

Lighthouse Elementary School PTG

51880 Washington St
New Baltimore, MI 48047
586-725-6404

BY-LAWS

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Lighthouse Elementary School Parent Teacher Group

ARTICLE I - Name

The name of this Organization is the Lighthouse Elementary Parent Teacher Group, hereafter referred to as the Lighthouse PTG. This organization is not a unit of the Michigan or National Parent Teacher Association (PTA). The Organization exists as an unincorporated association of its members.

ARTICLE II - Objectives

Section 1. The objectives of the PTG are:

- a. To support and enhance the education of the children at Lighthouse by fostering a spirit of cooperation and promoting open communication between families and staff of the school.
- b. To promote educational awareness in the home.
- c. To support adequate laws for the care and protection of children and youth.
- d. To develop between educators and the public such unified efforts as will secure for all children and youth the highest advantages in emotional, physical and social education.
- e. To provide monies for additional school recreational and educational activities, facilities and those special district activities as appropriate.

Section 2. The objectives of the PTG are promoted through an educational program directed toward parents, teachers, and the general public. They are developed through committees, projects and programs. They are governed and qualified by the basic policies set forth in Article III.

ARTICLE III - Policies

Section 1. The PTG shall be non-sectarian, non-commercial and non-profit.

Section 2. The name of the organization or names of any members in their official capacities shall not be used in connection with a commercial concern or for any purpose or partisan interest not appropriately related to the promotion of the objectives of this organization.

Section 3. The organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office. Nor shall the organization devote more than an insubstantial part of its activities to attempting to influence by propaganda or otherwise without the consent of the majority of the general membership.

Section 4. The organization shall work with the school to provide quality education for all children and youth. It shall seek to participate in the decision making process of establishing school policy, recognizing that the legal responsibility to make decisions has been designated by the people to the boards of education.

Section 5. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.

Section 6. No part of the net earnings of the PTG shall be to the benefit of, or be distributed to its members, directors, trustees, officers, or other active private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose statement.

Section 7. The purpose and intent of funds raised by the PTG shall be voted on during general meetings throughout the school year. These decisions will be communicated and publicized in advance to inform participants of how funds are used.

Section 8. In the event of dissolution of the organization any remaining assets shall be transferred to the Lighthouse Elementary Principal for use at the principal's discretion to support any legitimate academic activity or building need.

Section 9. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income tax under the Internal Revenue Code, or by an organization, contributions to which are deductible under the Internal Revenue Code.

Section 10. When monies are collected at a function or for a fundraiser, two members of the PTG will be present to count, verify, sign and record all financial transactions on the Treasurer's counting sheet. Money will be stored in a PTG bank bag and kept in the school safe until the deposit is made. PTG money is never to leave the school building.

ARTICLE IV - Membership

Section 1. Any person interested in the objectives of the organization from among the Lighthouse Elementary School staff members, parents/guardians, and interested students and other interested family members of this organization are entitled to participate in all activities of the organization.

Section 2. The organization shall conduct an annual enrollment of members, but persons may be enrolled as members at any time. Only members in good standing of the PTG shall be eligible to vote in its business meetings, or to serve in any of its elective or appointive positions. A member of good standing shall be defined as, an active participant, attending meetings, volunteering for PTG functions, and following these by-laws.

Section 3. The membership year shall be from the first day of September through the last day of school on that calendar year.

ARTICLE V - Election & Replacement of Officers

Section 1.

- a. The offices of the PTG shall be President, Vice President, Secretary, and Treasurer.
- b. Officers shall be elected by ballot at a regularly scheduled meeting in May. An officer's candidates shall be nominated by the close of the April meeting. If there is only one nominee for any office, the election for that office may be by voice vote.
- c. Nominees shall meet the following criterion: a current PTG member, encouraged to be a participant in at least one PTG committee; a person who will be associated with Lighthouse elementary school with the stated criterion for membership throughout their term.
- d. Officers shall assume their official duties at the close of the general membership meeting held at the end of the school year. Each officer shall remain in office until their successor assumes office.
- e. The outgoing and the newly elected PTG officers shall have a joint meeting prior to the start of the new school year or first general membership meeting.
- f. If there are any two officers who are related, only one may be designated as a co-signee on all financial accounts

Section 2.

