

ROSE TREE MEDIA SCHOOL DISTRICT
Rose Tree Elementary Parent Teacher Group

By-Laws Final Revision Proposed on 3/7/2016; Approved on 4/4/2016

ARTICLE I – NAME

The name of this organization shall be the Rose Tree Elementary Parent Teacher Group (hereinafter known as “PTG”).

ARTICLE II – OBJECTIVES OF THE PTG

The PTG is organized for the purpose of supporting the education of the children of Rose Tree Elementary School by fostering positive, cooperative relationships among the school, parents, teachers, administration and community.

ARTICLE III – POLICIES OF THE PTG

1. The PTG shall be a voluntary, non-commercial, non-sectarian, non-partisan and non-discriminatory organization. It shall not endorse any commercial enterprise or candidate. The name of the group and the names of any members in their official capacities shall not be used in connection with any commercial concern, with any partisan interest, or for any other purpose other than the regular work of the group.
2. The PTG may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTG in such matters shall not make any commitments that bind the PTG.
3. The PTG shall not seek to direct the administrative activities of the School or to control its policies.
4. All funds of the PTG shall be used for the benefit of the students and the Rose Tree Elementary School.

ARTICLE IV – MEMBERSHIP OF THE PTG

1. Membership shall consist of all parents/guardians of students, teachers, and the Principal of the Rose Tree Elementary School hereinafter known as “PTG Members”. All Members shall have voting rights.
2. The Treasurer will solicit membership dues yearly. Though dues are not required for PTG membership, members are encouraged to contribute.
3. All PTG Members are entitled to participate in the programs and projects of the PTG (in compliance with all School District requirements regarding volunteers), and shall be eligible to vote, and to serve in any of the elected or appointed positions of the PTG.

ARTICLE V- MEETINGS

1. The PTG shall meet up to nine (9) times per school year. Minutes shall be taken at each general PTG meeting. See Article VIII, section 2.
2. A quorum consists of a majority of the PTG Executive Board Members and the PTG Members present at any given general PTG meeting. A quorum is required for the transaction of business for that meeting, unless otherwise specified in these By-Laws.
3. Items to be presented at a general PTG meeting or a PTG Executive Board meeting should be presented to the President, or to another member of the PTG Executive Board, at least three (3) days prior to the meeting for inclusion in the Agenda. The President shall prepare and finalize the meeting agendas. Items which have not been presented to the President or to another member of the PTG Executive Board for inclusion in the Agenda may be presented during an additional comment section of the meeting at the discretion of the President. Items presented shall be limited to those for informational purposes and/or which are consistent with the Objectives and Policies of the PTG as set forth in these By-Laws.

ARTICLE VI –THE ELECTION PROCESS

1. All nominees must be a PTG Member as defined in Article IV, Section 1.
2. The Nominating Committee shall consist of three (3) members. The Parent Representative shall be the Committee Chairperson and shall select two members from the PTG Membership at large, ideally one parent from grades K-2 and one from grades 3-5. No member of the Nominating Committee may be a candidate for office. If the current Parent Representative is a nominee for office, a sitting PTG Executive Board member who is not running for office shall be appointed Chairperson. If the entire board is nominated then the Principal shall appoint the Nominating Committee Chairperson. The Nominating Committee shall be in charge of the election process.
3. At the February general PTG meeting, the Nominating Committee will be announced.
4. At the April general PTG meeting, the slate of candidates shall be reported at which time additional nominations will be taken from the floor. At the conclusion of this meeting if a full slate of candidates is obtained, nominations for the elected offices are closed. The slate of candidates shall be published on the website and other means necessary no later than seven (7) days after the April general PTG meeting.
5. All members of the PTG shall be eligible to vote in the election of officers. The vote may be conducted by written secret ballot. The Nominating Committee shall distribute, collect and count all ballots at the same meeting. Election results shall be announced and recorded at that meeting. See Article V, Section 2.

6. No person shall serve more than two (2) consecutive elected terms in the same office. No person shall serve on the Executive Board for more than four (4) consecutive years.
7. During the President's term if there is a vacancy in that office, then the Vice-President will become the President. At the next general PTG meeting, a new Vice-President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next general PTG meeting.
8. Officers can be removed from office for cause by a two-thirds vote of those present at a general PTG meeting where a minimum of seven (7) days notice has been given to the PTG Membership.

ARTICLE VII - PTG OFFICERS & THEIR DUTIES

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 July 31st.

