



Lander
Elementary
School
Parent Teacher Group
By Laws

The names and addresses of the Executive Committee which amended this document are:

President	Juli Webel 1271 Iroquois Ave Mayfield Heights, OH 44124	Honorary Vice President Felecia Evans (Principal) 1714 Lander Road Mayfield Heights, OH 44124
First Vice President Fall Fundraiser		
First Vice President Spring Fundraiser	Dena Ostrander 5846 Cantwell Dr Mayfield Heights, OH 44124	
Second Vice President Book Fair		
Third Vice President Room Parent	Vicki Vitale 1742 Chelmsford Mayfield Heights, OH 44124	Desiree Worthing 1335 Lander Rd Mayfield Heights OH 44124
Recording Secretary	Linda Banville 1595 Algiers Drive Mayfield Heights, OH 44124	
Treasurer	Allison Delisio 6426 Fairhaven Rd Mayfield Heights, OH 44124	

In witness whereof we have here unto subscribe our names this fifth day of August 2015

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Lander Parent Teacher Group By-Laws

(Revised August 5, 2015)

Article 1: Name and Address

The name of this organization is:
The Lander Parent Teacher Group (d.b.a. Lander PTG)
The address of this organization is:
Lander Elementary School
1714 Lander Road
Mayfield Heights, Ohio 44124

Article 2: Objectives

The objective of this group shall be to promote cooperative and informative relations between home and Lander Elementary, and the development of a united effort among educators, parents and community members in obtaining the highest advantages in physical, mental and social education for all students at Lander Elementary School as well as the Mayfield City School District.

Section 1: Develop and promote a greater mutual understanding between parents and teachers for the betterment of all students: provide a means of communication between the group, the Executive Committee and the school personnel.

Section 2: Provide ways to enrich our lives at school and in the home.

Section 3: Bring into closer relationship the activities of the school and the community.

Section 4: Cooperate with other community organizations with similar purposes.

Section 5: The group shall assist in providing equipment for the school when other funds are not available, being careful to check that the Board of Education does not cover the item.

Article 3: Policies

Section 1: The purpose of this group shall be to enhance each student's education experience and shall be developed through conferences, committees and projects in coordination with the school system, its teachers and when appropriate, members of our community.

Section 2: The group shall be a non-commercial enterprise and no candidate shall be endorsed by it. Neither the names of the officers in their capacities shall be used in any connection with a commercial concern or with partisan interested or for any purpose other than work of the group.

Section 3: This group shall not seek to direct the administration activities of the school or to control its policies.

Section 4: Coordinating Council was eliminated by the Board of Education.

Section 5: This group may cooperate with other organizations and agencies active in child welfare, such as conference groups providing they make no binding commitments without the consent of the Lander Parent Teacher Group.

Section 6: The fiscal year of the Lander Parent Teacher Group shall be September 1-August 31.

Section 7: We are a not-for-profit group with 501c3 status. Our FEIN can be requested from the Treasurer or President of the Lander PTG when necessary and for the purchase of items or services for the maintenance or welfare of the group.

Article 4: Membership and Dues

Section 1: The teachers, parents/guardians and, when appropriate, other invited community members, who are interested in the objectives and purpose for which this group is organized, may become members upon payment of dues.

Section 2: The Principal and all past Presidents of the Lander Parent Teacher Group shall be honorary lifetime members of the group.

Section 3: The annual dues shall be ten dollars (\$10.00 per family) per school year. No person shall be allowed to vote or hold office unless he/she is a member of the group. Membership is open to newcomers during the school year upon payment of dues.

Article 5: General Meetings

Section 1: A general meeting of the group shall be held at least once a month during the school year at a date or dates designated by the Executive Committee.

Section 2: A special meeting may be called by the President or in his/her absence, by the presiding officer.

Section 3: The privilege of holding office, making motions, debating and voting shall be limited to paid members of the group.

Section 4: A quorum shall consist of at least ten (10) total paid Lander PTG members and at least two (2) Executive Committee Members.

Section 5: In order for a vote to be taken, a motion must be made by a member of the group and a second motion must be heard from a member of the group. Upon these motions, the proposal will be heard and all members will have the opportunity to request clarification, debate or otherwise support the motion.

Section 6: The Executive Committee members will have the ability to request a tabling of a motion at any time. (See Article 9, Section 11)

Section 7: All voting at the general meetings shall be done by either ballot or a roll call of yea or nay during meetings where a quorum exists. The votes shall be counted by the Recording Secretary and one (1) member in attendance at the meeting. A

motion shall pass by a simple majority vote, except where so noted differently in these By-Laws.

Article 6: Executive Committee

Section 1: The Executive Committee shall be, when deemed necessary, elected to this position through ballot (see Article 5, Section 4 - 7).