- a. The outgoing and the newly elected PTG officers shall have a joint meeting prior to the start of the new school year or first general membership meeting.
- b. If there are any two officers who are related, only one may be designated as a co-signee on all financial accounts
- c. In the event any officer is unable to fulfill their duties or fails to regularly attend meetings of the Executive Committee and general membership meetings of the PTG, then two representatives from the PTG should notify the building principal and may move for the replacement of that officer. A letter asking for resignation should be submitted to the officer. In the event that the officer does not execute the resignation within ten days, the officer shall be replaced by the procedures set forth in Article V, Section 2, a.

ARTICLE VI – Duties of Officers

Section 1. The President shall:

- a. Preside at all meetings of the PTG general membership meetings.
- b. Coordinate the work of officers and committees in order that the objective may be promoted.
- c. Perform such other duties as may be prescribed in the By-laws or assigned to him/her by the organization or the board.
- d. Authorize expenditures not in excess of three hundred dollars (\$300.00) at any time without permission of the board.
- e. Prepare agenda for general membership meetings with any items that need to be discussed or reviewed. Agenda should be prepared and submitted to the building principal for review at least 3 days in advance of all meetings.
- f. Handle all correspondence for the PTG.

Section 2. The Vice President(s) shall:

- a. Act as aide(s) to the president.
- b. Preside at the monthly meetings.
- c. Manage all social media accounts.
- d. Update by-laws when necessary.

Section 3. The Treasurer shall:

- a. Receive and have custody of all funds.
- b. Keep a record of all receipts and disbursements with all bills to be paid no later than 30 days after receipt.
- c. Maintain the checking account, including all deposits.
- d. Present a monthly financial statement at every general membership meeting.
- e. Make available copies of the monthly financial statements to the members of the board.
- f. Present an annual budget for approval to the membership at large at the first general membership meeting.
- g. Make disbursements in accordance with the approved budget and as authorized by the PTG or the board.
- h. Be responsible for monies collected at functions and special activities or as directed by the President.
- i. Ensure MI Corporation License & Non-Profit status/taxes stay current on a yearly basis.
- j. Present a year end report to the Principal and PTG following fiscal year end.

Section 4. The Secretary shall:

- a. Accurately record and duplicate the minutes of the regular business meetings and executive meetings.
- b. Submit a copy of all minutes to the board and any other interested parties.
- c. Keep a record of changes in policies.
- d. Be custodian of the permanent records of the organization.
- e. Keep copies of the current By-laws for all members available in the PTG office.
- f. Keep records as directed by the President.
- g. Responsible for creating and distributing all PTG related flyers.

Section 5. The VP of Executive Members shall:

- a. Be a voting executive board member.
- b. Attend monthly meetings.
- c. Maintain PTG webpage.
- d. Coordinate volunteers/other executive members.

Section 6. All officers shall:

- a. Perform the duties prescribed in the By-laws.
- b. Deliver to their successors all official materials at the joint Executive Board meeting.

Section 7. Executive Member

- a. Non-voting member of the board
- b. Attends monthly meetings.
- c. Serves as a chairperson for a task or event.
- d. Works with the VP of Executive members.

Section 6. Principal

- a. School principal shall serve as the liaison between the PTG board, staff and administration.

ARTICLE VIII – Meetings

Section 1. The regular business meetings of the year for the membership at large shall take place monthly during the school year. Date and time of each meeting will be set one month in advance.

Section 2. Special activities shall be announced and communicated to all members.

Section 5. The privilege of holding office, introducing motions, debating and voting shall be limited to membership of the organization.

ARTICLE IX – Standing and Special Committees

Section 1. The PTG board may create such standing committees, as it may deem necessary to promote the objectives and carry on the work of the organization.

Section 2. The chair-people of all standing committees shall present plans of work to the PTG Board for approval.

ARTICLE X – Amendments

These By-laws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting provided that notice of the proposed amendment has been given to the President seven days prior to the general meeting.

These By-laws have been reviewed and revised by the Executive Board of four (5) members. These By-laws were presented to the General Membership for review and discussion and were approved by majority vote at the General Membership meeting held on Monday May 23, 2022.

Sherri Milton-Hoffman, Principal

Date

Ashlee Bischer, Vice President

Date

Michelle Earle, Secretary

Date

Julie Antos, President

Date

Jamie Gawlas, Treasurer

Date

Stephanie Calihan-VP of Executive Members

Date