



Blairstown Elementary School Parent Teacher Group Bylaws

Reviewed and Revised April 11, 2018

Article I: Organization and Purpose

1. The Blairstown Elementary School (BES) Parent Teacher Group (PTG) is a voluntary organization consisting of parents/guardians of BES students, teachers, school faculty/staff members, administrators and community members.
2. The PTG was formed to support the students and teachers of BES in Blairstown, NJ.
3. The general purpose of the PTG is to support programs that enhance BES.
4. To enrich the school life of the children at BES.
5. To promote closer relations between parents and teachers by working together to broaden the educational program.
6. To provide an exchange of ideas between educators and parents
7. To enhance the educational facilities and opportunities for the students of BES that are not otherwise provided for in the school budgets.
8. The BES PTG is a volunteer group that works in collaboration with BES Administration for approval of all activities

Article II: Membership

1. Any parents/guardians of BES students, teachers, school faculty/staff members, administrators or community members may join the PTG organization by paying a nominal annual membership fee.
 - a. The annual membership fee is \$10.

Article III: Meetings

1. The organization holds general meetings open to all interested parties. There is a minimum of 5 meetings per school year. PTG Board member meetings are held throughout the school year as deemed necessary by the PTG Board.
2. Notification of meetings is published through the school's weekly newsletter, social media, the BES website and paper notice to all parents/guardians.
3. Only members of the organization shall be eligible to vote at the meetings. Board Officers are voting members of the PTG.
4. Voting for programs, dispersal of funds or any other function involving the PTG will be done by verbal vote or show of hands.
5. Special meetings may be called by the executive board. 3 weeks notice will be given.
6. Three officers present plus 1 non-officer present at any meeting shall constitute a quorum necessary for the transaction of business of the organization.
7. The Principal shall be considered as a sitting advisor and/or consultant.

Article IV: Executive Board

1. The Executive Board shall consist of the officers of the organization (See Article V).
2. The duties of the Executive Board shall be:
 - a. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization
 - b. To create standing or special committees
 - c. To approve the plans of work of all committees
 - d. To present a report at the regular meetings of the organization
 - e. To perform end of year financial report
 - f. To prepare a budget for the fiscal year and ensure membership approves
 - g. To prepare expenditures of the organization and ensure membership approves
 - h. To fill vacancies in elective and appointive positions
 - i. To work in collaboration with the Principal as all school related projects and funding etc., must be approved by the Principal.
3. Board members oversee all committees. Board members may attend all events and help if available but are not expected to attend or volunteer at ALL events. There is usually one or more Board members at every event.
4. Board members are not required to attend BOE meetings but may do so if schedules permit. The PTG and BOE are two separate entities. The Principal may act as the BOE liaison to the PTG if necessary.

Article V: Officers

1. The PTG Board consists of 4 elected officers: President, Vice President, Treasurer, Secretary.
 - a. The Board may create an optional 5th position, if deemed necessary by the Board and voted on by the membership.
2. Elections
 - a. Officers of this organization shall be elected in the following manner:
 - i. Officers are elected during the last meeting of the school year by a majority vote of those in attendance.
 - ii. Voting for officers shall be done by paper ballot only and only by PTG members in attendance at the PTG meeting.
 - iii. In order to be any Board member, you must be a PTG member in good standing. The President and Vice President positions shall be held by other Board members or Chairpersons that have served at least one year. If no member fits that criteria any PTG member may run.
 - iv. Board Officers are limited to a maximum of two, three-year terms. PTG Board officers who seek a 2nd term shall notify the PTG membership at least one month prior to the official last meeting of the school year in May. If an officer elects a 2nd term the PTG membership shall vote to approve the 2nd term uncontested by a majority vote. If the officer does not receive majority vote, nominations will be taken from candidates according to Article V,2a, iii. A special meeting will be called in June. When a 2nd term expires and no other candidates are willing to run for that office the incumbent may seek an additional one-year term if desired. PTG officers may run for another Board position.

3. Officers generally serve 3 years in office. Officers may seek an additional term as described in Article V, 2a, iv. Newly elected officers must be voted in by the PTG membership. Newly elected officers shall assume their official duties on July 1st of their elected year. Newly elected officers shall be presented with a binder of responsibilities. The current Board will mentor the newly elected officer. If required, the newly elected officer shall have the ability to contact the previous Board officer for a period of up to 3 months.
4. When there is an opening for an elected board position, nominations are called for through the school's newsletter, social media, email, website and Remind App, beginning in September/October of the election year. A Nominating Committee shall be formed if deemed necessary by the PTG Board.
 - a. A nominee must be a current PTG member for at least one school year and in good standing.
 - b. A nominee must have attended 50% of PTG meetings for at least one school year.
5. Should an officer choose to voluntarily resign from office, 30 days written notice should be given to the remaining elected officers who shall make the announcement of the vacated position.
6. The PTG members reserve the right to request a vote for the step-down and/or resignation of any officer that the PTG feels cannot or does not fulfill the required or expected duties of the position the officer holds.
7. The duties of each elected officer (Executive Board) are as follows
 - a. President
 - i. Cultural Arts Assemblies Coordinator
 - ii. Liaison to school administration, staff and community at large
 - iii. General Manager of the PTG, all projects, events and meetings
 - iv. PTG email account correspondent
 - v. PTG mail pick-up
 - vi. Oversee PTG Committee Chairpersons
 - vii. Prepare PTG communications section of BES Newsletter on a weekly basis
 - viii. Develop a yearly budget along with year-long goals for the organization with the Executive Board
 - ix. Preside at meetings
 - x. PTG communications manager
 - xi. *Special Note: This is just an overview. Detailed duties may be obtained from this officer.*
 - b. Vice President
 - i. Assists the President as necessary
 - ii. Oversee Head Room Parents and Homeroom Committees
 - iii. Oversee PTG Committee Chairpersons
 - iv. Liaison to Board of Education and the Bylaws committee
 - v. PTG mail pick-up
 - vi. Secondary Social Media Communications
 - vii. PTG email account correspondent
 - viii. Volunteer and membership database manager
 - ix. Shall perform the duties of the President in the absence of that officer
 - x. PTG communications manager
 - xi. *Special Note: This is just an overview. Detailed duties may be obtained from this officer*

