

Lloyd Harbor School Parent Teacher Group By Laws

ARTICLE I: Name

The name of this organization shall be the Lloyd Harbor School Parent Teacher Group (LHS-PTG).

ARTICLE II: Purpose

The purpose of the association shall be:

- a. To promote the well-being of the children at Lloyd Harbor School.
- b. To foster and enhance cooperation among parents, administration, staff, students and community in an effort to support the continuous improvement of education at Lloyd Harbor School.
- c. To facilitate communication and to promote interest within the school community.
- d. To encourage and support effective parent involvement in their children's education at school and in the community.
- e. To assist and encourage the program and activities of the Lloyd Harbor School on an information and service basis.

ARTICLE III: Policies

Section 1. The association shall be non-commercial, non-sectarian and non-partisan.

Section 2. This association will operate in the best interests of the children of Lloyd Harbor School.

Section 3. The association shall cooperate with other similar organizations, within the guidelines of these by laws.

ARTICLE IV: Membership and Dues

Section 1. Any person interested in the objectives of the LHS-PTG and willing to uphold its policies and subscribe to its by laws may become a member upon payment of dues. The annual dues shall be determined from year to year by a majority vote of the LHS-PTG Board.

Section 2. The association shall conduct an annual enrollment of members.

ARTICLE V: Officers

Section 1. The officers of this association shall be Co-Presidents, Committees Coordinator(s), Communication Coordinator, Secretary, Treasurer, and Fundraising Coordinator(s).

Section 2. Officers shall assume their official duties on July 1st of each year, and shall serve for a period of two years and/or until their successors are installed.

Section 3. A person shall be eligible to serve no more than two consecutive terms in the same office.

ARTICLE VI: Duties of Officers

Section 1. The Co-Presidents shall:

- a. Preside at all meetings of the association and the LHS-PTG Board.
- b. Work collaboratively with the LHS-PTG Board to establish and maintain the goals and objectives of the association throughout the year.
- c. Ensure that the LHS-PTG by laws are adhered to.
- d. Be responsible for appointing special committees as need arises.
- e. Be responsible for proper coverage at all tables at Back to School Nights.
- f. Act as a liaison to the Principal.
- g. Hold a minimum of six LHS-PTG Board meetings per year.
- h. Set calendar dates along with the President-elect for the next year's meetings (with Principal and with CPC.)
- i. Attend Board of Education meetings or appoint a representative.
- j. Attend Central Parent Council meetings and ensure that the LHS-PTG responsibilities delineated in the CPC bylaws are adhered to.
- k. Attend District Committee on Shared Decision Making meetings.
- l. Attend School Improvement Team meetings or appoint a representative.
- m. Be an ex-officio member of all committees except the nominating committee.
- n. Serve in an advisory capacity to the LHS-PTG Board for one year following the end of their term.
- o. Preside over the transfer of materials from outgoing officers to their successors in June.

Section 2. The Committee Coordinator(s) shall:

- a. Coordinate the work of the committees of the organization.
- b. Be responsible for distributing by laws to all committee chairpersons.
- c. Devise a system that allows people to communicate their interest in serving on a committee.
- d. Be a member of all committees on an as-need basis.
- e. Preside over the transfer of materials from outgoing committee chairpersons to their successors.
- f. Follow up correspondence to committee chairs in regard to committee work.
- g. Coordinate Committee Chair recognition.
- h. Participate in decision making of the LHS-PTG Board.
- i. Perform duties assigned to him/her by the Co-Presidents.
- j. Be responsible for transferring materials to their successor in June.

Section 3. The Communication Coordinator shall:

- a. Initiate and be responsible for the Ambassador Program each new school year.
- b. Be responsible for week peek, blasts, LHS PTG Website, and LHS PTG Facebook Page.
- c. Be responsible for organizing the LHS-PTG portion of the school's weekly communication (currently Friday Notes).
- d. Be a liaison to other schools.
- e. Be responsible for coordinating LHS-PTG information for the LHS-PTG.
- f. Participate in decision making of the LHS-PTG Board.
- g. Perform duties assigned to him/her by the Co-Presidents.
- h. Be responsible for transferring materials to their successor in June.

