Rose Tree Media School District

Springton Lake Middle School

Parent Teacher Group

Bylaws

Article I: NAME

The name of the organization shall be the Springton Lake Middle School Parent Teacher Group (Thereafter referred to as “PTG”).

Article II: PURPOSE

The purpose of this organization shall be to provide a liaison among the parents, teachers, administrators, and the community, working towards the goal of enhancing the social, cultural, and instructional opportunities of the students.

Article III: POLICIES

* The organization shall be voluntary, non-commercial, non-sectarian, non-partisan, and shall not endorse any commercial enterprise or any political candidates.
* The organization shall provide a forum for the expression and exchange of ideas and concerns that are necessary to the support and enrichment of the school policies.

Article IV: MEMBERSHIP

* Membership shall be open to all parents and legal guardians of students attending the school, teachers, administrators (thereafter referred to as “Members” or “General Membership”). All Members shall be entitled to participate in the programs and projects of the PTG. All Members shall have voting rights and shall serve in any of the elected or appointed positions on the PTG.
* An annual donation shall be requested from each Member of the PTG. The amount requested shall be requested annually by the Executive Board as a part of the preliminary budget process.

Article V: GENERAL MEMBERSHIP MEETINGS

There shall be at least four (4) General Membership meetings of the PTG during the school year, scheduled by the Executive Board. The Executive Board shall call additional meetings as needed. Members in attendance shall constitute a quorum for the transaction of business of any meeting. Minutes shall be taken at each General Membership and Executive Board Meeting.

Article VI: THE ELECTION PROCESS

* All nominees shall be PTG Members as defined in Article IV, Section 1.
* The President shall be appointed by the Nominating Committee Chairperson. The Nominating Committee shall consist of three (3) PTG Members at Large. The Nominating Committee shall strive to include a parent from each grade. No Member of the nominating Committee shall be a candidate for office.
* The Nominating Committee shall be in charge of the election process. The election shall be held at a General Membership meeting in the spring. If there is an unopposed slate doe anu office, shall be to move that the Secretary cast the elective ballot for the nominees.
* No Officer shall be permitted to serve more than two (2) consecutive terms in the same position. If there is no one to fill a position other than the current Officer, who has served two (2) consecutive terms and is willing to serve another, then that Officer shall serve another term.
* During the President’s term, if there is a vacancy in that office, then the Vice President shall become the President. At the next General Membership meeting, a new Vice President shall be elected. If there is a vacancy in any other office, Members shall fill the vacancy through an election at the next General Membership meeting.
* Officers shall be removed from office by two-thirds vote of those present at a General Membership meeting when the General Membership has been given a minimum of seven (7) days’ notice.

The Officers shall begin their transition of duties by June 30th. Officers shall assume their duties at the beginning of the next fiscal year August 1st and continue through June 31st. All Officers shall deliver their successor all of the materials by the end of the current fiscal year. The Treasurer shall deliver all official materials no more than 30 days after the close of the fiscal year.

Article VII: DUTIES OF ELECTED OFFICERS

* PRESIDENT:
* Shall serve a one (1) year term, with a two (2) term limit as defined in Article VI, Section 6;
* Shall enforce the PTG Bylaws and perform all other duties pertaining to the efficient operation of the PTG;
* Shall coordinate the work of all the Officers and Committees in order to serve the organization’s purpose;
* Shall coordinate the annual PTG calendar of event with the school calendar of events;
* Shall preside at meetings of the PTG and the Executive Board;
* Shall be a member ex-officio of all Committees, except the Nominating Committee;
* Shall, after discussion with the Executive Board, appoint all Committee Chairpersons;
* Shall serve on the Principal’s Advisory Board or assign a designee from the Executive Board;
* Shall work with the Treasurer to prepare a budget to be submitted to the PTG for approval;
* Shall review and initial the monthly bank account statement(s); and
* Shall be a co-sign, for the PTG bank accounts or assign a designee from the Executive Board.
* VICE PRESIDENT:
* Shall serve a one (1) year term, with a two (2) term limit as defined in Article VI, Section 6;
* Shall act as an aide to the President and shall perform the duties of the President in his/her absence or inability to perform; and
* Shall perform designated duties as delegated by the President.
* SECRETARY:
* Shall serve a one (1) year term, with a two (2) term limit as defined in Article VI, Section 6;
* Shall be responsible for all official correspondence;
* Shall record and publish all minutes of the General Membership meeting, Executive Board meetings; and
* Shall maintain the PTG website or appoint a designee.
* TREASURER:
* Shall serve a one (1) year term, with a two (2) term limit as defined in Article VI, Section 6;
* Shall receive all funds of the PTG and shall deposit same in the designated PTG bank accounts;
* Shall keep an accurate record of receipts and expenditures;
* Shall disburse funds per the budget or as authorized by the Executive Board;
* Shall present a financial statement at all General Membership meetings and as requested by the Executive Board;
* Shall present a full financial report at the first PTG meeting of the school year;
* Shall have all records examined annually by an auditor or President-appointed Finance Committee. (The Finance Committee shall consist of the President, the outgoing Treasurers, and a parent from the General Membership. If satisfied that the Treasurer's year-end report is correct, those performing the review shall sign a statement of that fact at the end of the report.);
* Shall see that all financial reviews are completed no later than July 31st .
* Shall see that the books are given to the successor no later than August 31st.
* Shall, with input from the Executive Board and Committee Chairs, prepare a preliminary budget for the following Fiscal Year, in the spring of the current Fiscal Year;
* Shall present the Executive Board-approved budget for approval at the first PTG General Membership meeting;
* Shall ensure a minimum closing balance of $3,000 at the end of the Fiscal Year; and
* Shall be authorized to sign checks.

