DeKeyser Elementary

Parent Teacher Communication Group

Group Bylaws

**DeKeyser Elementary School**

**Parent-Teacher Communication Group**

**BYLAWS**

**ARTICLE I – Name**

The name of this organization shall be Parent-Teacher Communication Group (hereinafter referred to as the P.T.C.G)

**ARTICLE II – PURPOSE AND OJECTIVES**

The purpose of the DeKeyser P.T.C.G shall be:

1. To support the well being of the children and youth in the home, school and community.

2. To establish the opportunity for communication between the parents and the school in all areas of mutual interest.

3. To promote better understanding, cooperation and working relationship between parents, teachers and children.

4. To provide parents of the community communication regarding DeKeyser’s educational programs.

5. To provide financial support through fund-raising activities to directly benefit the students and families of DeKeyser Elementary School.

**ARTICLE III – BASIC POLICIES**

The basic policies of the P.T.C.G shall be:

1. The P.T.C.G shall be non-commercial, non-sectarian and non partisan. It shall not endorse a commercial enterprise or a candidate. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work of the organization.

2. If the P.T.C.G were to be dissolved, all monies in the P.T.C.G account will revert to DeKeyser Elementary School.

3. The P.T.C.G shall cooperate with the school to support improvement of education. The organization shall seek neither to direct administrative activities of the school, nor to control policies.

**ARTICLE IV- MEMBERSHIP**

Section 1. The members of the DeKeyser P.T.C.G shall be:

 (a) All parents and guardians of current students.

 (b) Principal and permanent school staff.

Section 2. There shall be no membership fees or dues at any time.

Section 3. The record of membership attendance shall be kept by the organization secretary.

**ARTICLE V- OFFICERS AND DUTIES**

Section 1. The elected officers of the group shall be two Co-Chairpersons, one Secretary and one Treasurer. The Co-Chairs shall be one parent and one teacher. In the event that these positions cannot be filled in this manner, two parents or two teachers in these positions would be acceptable. The Secretary and Treasurer can be either one teacher or one parent. In the event that these positions cannot be filled in this manner, two parents or two teachers in these positions would be acceptable.

Section 2. Co-Chairpersons

1. Preside at meetings of the P.T.C.G.
2. Be Members ex-officio of all committees.
3. Coordinate the work of the officers, committees, and ensure the committee files are kept up to date.
4. Shall, with the assistance of the P.T.C.G membership, set an agenda for each meeting. The written agenda shall be available one week prior to all meetings.
5. Either Co-Chair may call special meetings of the officers of the P.T.C.G. A summary of these meetings must be given to membership.
6. Shall not chair any standing committee.

Section 3. Secretary.

1. Shall record minutes of all the P.T.C.G meetings.
2. Keep on file all records and papers of the P.T.C.G
3. Minutes will be posted on the P.T.C.G. website and bulletin board and approved at the following P.T.C.G meeting.
4. Shall conduct all correspondence delegated.
5. Shall not chair any standing committee.

Section 4. Treasurer

1. Shall receive all monies of the organization and shall keep an accurate record of the receipts and expenditures.
2. Shall present a financial statement, with separate ledger accounts, at every meeting of the P.T.C.G
3. To discuss with the P.T.C.G membership the development of a budget for the school year.
4. Pay out funds as authorized by the P.T.C.G
	1. It is the Treasurer’s responsibility to get all the documentation for all the expenditures.
	2. The officers have the authority to approve expenditures not to exceed $150.00 per occurrence. (This is to be only of monies raised by the P.T.C.G and not directly related to funds raised by other groups.)
	3. Expenditures over $150.00 must be signed upon by majority vote of the P.T.C.G members present at the meeting.
	4. The signature of the Treasurer and the other two parent officers shall be available for signing of all checks, but only two signatures of the three shall be required. In the event that there are not two parent officers, there will be two designated parent trustees, approved by the P.T.C.G. membership, available for signing checks.
	5. Shall not chair and Standing Committee.

**ARTICLE VI – ELECTION PROCEDURES**

Section 1.

1. Officers shall be elected by ballot annually in April (or first meeting following the March meeting, giving consideration to district calendar). However, if there is only one nominee, or two in the case of co-chairs, then that nominee shall be declared the winner without a vote.
2. Officers shall assume their official duties at the close of the last meeting of the school year and shall serve for a term of one year and shall remain in office until their successors take office.
3. In order to qualify as a candidate for office, a person must have a child enrolled at DeKeyser during the term of office or be a member of the DeKeyser staff.

Section 2.