c. Secretary

- i. Bulletin Board Manager
- ii. New Student Picnic Coordinator
- iii. PTG general meeting agenda and minutes
- iv. Primary Social Media Communications manager
- v. PTG website manager
- vi. PTG mail pick-up
- vii. Primary PTG email account manager
- viii. Prepare membership forms, PTG documents, PTG forms, and copies
- ix. Author visit book orders
- x. Prepare and manage PTG calendar of Events
- xi. *Special Note: This is just an overview. Detailed duties may be obtained from this officer*

d. Treasurer

- i. Budget, finances, Budget Reports
- ii. Excuse pads distribution
- iii. Homeroom money
- iv. Wish Lists
- v. Online donations
- vi. PTG mail pick-up
- vii. Acquire licenses
- viii. Shall keep a full and accurate accounting of receipts and expenditures
- ix. Shall make disbursements as authorized by the President and Executive Board
- x. Responsible for managing all PTG money
- xi. **Added 3/21/2018 – Review form 990 and file ANNUALLY per IRS code to maintain 501c3 status**
- xii. **Added 3/21/2018 – Review State License and file ANNUALLY**
- xiii. *Special Note: This is just an overview. Detailed duties may be obtained from this officer*

8. At the end of the term of office or at the time of resignation a Board member shall deliver all records, materials, and funds pertaining to the office, to the PTG President or to the Principal of BES, who, in turn, shall make the materials available to the next relevant officer.
9. In the event that a Board member fails to attend three consecutive meetings or is not fulfilling the duties of the office as prescribed in these bylaws, the Board of Officers may, by consensus of the members present, declare the office vacant.
10. Board members can support committees without enough volunteers but are not required to do so.

Article VI: Dispersal of Funds

1. All money raised by the PTG is to be used to support programs and students at BES. The PTG shall operate on behalf of ALL BES students.
2. The officers shall seek input from teachers, staff, PTG members, and BES administrators to determine which programs to recommend for support. All expenditures by the PTG for the school must be approved by the Principal (i.e. Wish Lists).
3. All expenditures greater than \$300 must be approved by the PTG. This will be done by a majority vote at a regular meeting of the PTG.
4. For expenditures of less than \$300 which occur between meetings, a majority of officers must approve the expenditure. The majority shall consist of 3 of the PTG officers.

5. All checks over \$200 must be signed by two PTG officers.

Article VII: Committees

1. The PTG operates as a collection of independent committees, which have volunteers who serve as chairs to their committees. The chairperson is appointed by the officers of the PTG. The President and Vice President oversee all PTG Committee Chairpersons.
2. The executive board may create committees, as it deems necessary to promote the objectives and carry on the work of the organization.
3. The chairperson of each committee shall present a plan of work to the executive board for approval. Chairpersons of large scale fundraisers are expected to submit a detailed plan to the Board. Committee procedure shall be governed by the executive board.
4. The PTG Board shall be kept informed by all Committee Chairpersons

Article VIII: Fiscal Reporting and Controls

1. The PTG operates on a fiscal year beginning July 1. While most funds raised are distributed and spent within the same fiscal year, money may be carried over from one year to the next if there is a surplus of funds after all financial obligations have been met.

Article IX: Compliance with IRS Regulations

1. The Blairstown Elementary School Parent Teacher Group is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the IRS code of 2009 (or corresponding section of any future federal tax code).
2. No part of the earnings of this association shall inure to the benefit of, or distribution to, its members, officers, or private persons, except that the Association shall be authorized to pay for reasonable compensation for services rendered and to make payments in furtherance of section 501(c)(3) purposes. No substantial part of the activities of the Association shall be carrying on of propaganda or otherwise attempting to influence legislation, and the Association shall not participate in or intervene in (including the publishing and or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for Public office.
3. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on by an association exempt from Federal income tax under section 501(c)(3) of the IRS code of 2009 (or corresponding section of any future Federal tax code).
4. Upon dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the IRS code of 2009 (or corresponding section of any future Federal tax code) or shall be distributed to the Federal, State, or Local Government for a public purpose.
5. **The Treasurer is required to review form 990 and file ANNUALLY per IRS code to maintain 501c3 status**

Article X: Authority for School Activity

1. Final approval of any activities or plans effecting the school operation must be made by the Principal.

Article XI: Amendments

1. At a PTG meeting, a request can be made to amend these bylaws provided that at least 2/3 of those in attendance concur. Minimum attendance 4 non-officers. Board members & Bylaws Committee members cannot vote on bylaws, only propose revisions or additions.
2. Any PTG member may propose an amendment. The PTG Board of Officers shall have the authority to recommend changes in the bylaws herein contained for the management and operation of the PTG. The proposed changes shall be provided to the bylaws committee and PTG membership and voted on at a PTG meeting provided that at least 2/3 of those in attendance concur.