Article VIII: EXECUTIVE BOARD AND FISCAL RESPONSIBILITY

* The “Executive Board” shall consist of the elected Officers.
* The duties of the Executive Board shall be to transact all necessary business of thePTG. It shall create special and standing Committees and approve the work of such Committees.
* The Executive Board must approve any budgeted expense with an overage up to One Hundred Dollars ($100.00). A budgeted expense with an overage greater than One Hundred Dollars ($100.00) must be presented at a General Membership meeting for vote and approval.
* The Executive Board shall review and approve all non-budgeted expenditures up to One Thousand Dollars ($1,000.00) per occurrence, up to an annual amount of Four Thousand Dollars ($4,000.00). Any amount in excess of One Thousand Dollars or in excess of Four Thousand Dollars annually must be approved by the General Membership. If surplus funds exist in the budget, the Executive Board and the General Membership must approve any additional non-budgeted expenditure requests over the annual limit of Four Thousand Dollars ($4,000.00).
* The Executive Board shall meet prior to the General Membership meetings. A simple majority of the Executive Board shall be considered a quorum.

Article IX: COMMITTEES AND ADVISORY BOARDS

* Committees may consist of Members and Executive Board Members, with the President acting as an ex-officio member of all Committees, excluding the Nominating Committee.
* After soliciting volunteers and discussion with the Executive Board, the President shall appoint Committee Chairpersons (Article VII, Section 1).
* Committee Chairpersons shall report their activities to the PTG at least one month prior to and one month after the scheduled event. If the Chairperson is unable to attend the appropriate GM meeting, a written report shall be submitted to the President three (3) days prior to the same.
* Committee Chairpersons are required to maintain a written record of procedures and committee related information to their successors by the end of the school year.
* Committees shall consult with the Treasurer prior to any function involving PTG funds. Requests for reimbursement must be completed on the appropriate form. A final written financial report shall be submitted to the Treasurer.
* A Special Committee is defined as a group which supports a school or district initiative. Special Committees will adhere to the Committee guidelines outlined in Article IX.
* FARE (Family Alliance for Respect and Equity) is a Special Committee with a mission to promote and encourage cultural awareness, provide family support, working towards creating a deeper unity within SLMS and the surrounding community.
* “Advisory Board Members” include the representatives for the Principal’s Advisory Board and the Superintendent’s Advisory Board, and School Board representative(s).
* Each designated Advisory Board Member shall report at the next General Membership meeting the outcome of the most recent Advisory Board/School Board meeting. If the designated Advisory Board Member is unable to attend the General Membership meeting a written report shall be submitted to the President three (3) days prior ot the GM meeting.
* The PTG Committee Chairperson(s) and Advisory Board Member, and their duties shall be determined yearly by the PTG Executive Board and published on the school website.

Article X: PARLIAMENTARY AUTHORITY

Robert’s Rules of Order Revised shall govern the PTG and Executive Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Article XI: FISCAL YEAR

The fiscal year of the PTG shall be August 1st to the following July 31st.

Article XII: DISSOLUTION OF THE PTG

In the event of dissolution of the PTG, its assets shall be distributed to the Springton Lake Middle School to benefit the students.

Article XIII: AMENDMENTS

* These Bylaws may be amended at any PTG General Membership meeting by a two-thirds vote of the Members present and voting, provided notice of the proposed amendments have been given at least two weeks prior to the meeting and provided that the proposed amendment has been approved by the Executive Board.
* After approval, a revised set of Bylaws shall be made available to the Membership. A copy of the current Bylaws shall be posted on the PTG website, kept on file with the PTG secretary, kept on file with the School and made available to any Members of the PTG for their perusal.
* The Bylaws shall be reviewed at least once every five (5) years. The Bylaws Committee Chairperson shall be appointed by the President. The Committee shall consist of at least two Member sfo the PTG Executive Board and at least one Member of the PTG General Membership.

Revisions approved 5/24/22