audited at any time.

ARTICLE XI: COMMITTEES

SECTION A: The Scrip Committee manages the scrip fundraising program in its entirety. The Scrip Committee manages the program including, sales, inventory management, advertising, etc. The Scrip Committee may co-sign checks related to the scrip program. The Scrip Committee shall be overseen by a Scrip Committee Coordinator who shall be appointed at the May PTG meeting to serve a term from July 1 thru June 30.

SECTION B: Form other committees as needed.

ARTICLE XII: MEETINGS

SECTION A: The Executive Board must set a date, time, and place for the next meeting to be agreed upon prior to adjournment of the current meeting.

SECTION B: The first general meeting of the school year shall be held on the second Thursday of the month at 6:30 p.m. at the Sand Lake Elementary School unless otherwise stipulated by the President and/or School Administration. The meetings for the remainder of the school year will be set at the first general meeting. These meetings will be held from September through and including May, there will be no meeting in December.

SECTION C: General members of the organization may petition for a meeting by submitting a written request signed by a minimum of fifteen (15) members at least five (5) days prior to the proposed meeting and submit the petition to an Executive Board member.

SECTION D: The agenda for general membership meetings is as follows:

- Meeting Called to Order
- Secretary's Report and approval of minutes from previous meeting.
- Treasurer's Report (bills, balances, etc.)
- Principal's Report
- Old Business
- New Business
- Open Discussion

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 the Sand Lake PTG may be amended as conditions arise by a majority of affirmative votes of the organization members 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 Secretary shall notify and make available to all members of the proposed changes.