1. PRESIDENT:

- Shall serve a two (2) year term;
- Shall enforce the PTG By-Laws; coordinate the work of all the officers and committees so that the purpose of the organization is served; and perform all other duties pertaining to the efficient operation of the PTG;
- Shall preside at all meetings of the PTG and of the PTG Executive Board; prepare and finalize the monthly PTG meeting agenda;
- Shall select chairpersons of the Committees; shall be a member of all Committees except the Nominating Committee;
- Shall work with the Treasurer to prepare a budget to be submitted to the PTG for approval; review and initial the monthly bank account statement(s);
- Shall have the authority to spend up to fifty dollars (\$50.00) with a yearly maximum of one hundred dollars (\$100) for emergencies which cannot wait for the vote of PTG, but cannot be used in conjunction with the emergency funds of the PTG Executive Board;
- Shall present at the end of his/her term all information pertinent to the office to the new incoming President.

2. VICE-PRESIDENT:

- Shall serve a two (2) year term;
- Shall act as aide to the President and perform the duties of the President in his/her absence or inability;
- Shall act as or appoint a new family liaison and coordinate with the School office the welcoming of new families and students;
- Shall maintain or delegate the maintenance of the PTG cabinet, shed and the Rose Tree Elementary School mascot costume;
- Shall perform designated duties as delegated by the President.

3. SECRETARY:

- Shall serve a two (2) year term;
- Shall keep an accurate record of all meetings of the PTG and of the PTG Executive Board; shall have the minutes available and posted within two (2) weeks of each general PTG meeting and be responsible for distributing the minutes at the next general PTG meeting; shall be responsible for correspondence as may be requested by the PTG Executive Board;
- Shall maintain a current copy of the PTG By-Laws and coordinate making revisions to the PTG By-Laws as needed;
- Shall perform designated duties as delegated by the President.

4. TREASURER:

- Shall serve a two (2) year term;
- Shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the PTG Executive Board; shall see that all bank account signatories are changed by the start of the fiscal year; shall be bonded in the amount sufficient to cover the existing treasury;
- Shall present a financial statement at every meeting and at other times of the year when requested by the PTG Executive Board and present a full report at the end of the year;
- Shall work with the President and/or President-elect to prepare a preliminary budget which shall be presented by the June meeting; any subsequent changes to the budget shall be presented at the September meeting;
- Shall be responsible for financial reporting and tax matters including non-profit status and the Pennsylvania sales tax exemption status; shall be responsible for filing the "Annual Statement–Nonprofit Corporation" with the PA. Dept of State to reflect newly elected officers; shall be responsible for obtaining the PA small gaming license required for Bingo Night, and shall be responsible for the filing of the Federal form 990 tax return.
- Shall have all records examined annually by an auditor or President-appointed Auditing Committee of not fewer than three Members, one of whom is a member of the PTG Executive Board and the other two appointed by the President from the PTG Membership. If satisfied that the Treasurer's annual report is correct, those performing the Audit shall sign a statement of that fact at the end of the report. The Treasurer shall see that all audits are completed no later than thirty (30) days after the close of the fiscal year; shall see that the books are given to the successor no later than thirty (30) days after the close of the fiscal year;
- Shall perform designated duties as delegated by the President.

5. PARENT REPRESENTATIVE:

- Shall serve a two (2) year term;
- Shall serve on the Principal's Advisory Board; shall work with the Principal to appoint representatives to the Principal's Advisory Board (PAB) and the Superintendent's Advisory Board (SAB);
- Shall serve as Chairperson of the Nominating Committee, see Article VI, Section 2;
- Shall perform designated duties as delegated by the President.

ARTICLE VIII – THE PTG EXECUTIVE BOARD

1. The PTG Executive Board shall consist of the elected officers of the PTG and the Principal of Rose Tree Elementary School.
2. The PTG Executive Board may meet prior to each general PTG meeting. In addition, the PTG Executive Board may hold an emergency meeting when a general meeting of the PTG is not feasible. All PTG Executive Board Members must be notified at least 24 hours prior to any meeting, and a majority of those members must be present in order to conduct said meeting. The minutes of any PTG Executive Board meeting shall be kept by the Secretary and shall be reviewed at the next general PTG meeting.
3. Any non-budgeted action that would commit the PTG financially to the sum exceeding three hundred dollars (\$300.00) is to be discussed and voted on at a general PTG meeting. A quorum as defined in Article V, Section 2 must be present. The PTG Executive Board is authorized with majority agreement to spend up to three hundred dollars (\$300.00) per occurrence, not to exceed one thousand dollars (\$1000.00) per year on behalf of the PTG. This cannot be used in conjunction with the emergency funds of the President.
4. A budgeted expense with an overage up to one hundred dollars (\$100.00) must be approved by the PTG Executive Board. A budgeted expense with an overage greater than one hundred dollars (\$100.00) must be presented to the general PTG membership for vote and approval.