Section 4. The Secretary shall:

- a. Oversee pulling together all information for the school directory as well as coordinate printing and dissemination to the PTG members.
- b. Keep an accurate record of all meetings of the organization.
- c. Be responsible for the recording of the minutes of the LHS-PTG meetings, distributing at each meeting for approval, and then posting in a designated area.
- d. Conduct the official correspondence of the organization.
- e. Be responsible for the attendance and agenda at monthly LHS-PTG meetings.
- f. Act as the historian of the organization.
- g. Act as liaison between the class parents and the LHS-PTG Board.
- h. Initiate the nominating committee process.
- i. Make available the LHS-PTG bylaws on a regular basis to members and to non-members as needed.
- j. Be responsible for organizing staff appreciation events—back to school, holiday, end of year.
- k. Participate in decision making of the LHS-PTG Board.
- l. Perform duties assigned to him/her by the Co-Presidents.
- m. Be responsible for transferring materials to their successor in June.
- n. Keep a record of gifts given to the staff at holiday and year end (Principal, Assistant Principal, office staff, custodial staff, nurse and greeter).

Section 5. The Treasurer shall:

- a. Be responsible for receiving all monies of the organization.
- b. Keep accurate records of receipts and expenditures.
- c. Disperse funds in accordance with the LHS-PTG Board approval.
- d. Be responsible for handling the membership duties of the organization and disseminate transportation pads.
- e. Along with the LHS-PTG Board, prepare a general budget, which will highlight the year's anticipated expenditures. The budget may be reviewed and updated as the year progresses.
- f. Present a financial statement at every meeting of the association and at other times when requested by the Board.
- g. Prepare and submit at the June meeting a report of receipts and expenditures for the past year.
- h. The treasurer's accounts shall be examined annually by an auditing committee of not less than three members who, satisfied that the treasurer's annual report is correct, shall sign a statement of the fact at the end of the report. The auditing committee shall be appointed by the Board at least two weeks before the close of the fiscal year.
- i. Participate in decision making of the LHS-PTG Board.
- j. Perform duties assigned to him/her by the Co-Presidents.
- k. Be responsible for transferring materials to their successor in June.
- l. Ensure that the LHS-PTG insurance policy is maintained on an annual basis and that the insurance regulations are adhered to.
- m. Ensure that all tax filings are completed on an annual basis and that the Section 501(c)(3) of the Internal Revenue Code requirements are adhered to in order to maintain tax exempt status.

Section 6: The Fundraising Coordinator(s) shall:

- a. Be responsible for the gift giving activities of the LHS-PTG.

- b. Work closely with Treasurer and fundraising committee chairpersons to ensure the overall effectiveness of PTG fundraising efforts as well as the goal of enriching our children's education. These include but not limited to: Little Apple Fun Run, Book Fair, Holiday Boutique, LH Unites.
- c. Make suggestions to the Board for improvements, additions, and removal of specific fundraising programs.
- d. Be responsible to determine with the Board the events that will fall under the fundraising role.
- e. Act as a Board liaison to the fundraising committee chairpersons.
- f. Help prepare and manage approved annual fundraising budgets, continuity, and timeliness.
- g. Participate in decision making of the LHS-PTG Board.
- h. Perform duties assigned to him/her by the Co-Presidents.
- i. Be responsible for transferring materials to their successor in June.

ARTICLE VII: LHS-PTG Board

Section 1. Consists of the officers of the association. The school principal shall be an ex-officio member of the LHS-PTG Board. The past Co-Presidents of said Board shall serve in an advisory capacity for one term.

Section 2. The duties of the LHS-PTG Board shall be to:

- a. Transact necessary business in the intervals between association meetings and such other business, as may be referred to it by the association.
- b. Review and approve the plans of work of the standing committees.
- c. Prepare and submit to the association, at the first LHS-PTG business meeting, a budget that shall include the necessary expenses of the officers and committees for the fiscal year.
- d. Appoint an outside accountant at least two weeks before the end of the fiscal year to audit the treasurer's accounts.
- e. Attend CPC meetings.
- f. Fill a vacancy occurring on the LHS-PTG Board, except Co-Presidents, for the remaining term by a person appointed by a majority vote of the remaining members of the LHS-PTG Board, notice of such appointment having been given.
- g. Select an individual among the LHS-PTG Board to perform the duties as may be assigned to him/her.

Section 3. The LHS-PTG Board shall meet a minimum of six times per year.

ARTICLE VIII: Meetings

Section 1. Regular meetings of the association shall be held on dates set by outgoing and incoming Co-Presidents of the LHS-PTG Board and placed on the district calendar.

Section 2. The LHS-PTG Board can call special meetings, which require five days notice.

