

**GREEN ACRES SCHOOL PARENT –TEACHER GROUP**

**BYLAWS**

**ESTABLISHED SEPTEMBER 1, 2001**

(Revised August 20, 2003)

**ARTICLE I “NAME”**

1. The name of this organization shall be the “Green Acres School Parent-Teacher Group”, hereinafter referred to as the “Organization” or the “PTG”.

**ARTICLE II “PURPOSE”**

1. To establish good relations among parents, teachers, and school administration; to provide a vehicle for communication among parents, teachers, and school administration, and to serve the educational process at Green Acres School by means of moral, financial, and volunteer support.
2. To enhance the educational opportunities and environment for the students of Green Acres School.
3. It shall not be the purpose of this Organization to direct educational or administrative policy at Green Acres School.
4. The Organization shall be nonsectarian and nonpartisan. Neither the name of the Organization nor the names of its officers in their official capacities shall be used in connection with a commercial concern or with any partisan/political interest.

**ARTICLE III “MEMBERSHIP”**

1. All parents and guardians of school children at Green Acres School; all teachers, aides, and administrative staff; and the Principal and Assistant Principal of Green Acres School shall be deemed to have the right to membership in said Organization.

**ARTICLE IV “VOTING MEMBERS”**

1. At the beginning of the school year, a notice will be sent to parents, teachers, and staff of Green Acres School inviting them to become voting members of the PTG. A voting membership allows the PTG member to vote on issues involving expenses, funds allocation, elections, etc.
2. Voting members can not miss more than three excused monthly PTG meetings commencing with the September meeting. A member may be excused from a monthly meeting by contacting one of the PTG officers. If said member does not meet the attendance requirement, then that member will lose the privilege of voting at future PTG meetings for that academic year.
3. All non-voting members of the PTG may attend any PTG meeting, participate in discussions at said meetings, volunteer at all school events, and chair and/or serve on any PTG committee.

**ARTICLE V “EXECUTIVE BOARD”**

1. The Executive Board shall consist of the PTG President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Volunteer Coordinator, the Principal and/or Assistant Principal, and a teacher representative.
2. In order to be a member of the Executive Board, one must meet all membership criteria.

**ARTICLE VI “MEETINGS”**

1. Meetings of the Executive Board shall be on an “as needed” basis. At least five members of the Executive Board must be present in order to hold a meeting.
2. A special meeting of the Executive Board may be called by the President or by any four Executive Board members.

3. The PTG will meet at least once a month on a date and time to be determined at the beginning of the school year. A meeting may be cancelled and/or changed by a majority vote of the Executive Board members.
4. In order for an item other than a standing and/or ad hoc committee report to be placed on the monthly meeting agenda, a request must be made to one of the PTG officers at least 48 hours in advance of the monthly meeting.
5. Whenever possible, the Agenda will include a line for "Other", in order to provide for any last minute items for discussion.

#### **ARTICLE VII "EXPENDITURES"**

1. The Executive Board shall be the governing body of the Organization and has the ability to approve expenditures for urgent, non-operating expenses, not to exceed \$500 per academic year. These expenditures must be approved by majority vote of said Board.
2. The Executive Board has the ability to expend Organization funds for the reasonable operating expenses of the Organization.
3. Ordinary and necessary expenses needed for the immediate operation of the various committees may be made at the discretion of the committee chairperson. These are considered "operating expenses" and can be defined as those expenditures necessary for the committee to function at its most basic level. An example would be popcorn for the popcorn committee. A new popcorn machine or a replacement motor would be considered a "non-operating" expense.
4. All non-operating expenses must first be approved by a majority of the voting members present at the monthly PTG meeting.
5. The President or designee may poll the voting members of the PTG via telephone, or by calling a special meeting, for any unexpected, non-operating expense that may occur between the regular monthly meeting. A majority vote of the voting members will be necessary for approval with at least three-quarters of the voting members being contacted. It is understood that this measure would only be utilized in an urgent situation. (The PTG membership should note that there is no dollar limitation stated for this particular situation).
6. Committee chairs shall submit a written budget to the PTG to request funds for an event or function.
7. Fundraising events (i.e. Fall fundraiser, book fair, ice cream social, etc.) must designate the purpose of the fundraising prior to the event. This purpose must be approved by a majority vote of the voting members present at the monthly PTG meeting.
8. A committee chair may request and receive "seed money". This is the equivalent of investment capital. Seed money is the transfer of funds from the General Fund to a specific function. If the function's purpose is to generate revenue, then seed money must be transferred back into the General Fund before calculating the bottom line profit of the function.

#### **ARTICLE VIII "AUDIT PROCEDURES"**

1. The PTG President will call for an audit of the PTG books on an annual basis. The President will establish an auditing team in May of each year, with the audit to be performed in the month of July/August of the same year.
2. The PTG Treasurer will make available to the auditing team all pertinent records, receipts, canceled checks, etc.
3. The annual audit will be conducted by an impartial third party consisting of a minimum of two people and a maximum of three. The audit team may consist of parents, teachers, administrators, or staff who may or may not be PTG members. Neither the PTG President nor the PTG Treasurer may be part of the audit team.