ARTICLE IX – THE PTG COMMITTEES

1. 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.
2. After soliciting volunteers, the President of the PTG shall appoint chairpersons of the Committees.
3. Committee Chairpersons shall report their activities to the PTG at the meeting prior to their scheduled event, and at the meeting after the event. If the Chairperson is unable to attend the general PTG meeting, a written report should be submitted to the President three (3) days prior to the general PTG meeting.

ARTICLE IX – THE PTG COMMITTEES (cont.):

4. Committee Chairpersons are required to maintain a written record of procedures and any committee related documents. This information must be passed on by Committee Chairpersons to their successors, if known, at the June general PTG meeting.
5. Committees shall consult with the Treasurer prior to any function involving monies. A final written financial report shall be submitted to the Treasurer.
6. The PTG Committees and their duties shall be determined yearly by the PTG Executive Board and published on the school website and other means as necessary.

ARTICLE X - OTHER APPOINTED REPRESENTATIVES

A Teacher Representative shall be one (1) or more teachers approved by the Principal. The Teacher Representative shall act as liaison between the teaching staff and the PTG.

ARTICLE XI – THE PTG PARLIAMENTARY AUTHORITY

Parliamentary procedure as established in Robert's Rules of Order, Modern Edition, shall serve as a guideline for the conduct of all PTG meetings.

ARTICLE XII - THE PTG FISCAL YEAR

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

ARTICLE XIII – DISSOLUTION OF THE PTG

Upon the dissolution of the PTG, assets shall be distributed to the Rose Tree Elementary School to benefit the students. Should the dissolution occur due to the closure of Rose Tree Elementary School, the PTG Executive Board shall exercise its discretion in distributing the assets of the PTG for exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the Principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XIV – AMENDMENTS TO THE PTG BY-LAWS

- 1. Posting or written notification of all proposed amendments and revisions shall be given to the Membership at least seven (7) days prior to the general PTG meeting when voting will occur. The PTG By-Laws may be amended or revised at any general PTG meeting. A quorum as defined in Article V, Section 2 must be present.

- 2. The By-Laws shall be reviewed at least every five (5) years. The By-Laws Committee Chairperson shall be appointed by the President and the committee shall consist of one member of the PTG Executive Board and at least two members of the PTG Membership.

- 3. A copy of the current By-Laws is to be posted on the PTG website, kept on file with the PTG Secretary, kept on file with the School and made available to any member of the PTG for their perusal.

ARTICLE XV - CONFLICT OF INTEREST

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its Members, trustees, officers, or other private persons. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

This document must be reviewed and revised as needed by January 2021.

BY-LAWS COMMITTEE

Rachel Adcock
Heather Robinson
Matt Bromall
Katherine Zimmerman
Jenny Robinson
Mary Beth Crawford
Sarah Petit
Kim Michaels

PTG EXECUTIVE BOARD

Heather Robinson
Amy Eckels
Matt Bromall
Mary Beth Crawford
Michele Wahba

The Report of the By-Laws Revision Committee was presented at the General Meeting of the PTG _____. A motion was made and second to approve the revisions to the By-Laws. The revision was bound over until the General meeting of _____ at which time the motion was voted upon and passed. These By-Laws are effective immediately.

Rose Tree Elementary PTG Committee Guidelines

1. Committees

The Standing Committees and their duties shall be determined yearly and may include but shall not be limited to the following:

- a. Audit
- b. Fundraising or subgroups
- c. Head Home Room Parents/5th Grade Recognition
- d. Nominations/Elections
- e. Communication e.g., Webpage administration and Communicator packets
- f. Publicity
- g. Social or subgroups
- h. Year Book

The President may designate additional Committees for specific identified purposes as needed.

2. Committee Chairperson Responsibilities

- a. Attendance at the PTG Committee Chairperson meeting
- b. Expense Reports
- c. Tracking of Donations
- d. Compiling of Committee procedures and notes
- e. Following school guidelines for flyers and website announcements

3. Vendor Selection

- a. Committee Chairpersons shall use due diligence in the vendor selection process. Areas to be considered in the decision process include but are not limited to: the value to the students, percentage of profit, volunteer effort required, references and the financial stability of the vendor.
- b. If a student/staff family is being considered as a vendor, at least two other bids/quotes should be obtained to ensure preferential treatment is not given to the Rose Tree student family or staff member.
- c. Vendor selection will be approved by the PTG Executive Board.