Section 2: The elected officers shall be the President, First Vice President (Fall Fundraiser Chair and Spring Fundraiser Chair), Second Vice President (Fall/Spring Book Fair Chair), Third Vice President (Room Parent Chair), Honorary Vice President (School Principal), Recording Secretary and Treasurer.

Section 3: The Executive Committee may transact the business of the group in an emergency. This transaction may be done through contact as the situation may demand.

Section 4: The duties of the Executive Committee shall be:

- to prepare and present to the group for action such business as may properly be brought before them
- to study and coordinate all plans of action
- to present at each general meeting of the group a complete report of all actions taken by the Executive Committee
- to prepare and present at the first general meeting of the group an annual budget proposal, to be voted on at the second general meeting of the group.

Section 5: Each member of the Executive Board shall make known to the President all meetings to be held, pertaining to their group.

Section 6: The Treasurer shall be responsible for the prompt payment of all approved bills that become due and payable. These expenditures would include only those that have been approved by the group in their proposed budget. Non-budgeted expenditures which total one hundred dollars (\$100.00) or less shall require approval of the Treasurer and President. Non-budgeted expenditures which total over one hundred dollars (\$100.00) shall require approval of a simple majority of the Executive Committee, meeting the regular or special called meeting. Any major purchase greater than \$1000 and not included in the annual budget shall require a motion, moving to vote and must meet the voting measures in Article 5, Section 4 through 7. Any purchase that could indebt the incoming Executive Committee is prohibited. Emergency financial matters shall be handled in the manner established in Article 6, Section 3.

Article 7: Election of Executive Committee

Section 1: The President, who shall have been a member of the Executive Committee for at least one (1) year.

Section 2: No President shall be eligible to the office for more than two (2) terms. However, he/she may be nominated (Article 7 Section 3).

- Section 3: A Nominating Committee, if needed for any other required vote, shall be headed by the Recording Secretary and shall consist of the Secretary and six (6) additional Lander PTG members. Two (2) alternates shall also be selected. The selection of this committee shall be done by the President and the Recording Secretary (as needed). Each shall together select four (4) from the General Membership, two (2) Executive Committee members and two (2) alternates. It is recommended that these persons serving on the Nominating Committee are persons not seeking elective office.
- Section 4: Election (when required) of officers shall be done at the April General meeting. The new Executive Committee may meet at any time after their election, but official duties of the new Executive Committee shall not begin until the end of the existing school year.
- Section 5: The current Treasurer's duties may extend until a final audit is completed and agreed upon with the approval of the current President, current and incoming Treasurer.
- Section 6: A vacancy in the Presidency shall be filled first by the First Vice President (Fall Fundraiser Chair and Spring Fundraiser Chair) and the Executive Committee shall elect a successor to the office of the First Vice President. Should any officer fail to discharge the duties pertaining to his/her office, or be absent from three (3) consecutive meeting (Executive and/or General Meetings) without just cause, the office will be declared vacant by action of the Executive Committee, to fill the office for the unexpired term.
- Article 8: Duties of the Executive Committee**
- Section 1: The Executive Committee shall consist of the President, First Vice President (Fall and/or Spring Fund Raiser Chair), Second Vice President (Fall/Spring Book Fair Chair), Third Vice President (Room Parent Chair), Treasurer and Recording Secretary.
- Section 2: A meeting of the Executive Committee shall be held prior to the start of the upcoming school year. The duty of the Executive Committee is to formulate a budget for the upcoming school year. The formulated budget shall be presented at the first General Membership meeting, posted for all members to review and voted on with a two thirds (2/3rds) approval by all paid members in attendance.
- Section 3: The duties of the President shall be:
- to preside at all meetings
 - to enforce all rules
 - to be ex officio member of all committees except the Nominating Committee
 - he/she is to be notified of all meetings pertaining to the group(s)
- Section 4: The first Vice President shall perform all duties of the President in his/her absence, and shall act as an aide to the President. He/she will be the Chairperson of the Fall Fundraiser Chair and/or Spring Fundraiser Chair (see Lander PTG

Program Overview for more specific descriptions of the actual chair and committee responsibilities).

Section 5: The Second Vice President shall preside in the absence of the President and First Vice President. He/she will be the Fall/Spring Book Fair Chair. (see Lander PTG Program Overview for more specific descriptions of the actual chair and committee responsibilities).

Section 6: The Third Vice President shall preside in the absence of the President, the First Vice President and the Second Vice President. He/she will be Chair of the Room Parent Chair (see Lander PTG Program Overview for more specific descriptions of the actual chair and committee responsibilities).

