

BYLAWS

Southern Lehigh Intermediate School Parent Teacher Group

Article I – Name

The name of the organization shall be the Southern Lehigh Intermediate School Parent Teacher Group (hereafter referred to as "PTG").

Article II – Purpose

The PTG is organized for the purpose of supporting the education of students at the Southern Lehigh Intermediate School (hereafter referred to as "SLIS") by fostering relationships among the school, parents, teachers, and the district community in support of the district mission. The PTG is intended to satisfy the provisions for exemption from federal tax under Section 501(c)(3) of the Internal Revenue Code of 1986, and other applicable sections, as amended. The PTG will remain an independent, noncommercial, nonsectarian and nonpartisan group, with no affiliation with the State or National PTA, PTO, PTG or other such named organizations.

Article III – Members

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at SLIS may be a member and shall have voting rights. The principal and any teacher employed at SLIS may be a member and have voting rights. Members are eligible to be voting members of the PTG, provided they are present at a scheduled membership meeting to cast a vote in person. Members have the right to attend and participate in all membership meetings and activities of the organization, to vote on all issues before the membership, to elect officers, and to hold office. No member will be denied membership due to race, color, religion, sex, sexual orientation, age, marital status, national or ethnic origin, or inability to financially contribute in any way.

Section 2. Dues, if any, will be established by the Executive Board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

Article IV – Officers and Elections

Section 1. Officers: The officers shall be a president, vice president, secretary and treasurer and corresponding secretary.

- a. **President:** The president shall preside over meetings of the PTG and Executive Board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees

except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the PTG is served.

- b. **Vice President:** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.
- c. **Secretary:** The secretary shall keep all records of the PTG, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minute book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
- d. **Treasurer:** The treasurer shall receive all funds of the PTG, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Board. He or she will present a financial statement at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the end of the year.
- e. **Corresponding Secretary:** The Corresponding Secretary will receive and log volunteer information, distribute volunteer information to the appropriate chair-people/officers, and assist in acquiring chair-people and volunteers when needed.

Section 2. Nominations and Elections: Elections will be held at the April general membership meeting. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Eligibility: Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate. Any parent, guardian, or other adult standing in loco parentis for a student who will be entering 4th grade at SLIS the following school year is eligible to be nominated and will be required to become a member 14 days prior to the start of their term.

Section 4. Terms of Office: Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 5. Vacancies: If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled 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 regular meeting.

Section 6. Removal from Office: Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous

notice has been given.

Section 7. Compensation. Officers shall serve without compensation.

Article V – Meetings

Section 1. Regular Meetings: At least three (3) general membership meetings of the PTG shall be held during a school year. Dates of the meetings, month and day, shall be determined by the Executive Board and announced at the first general membership meeting of a school year. One day's notice of a change of meeting date shall be given to the membership. The annual meeting to be conducted in April is for receiving reports, electing officers, and conducting other business that should arise.

Section 2. Special Meetings of the PTG may be called by the President or a majority of the Executive Board with one day's notice to members.

Section 3. Quorum. A quorum shall consist of no less than 5 members of the PTG.

Article VI – Executive Board

Section 1. Membership: The Executive Board shall consist of the officers and the principal, or the principal's representative.

Section 2. Duties: The duties of the Executive Board shall be to transact business meetings, vote on Executive Board matters, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve payment of expenses within the limits of the budget, and prepare reports and recommendations to the membership.

Section 3. Meetings: Regular Executive Board meetings may be held monthly at a time and place to be determined by the Executive Board.

Section 4. Quorum: A majority of the Executive Board constitutes a quorum of the Executive Board.

Section 5. Proxy Voting Prohibited: Officers will be prohibited from proxy voting, be it by voice, telephone, mail, or electronic ballot due to the inability to authenticate a board member and/or board member intention.

Article VII – Committees

Section 1. Membership: Committees may consist of members and Executive Board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees: Standing committees shall be determined annually. The Executive Board will issue guidelines to all committee chairpersons. At a minimum these

guidelines will include the budgeted amount of expenditures and revenues expected for each committee. No committee work shall be undertaken without the consent of the Executive Board.

Section 3. Special Committees: The Executive Board may create special committees. These committees will be designated with a specific time frame and task to be completed

Article VIII – Finances

Section 1. A tentative budget shall be drafted by the Executive Board in May of each school year and approved by a majority vote of the members present at a regular meeting in the Fall at which there is also a quorum of members present.

Section 2. The treasurer shall keep accurate records of all revenues and expenditures, and bank account information.

Section 3. The Executive Board shall approve all expenses of the PTG.

Section 4. Two authorized signatures shall be required on each check. Authorized signers shall be the treasurer and any other officer.

Section 5. The treasurer shall prepare a financial statement at the end of the year to be reviewed by an audit committee.

Section 6. Upon the dissolution of the PTG, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of SLIS.

Section 7. The fiscal year shall coordinate with the school's fiscal year.

Article IX – Parliamentary Authority

Robert's Rules of Order shall govern meetings when such rules are not in conflict with the PTG's bylaws, or the president may select other rules of order after discussion with the Executive Board.

Article X – Standing Rules

The Executive Board may approve standing rules, and the secretary shall keep a record of the standing rules for future reference.

Article XI – Dissolution

The PTG may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting at which there is a quorum present.

Article XII – Amendments

These bylaws may be amended at any regular or special meeting, providing that

14 calendar days previous notice was given in writing at the prior meeting and then sent by the secretary to all members of the organization. Notice may be given by mail, flyer, electronic mail, or fax. Amendments will be approved by a majority of those members present at a meeting at which there is a quorum present.

Adopted August 4, 2009

Amendment Number One (adopted March 23, 2010): These bylaws are amended to include the following language required by the Internal Revenue Service to secure tax-exempt status under Section 501(c)(3) of the Internal Revenue Code: (a) said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code; (b) upon dissolution of the organization, assets shall be distributed for one of more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or 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 disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Amendment Number Two (adopted March 21, 2017): These bylaws are amended to include the following language under Article IV – Officers and Elections:

Section 3. Eligibility: Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Any parent, guardian, or other adult standing in loco parentis for a student who will be entering 4th grade at SLIS the following school year is eligible to be nominated and will be required to become a member 14 days prior to the start of their term.

Amendment Number Three: These bylaws are amended to include the following language under Article IV – Officers and Elections:

Section 1. Officers: The officers shall be a president, vice president, secretary, treasurer, and corresponding secretary.

Amendment Number Four: These bylaws are amended to include the following language under Article IV – Officers and Elections:

Corresponding Secretary: The Corresponding Secretary will receive and log volunteer information, distribute volunteer information to the appropriate chair-people/officers, and assist in acquiring chair-people and volunteers when needed.

Amendment Number Five (Adopted May 14, 2019): These bylaws are amended to include the following language under Article IV -Officers and Elections:

Section 4. Terms of Office: Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time. **In the event that no new nominations are received, the existing board member(s) may continue in their current position(s) for an additional term (not to exceed three consecutive years). A vote will take place during elections.**