1. There shall be a election committee consisting of three members who volunteer at the regular meeting in February. This election committee shall elect its own chairman immediately following their selection.
2. After the February meeting, a note will be sent to the parents stating that the nominations for the next year’s officers will take place at the March meeting. Anyone wishing to run for an office will notify the election committee.
3. The election committee shall accept nominees, for each office to be filled, through the March meeting.
4. The members of the election committee shall not be eligible to run for any office.
5. Only those who have consented to serve, if elected, shall be eligible for nominations.
6. Each member can vote for two candidates for Co-Chairpersons. (See ARTICLE V., SECTION 1).
7. In the event of a tie, for any position, the members present at said meeting will be asked to cast a second written ballot.
8. Should a second tie occur, the election committee members will place each name on a slip of paper and draw one name to determine the new officer.
9. Ballots and rosters will be held by the election committee, in confidence, for two (2) weeks and then destroyed.
10. If, for any reason, an officer is unable to complete his/her term, a special election will take place as soon as possible to fill that position.
11. The election will be held for two days. On the day before and the day of the April meeting. Members may vote, in person, in the front office from 8:00 am until 4:30 pm on these days.
12. The election committee shall tabulate results upon closing of polls and present results as the first order of business at the April meeting.

**ARTICLE VII- MEETINGS**

SECTION 1. The P.T.C.G meetings will be held at the 7 PM on the first Tuesday of every school month, or as near to, depending on school calendar. Notice shall be given to change a meeting date.

SECTION 2. Robert’s Rules of Order shall be a guide to meeting procedures.

SECTION 3. Decisions of the P.T.C.G shall be made by a simple majority vote of the members present.

SECTION 4. Voting will be by a show of hands unless the majority of the members support a ballot vote.

**ARTICLE VIII - COMMITTEES**

SECTION 1. The P.T.C.G shall have a Fund – Raising Committee and a Site Committee. These committees shall be established at the May meeting to serve for the following school year. Other committees may be created by the general membership. They will automatically go out of existence when their work is done and a final report is received.

SECTION 2. The duties of the Fund – Raising Committee shall be:

* 1. To propose, organize and coordinate fund-raising activities that are approved by the general membership.
	2. To assist chairpersons with any organizational responsibilities.
	3. A detailed report shall be kept on file for each event.

SECTION 3. The duties of the Site Committee shall be:

1. To maintain the playscape.
2. To coordinate landscaping and clean-up activities as required.
3. Any other duties that may be determined by the P.T.C.G.

SECTION 4. The Chairpersons of the committee shall be selected by the committee. Their term shall be one year. No member shall serve as Chairperson of the same committee for more than two consecutive terms unless approved by the Membership.

SECTION 5. The Chairperson of the committee shall present plans of work to the officers of the P.T.C.G. but no committee work shall be undertaken without the approval of the P.T.C.G Membership.

SECTION 6. All committees will report on their activities at P.T.C.G. meetings.

**ARTICLE IX – AMENDMENT TO BYLAWS**

The bylaws may be amended by a 2/3rds vote of the membership present. Notice of any proposed amendment shall be given at the previous general meeting and published on the P.T.C.G. agenda.

**DEKEYSER PTCG By-Laws**

**ADDENDUMS**

1. Charitable Contributions

* The PTCG shall support local and or national charities.
* Amount donated not to exceed $500.00 in one given school year per charity.

2. “Scholarship” Funds

* The PTCG shall maintain a “scholarship” fund for purpose of allowing current students to participate in school wide activities.
* The “scholarship” fund shall, when possible, maintain a minimum balance of $500.00, but not to exceed $1,000 in a given school year.
* The recipients of such “scholarship” funds shall remain anonymous and not be mentioned in any PTCG minutes or at any school meetings.
* The determination of such “scholarship” funds shall be at the discretion of the Principal and or Teacher of the student(s).
* The treasurer shall provide such monies along with approval from one “Teacher” co-chairperson.
* In the absence of a “Teacher” co-chairperson the treasurer may approve the determination of such “scholarship” funds.

3. 6th Grade Allotment

* The PTCG shall provide current 6th grade students and staff with a monetary allotment per student during their final year at DeKeyser.
* The determination of $20.00 per student shall be contributed by the PTCG to be held in the general fund.
* A committee of 6th grade parents shall determine the best use of the monies to involve and include all 6th grade students.
* The PTCG board shall consider a determination of increase in funds, depending on activities.

4. Preschool Allotment

* The PTCG shall provide Preschool with a $1,000 a year monetary allotment.
* In turn the Preschool shall participate in all school wide fundraisers that are age appropriate.
* The Preschool shall provide adequate documentation, upon request.

5. Officers and Duties Amendment

 The elected officers of the group can/shall be:

* Two Co-Chairpersons
	+ May consist of two parent co-chairpersons and two teacher co-chairpersons.
* Two Secretary Co-Chairpersons
* Two Treasurer Co-Chairpersons

6. Kindergarten Graduation Allotment (Approved 2/7/12)

* PTCG will provide the kindergarten classes a $100 allotment each year to be spent on kindergarten graduation at the end of each school year.

**( REVISED & APPROVED March 2017 )**