#### **ARTICLE IX "OFFICERS AND DUTIES"**

1. The officers of the Green Acres PTG shall be as follows:

##### President

- Manages and coordinates Board activities and meetings
- Writes agendas for each meeting and conducts meetings
- Promotes discussion and calls for motions and votes in a timely manner
- Acts as catalyst for change and helps to generate new ideas for the benefit of the PTG

- Represents the PTG to the community, city and school department
- Calls for committee activity and financial reports on a monthly basis
- Calls for an audit of the PTG books by an impartial third party on an annual basis

#### Vice President

- Arranges and supervises chairpersons of the PTG programs in the discharge of the President's duties
- Acts in the role of the President in the absence of the President
- Keeps records of voting members
- Is an official member of every committee

#### Treasurer

- Keeps financial records for the PTG
- Collects and handles all funds of the PTG
- Pays the financial obligations of the PTG
- Gives a detailed monthly financial report
- Turns books over to impartial third party for purpose of annual audit

#### Recording Secretary

- Keeps meeting notes
- Posts monthly minutes with Treasurer's report on PTG Bulletin Board, one copy to the Principal, each PTG officer, Blue Ribbon Coordinator and places a copy in the teacher's room
- Makes copies of monthly minutes available to all PTG members at the monthly meeting
- Collates names, addresses and phone numbers of all PTG members for distribution to the Board

#### Corresponding Secretary

- Prepares all notices of meetings
- Writes notes of thanks, appreciation, or sympathy and any other necessary correspondence
- Prepares and distributes the monthly PTG calendar
- Coordinates the PTG Bulletin Board
- Coordinates any public relations effort of the PTG

### **ARTICLE X "ELECTIONS"**

1. Elections will be held at the May PTG meeting.
2. Officers may serve a one-year term. Any officer can be re-elected for the same office for two consecutive annual terms. Any additional term in the same office may be granted only by consent of three-quarters of the voting members present at the election meeting.
3. The President shall name a nominating committee in April of each election year. Said committee will submit nominations for each vacant office at the May meeting. The President will not serve on said committee.
4. Election will be by simple majority vote of all voting members of the PTG who are present at the election meeting.
5. Should a vacancy occur before the end of the school year, a special election meeting will be called in order to fill the vacancy as soon as possible.
6. An officer may be removed from office with a majority vote of voting PTG members.
7. If there is a single candidate nominated for a vacant office, then the election will be voice vote. If there is more than one candidate for any one office, the election will be secret ballot to be administered by the Principal or a designee.

### **ARTICLE XI "COMMITTEES"**

The Organization shall have the following committees:

- **Popcorn**  
Operates popcorn concession at school
- **Spirit Shop**  
Responsible for the operation of the school store
- **Enrichment**

Responsible for scheduling assemblies and special programs for the Children of Green Acres School

- **Boxtops for Education**

Responsible for the solicitation and collection of boxtops. Mails out boxtops for cash reimbursement on a timely basis.

- **Child Grant**

Seeks requests from faculty and staff, reviews applications, and makes Recommendations to the Board for funding.

- **Hospitality**

Responsible for the coordination of the PTG non-cash assets (i.e. equipment and supplies) for all Organization functions.

- **Ad hoc committees**

will be added by Executive Board as needed. The fall fundraiser; book fair; and ice cream social fall under this category.

#### **Budget Committee**

1. Recommend allocation of annual fall fundraiser.
2. Reviews budgets for all PTG events and make recommendations prior to being voted on at monthly PTG meeting.

#### **Composition of the Budget Committee:**

Principal, Assistant Principal, PTG President, Vice President, Treasurer, two Teacher Representatives, and two Parent Representatives. Any member who cannot make a meeting may send a designee.

### **ARTICLE XII "AMENDMENTS"**

1. These Bylaws are to be reviewed on an annual basis by the PTG. Any amendment to said bylaws would be by 2/3 majority vote of the voting members present at the October meeting.
2. These Bylaws may be changed at any time with a 2/3 majority of PTG voting members present necessary to make the change. Any proposed change will be presented at the monthly PTG meeting, will "sit" until the next monthly meeting with the proposed change posted on the PTG Bulletin Board; and will be voted on during the following monthly meeting.

#### **The following amendments were made to the Green Acres School Parent Teacher Group Bylaws in August 2003.**

##### **Article VII EXPENDITURES**

Any request for funds from a non-sanctioned **new** PTG committee or event in excess of \$400 must first go the Executive Board for consideration. In return the Board will make its recommendation at the next monthly PTG meeting.

##### **Article X ELECTIONS, LINE ITEM 2**

Officers may serve a two-year term. Any additional term in the same office may be granted only by consent of majority of the voting members present at the election meeting.