Section 7: The Principal of the school shall:

- be the Honorary Vice President and shall serve as an advisor to the Executive Board on school policy pertaining to the group

Section 8: The Recording Secretary shall

- keep a correct record of meetings and a list of members of the group and their attendance
- he/she shall present a copy of all minutes to the President prior to the next General Membership meeting
- all minutes shall consist of all motions, discussions, proposals and voting outcomes
- be a person who has familiarized themselves with at least the simple rules and customs of deliberative, democratic assembly and use their knowledge to progress the business of the group
- he/she shall act as advisor to the President
- he/she should protect the rights of each individual and preserve harmony among members
- when called upon by presiding officer, he/she shall decide on a point in question, using “Roberts Rules of Order Revised” (see Article 12, Section 1)
- he/she shall be Chairman of the Nominating Committee, (see Article 7, Section 3)

Section 9: The Treasurer shall:

- Receive all monies of the group in a timely manner and at the direction of the Treasurer
- Expect all collected monies to be handed to her/him in a timely fashion and not to exceed 30 days from transaction date.
- Reconcile bank statements in a timely fashion
- Make sure there is at least \$1000 left in the treasury for the next school year.
- Keep an accurate record of receipts and expenditures
- Being a Tax Exempt organization, any taxes paid for the purchase of any authorized/budgeted item or service will not be reimbursed and will be the responsibility of the purchaser.

- pay out funds in such a manner as authorized by the group
- the Treasurer shall present a statement of the account at every General meeting of the group, and at other times as requested by the Executive Committee
- after the year's business is closed, the Treasurer shall prepare a complete report which shall be presented by the new Treasurer at the first Executive Committee meeting in the fall and thereafter made available to the membership
- The Treasurer shall file the appropriate exempt tax form (Form 990 or 990EZ) for each tax year following standard IRS tax and school year deadlines

Section 10: The Treasurer shall arrange an end of year audit with an auditing committee consisting of not fewer than three (3) members who shall be appointed by the Executive Board.

Section 11: The Executive Committee shall have the ability to table any item that is brought before the group in order to more thoroughly research and make recommendation for either approval or withdrawal from the voting platform.

Article 9: Standing Committee Chairs and Their Committees

Section 1: The Chairperson(s) of all Standing Committees shall be bound by the same rules and governances as stated throughout this document.

Section 2: The Chairperson(s) of all Standing Committees shall keep a record of membership and be responsible for any funds collected for transmittal to the Treasurer. He/she shall be responsible for updating all lists as new members join the committee throughout the school year.

Section 3: Such Standing Committees shall be created and abolished by the Executive Committee as they may be required to promote the objectives and interest of the group. The committee which necessitates origination/assistance/deactivation shall be appointed by the Chairperson of any committee with approval of the Executive Committee.

Section 4: The Chairperson of all Standing Committees shall present plans of work to the Executive Committee at General Membership meeting for approval.

Section 5: It is recommended that all Standing Committee Chairpersons, prior to the completion of their service on a committee, locate and establish a successor whom shall better understand the needs of the position through a hands on approach. This will provide better transition and continuity of the event/program or committee to the incoming volunteer.

Section 6: The Standing Committees shall be as follows:

- Box Tops
- Holiday Shoppe

- Labels for Education
- Lander Mitten Mission
- Kalahari Night
- Fall Fundraiser (Chairperson is 1st VP in Executive Committee)
- Fall Festival and Hayride Committee
- Fifth Grade Picnic Committee
- Fifth Grade Production/Play/Talent Show
- Fifth Grade T-shirt
- Maturity Fair
- Membership and School Directory
- Prepaid School Supplies
- Pizza Bingo / Family Fun Night Committee
- Room Parent (Chairperson is 3rd VP in Executive Committee)
- Scholarship Committee
- Spirit Wear Committee
- Spring Fundraiser (Chairperson is 1st VP in Executive Committee)
- Winter/Spring Book Fair (Chairperson is 2nd VP in Executive Committee)
- Year Book Committee

Section 7: Any new Standing Committee shall be added to the list of Standing Committees without revision or amending of the by-laws. Any already existing Committee on the list of Standing Committees shall be deleted without the revision or amending of the by-laws.

Article 10: Amendments

Section 1: These by-laws may be amended at any General meeting by two-thirds (2/3rds) vote of the members present and voting, provided the notice of proposed amendments shall have been given at the previous Board meeting.

Section 2: These by-laws shall be automatically revised every three (3) years by the President, the Recording Secretary and a simple majority of the Executive Committee. They shall present their recommendations for revisions to the General Membership meeting. These by-laws are to be effective as of the approval of the General Membership.

Article 11: Parliamentary Authority

Section 1: “Roberts Rules of Order Revised” shall be used as a guide in conducting all business. <http://www.rulesonline.com/start.html>

Article 12: Purchases of the Group

Section 1: All items purchased for Lander Elementary from the Lander PTG general funds shall be used by the General Membership, within reason, for school activities. Appropriate care should be maintained while these items are within the committee chairperson or committee member possession. Any loss or damage due to negligence shall be the responsibility of the committee member. However, damage due to normal use, wear and tear should be reported (for the protection of all handlers) and will not be deemed the responsibility of the committee, chairperson or the group.

Created by the Lander PTG
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Wednesday, August 5, 2015

Voted on during _____ Lander PTG Meeting