

Constitution and By-Laws of the Delaware Trail Elementary Parent Teacher Support Group

Revised February 2016

Article I – Name of Organization

The name of this organization shall be the Delaware Trail Elementary Parent Teacher Support Group also known as PTSG.

Article II – Objectives

The objectives of the Delaware Trail Elementary PTSG are to unite our teachers, parents/guardians and community to actively enrich the academic foundation of our students. We will strive to support our children by:

- helping to defray costs of field trips and other special functions
- purchasing classroom materials that support teaching and learning
- implementing activities that help to promote family unity and school support

Article III – Policies

This organization shall not seek to direct the administrative or teaching activities of the school or to control its policies.

Article IV – Officers and Their Election

Section One: The officers of this organization shall be two Co-Presidents, one Vice President, a Secretary and a Treasurer, making up the Executive Board. These officers shall be elected in the spring of each school year. Officers shall serve for a term of two years. One Co-President, Vice President, and Secretary terms shall run concurrently. Second Co-President and Treasurer shall run concurrently.

Section Two: Nominations for officers shall be accepted at the beginning of second semester each school year. Notice of the election proceedings shall be announced at an open meeting. Each candidate must have served on a committee prior to serving on the board. The current Executive Board will validate the qualification has been met.

Section Three: Ballots shall be sent home with each student attending Delaware Trail Elementary with one vote being allowed per family. The Executive Board shall tally all votes and inform all candidates as to the results before public announcement.

Section Four: Each officer will fulfill their duties as stated or submit a letter of resignation to the Board. A vacancy occurring in an office shall be filled by a vote of the Executive Board members of the organization.

Article V – Duties of the Officers

Section One: The duties of the Executive Board shall be to:

- Transact necessary business
- Approve the plans of work of the standing committees
- Create, approve and revise the annual budget

Section Two: The responsibilities of the Executive Board are:

Co-Presidents

- Serves as the primary liaisons between the school, school cooperation and PTSG membership
- Communicate with officers as necessary regarding the status of all active events and projects in order that the objectives are promoted
- Coordinate the creation and distribution of an event survey for parents and teachers regarding the success or improvement of PTSG events, and present the findings to the members
- Provide token of appreciation/congratulations to school staff/PTSG Officers, as appropriate.
- Written acknowledgement to all volunteers and sponsors of the organization by way of Thank-you notes
- At the end of each school year, shall obtain all pertinent materials and information from officers and chairs in writing
- Preside at all meetings of the association
- Create and distribute agenda to association
- Appoint chairs of standing and special committees; shall be member ex officio of all committees
- Coordinate the work of the officers and committees of the association
- Outline new goals for the year
- Ensure background checks are complete for all volunteers regardless of position (board member, volunteer, etc.)
- Holds voting privileges

Vice President

- Shall support the Co-Presidents in any capacity
- Maintain a central file that contains copies of all events as created by Officers and Event Chairs and distribute these to the incoming electorate and volunteer positions
- Act as room parent coordinator (coordinates volunteers, make assignments, remind room parents of upcoming parties and food guidelines)
- Ensure background checks are complete for all volunteers regardless of position (board member, volunteer, etc.)
- Act as point of contact for all volunteers and school staff in need of volunteers for various functions.
- Holds voting privileges

Treasurer

- Have custody of all the funds of the association
- Keep a full and accurate account of receipts and expenditures

- Make disbursements as authorized by the Co-Presidents or executive board in accordance with the budget adopted by the association
- Prepare a financial statement at every meeting of the organization and at other times as may be requested by the executive board, which shall include the net expenditures/profits for the event or line item
- Shall turn over to the Co-Presidents all funds, records, books and other materials pertaining to the office upon the expiration of the term of office or a resignation
- Holds voting privileges

Secretary

- Keep Minutes at each General and Executive Meeting and make these available to the association
- Maintain Bylaw documentation and distribute as requested by the membership
- Maintain general organization information on PTSG website and social media
- Assist the Vice President in the organization of Room Parents
- Shall turn over to the Co-Presidents all materials pertaining to the office upon the expiration of the term of office or a resignation
- Holds voting privileges

Article VI – Meetings

Section One: The number of meetings shall be determined each year by the Executive Board. Special meetings may be called by the Co-Presidents or Executive Board. Any revisions to the PTSG calendar must be approved by the Executive Board and the school Principal. A spring meeting must be held, with the annual report(s) and the election of new officers being taken to the membership.

Section Two: The privilege of holding office, making motions and voting shall be limited to members of the Executive Board.

Section Three: The Principal and his/her designee shall be invited to attend meetings of the Executive Board.

Section Four: Regular meetings of the Executive Board may be held as needed. A majority shall constitute a quorum. Meetings of the committee may be called by a Co-President or by a majority of the members of the committee.

Article VII – Membership and Dues

Section One: The membership of this organization shall be composed of the parents, guardians and staff of Delaware Trail Elementary.

Section Two: Membership will be free.

Article VIII – Standing Committees

Section One: Standing committees shall be created by the Executive Board as may be required to promote the objectives and interests of the organization. The chairs of the standing committees shall be selected by the Co-Presidents. Their term of office shall be one school year.

Section Two: The chair of the standing committee shall present plans of work to the Executive Board, and no committee work shall be undertaken without approval of the same. Products or service companies may only be changed by the Executive Board.

Section Three: The following responsibilities are tied to these committees:

Event Chair(s)

- Committee volunteers will be accepted and appointed by the Co-Presidents
- Positions are held for the duration of one school year
- Responsible for contacting event volunteers for engagement and follow-up appreciation
- Negotiate contracts with vendors, not to exceed budget amounts. If the event cost will be more than what was agreed upon by the general membership, the Event Chair will notify the Co-Presidents to include a budget increase vote at the next general meeting.
- Submit expenditure receipts to the Treasurer for reimbursement. At no time should funds be removed from DTE building other than by members of the Executive Board. Notification to Treasurer when deposits are to be made
- Prepare a written document on the event as a record of how the event will be executed
- Requests approval of event and all relevant purchases, as communicated to the Co-Presidents
- Prepare a written document on the event as a record of what was positive, what could be changed or incorporated into the event for subsequent years
- Give list of volunteers to the Co-President and Secretary for formal acknowledgement when the event is completed
- Shall turn over to the Co-Presidents all materials pertaining to the office at the end of the event or a resignation
- Does not hold voting privileges

Event Volunteer(s)

- Committee volunteers will be accepted with approved background check as needed
- Positions are held for the duration of interest

Article IX – Treasury

Section One: The treasury shall carry-over a balance of at least \$100 from one year to the next.

Section Two: Any monetary request outside the current budget must be submitted in writing and must be approved by the Executive Board.

Section Three: Any new fundraisers being proposed must be taken before and approved by the Executive Board.

Section Four: The books should be reviewed every two years at a minimum and at the resignation or replacement of the sitting Treasurer.

Article X – Amendments

These by-laws may be amended by the Executive Board with a majority vote.

Article XI – Rules of Order

The rules of order contained in Robert's Rules of Order shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these by-laws.

Article XII – Past Presidents

The immediate past president(s) of the organization shall be ex officio members of the succeeding board. Their duties are to be advisory and in no way shall obligate them to the office of Co-President.