Section 3. The annual meeting will be held in June at which time the treasurer's report will be given and new officer installed.

Section 4. The privilege of holding office, making motions, debating and voting shall be limited to members of the association whose current dues are paid. Majority of LHS-PTG members must be present at a meeting to determine a vote decision.

Section 5. The President(s) will be notified of all handouts to be distributed at LHS-PTG meetings.

Section 6. No petitions of any kind are to be disseminated during the period of time between the call to order and the adjournment.

ARTICLE IX: Standing and Special Committees

Section 1. Standing committees shall be created by the LHS-PTG Board as needed, to promote the objectives and carry out the work of the association.

Section 2. Chairperson(s) will be appointed on a yearly basis.

Section 3. Chairperson(s) of the committees shall present plans of work to the Committee Coordinator(s), who will then seek LHS-PTG Board approval. Work will commence once that approval has been given.

Section 4. The LHS-PTG Board may form special committees for a specific purpose. When the work of a special committee is completed and its final report accepted, the committee is dissolved.

Section 5. Each committee chairperson(s) shall keep records and make reports as necessary to the Committee Coordinator(s). Each committee chairperson will submit an annual report to the Committee Coordinator(s) in June for use by the incoming chairpersons.

Section 6. Each committee shall submit request for potential expenses to the Committee Coordinator(s) for approval. Each committee shall limit expenses to the amount allocated by the LHS-PTG Board.

Section 7. A designee from each committee shall submit expenses and receipts to the treasurer for reimbursement within two weeks of event's completion.

Section 8. Each committee chairperson(s) is responsible for transferring all generated records of that committee to the Committee Coordinator(s).

Section 9. Chairperson(s) shall be eligible to serve no more than four consecutive years as a chairperson of the same committee.

ARTICLE X: Nominating Committee and Elections

Section 1. Nominating Committee will be formed in January. Communication of the formation and duties of the Nominating Committee is the responsibility of the Secretary and will be done by letter and via the weekly school communication (Friday Notes). The purpose of the communication is to seek volunteers. A minimum of a one-week response time shall be followed. A lottery will be held for positions if more than 8 names are received.

Section 2. The Nominating Committee shall consist of 6-8 members. No more than one LHS-PTG Board member can be a member of the Nominating Committee.

Section 3. If the minimum number of volunteers (6) is not ascertained, there will be a lottery among the committee chairpersons to fill remaining positions.

Section 4. If a member of the Nominating Committee drops out, the committee continues even if the number of members falls below the minimum.

Section 5. The members of the nominating committee shall appoint a chairperson of the nominating committee. A LHS-PTG Board member may not be a chairperson.

Section 6. Anyone sitting on the nominating committee should not be seeking a position.

Section 7. Communication is made to the school community (Lloyd Harbor and Goose Hill) via letter and the school's weekly form of communication (Friday Notes, News from the Hill and GPFA Newsletter) naming the nominating committee members and chairperson and asking anyone interested in being considered for a position to contact the chairperson.

Section 8. The nominating committee will consider names that have been submitted to the chairperson as well as names suggested by the nominating committee. All names will be considered.

Section 9. Slate is selected. Anyone who responded to the chairperson for a consideration of a position will receive a phone call from the nominating committee.

Section 10. Slate will be presented at March LHS-PTG meeting and posted simultaneously in schools weekly communication. Anyone wishing to challenge a position on the slate must let the nominating committee chairperson know within ten days of the announcement at the March meeting.

Section 11. If a position on the slate is challenged a ballot goes out to the LHS-PTG members. If no position on the slate is challenged the approved slate is confirmed and submitted to the secretary to present at the April meeting.

ARTICLE XI: Fiscal Year

The fiscal year of the association shall begin on January 1st and end on December 31st. The budget year shall begin on July 1st and end on June 30th.

ARTICLE XII: Amendments

Section 1. These bylaws may be amended at any meeting of the association by a two-thirds vote of the members present and voting, provided that the membership has been notified of the proposed amendment(s) at least ten days prior to the stated date of vote.

Section 2. The LHS-PTG Board will review these bylaws every three years, revise if necessary and re-approve.

ARTICLE XIII: Rules of Order

The rules contained in "Roberts Rule of Order" shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these by laws.

Revised: 3/01
Approved: 4/02

Revised: School Year 2002-2003
Approved: 5/8/03

Revised: School Year 2003-2004
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Approved: 4/08

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