



Blairstown Elementary School Parent Teacher Group By-Laws

Reviewed and Revised November 2015

Article I: Organization and Purpose

1. The Blairstown Elementary School (BES) Parent Teacher Group (PTG) is a voluntary organization consisting of parents of BES students, teachers, faculty/staff 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. The Blairstown Elementary School's PTG is a volunteer group that works in collaboration with Blairstown Elementary School's administration for approval of all activities.

Article II: Membership

1. Any parent, student, teacher, administrator or friend of the PTG may join the organization by paying a nominal annual membership fee.
 - a. As of the 2015-2016 school year the annual membership fee is \$10

Article III: Meetings

1. The organization holds a minimum of 3 meetings open to all interested parties.
2. Notification of meetings is published through the school's weekly newsletter, social media and the BES website.

Article IV: Officers

1. The PTG Board consist of 4 elected officers: President, Vice President, Treasurer & Secretary.
 - a. The board may create an optional 5th position, if deemed necessary.
2. Officers are elected during the last meeting of the school year by a majority vote of those in attendance.
 - a. Voting for officers shall be done by paper ballot only and only by members in attendance at the PTG meeting
 - b. Voting for programs, dispersal of funds or any other function involving the PTG will be done by verbal vote or show of hands
3. Officers generally serve 2 years in office and 1 additional year as mentor to the newly elected officer.
4. When there is an opening for an elected position, nominations are called for through the school's newsletter, social media and the BES website.
 - a. A nominee must be a current PTG member in good standing

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 are as follows
 - a. President
 - i. Cultural Arts Assemblies
 - ii. Liaison to school administration, staff and community at large
 - iii. General Manager of PTG run projects and meetings
 - iv. Membership drive and forms
 - v. PTG email account
 - vi. PTG mail pickup and disbursement in the BES office
 - vii. Volunteer and membership database
 - b. Vice President
 - i. Assists the President as necessary
 - ii. Head Room Parents and Homeroom Committees
 - iii. Liaison to the Board of Education
 - iv. PTG Committee Chairpersons
 - v. Liaison to the By Laws committee
 - c. Secretary
 - i. Bulletin Board
 - ii. Newspaper articles
 - iii. New Student Picnic
 - iv. PTG general meeting minutes
 - v. Social media
 - vi. PTG website
 - d. Treasurer
 - i. Budget and finances
 - ii. Excuse pads
 - iii. Homeroom money
 - iv. Online donations

Article V: Dispersal of Funds

1. All money raised by the PTG is to be used to support programs and students at BES.
2. The officers shall seek input from the teachers, staff, PTG members and BES administrators to determine which programs to recommend for support.
3. All expenditures greater than \$300 must be approved 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 VI: Committees

1. The PTG operates as a collection of independent committees, which have volunteers who serve as chair(s) to their committee(s). The chair person is appointed by the officers of the PTG.

Article VII: 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 VIII: Compliance with IRS Regulations

1. The Blairstown Elementary School Parent Teacher Group Association is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) if the IRS code of 1986 (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 the 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 1986 (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 1986 (or corresponding section of any future Federal tax code) or shall be distributed to the Federal, State, or Local Government for a public purpose.

Article IX: Amendments

1. During a meeting, a request can be made to amend these bylaws provided that at least 2/3 of those in attendance concur.

These Bylaws were voted on & approved on June 8, 2016

