**By-Laws**

**Stadium School**

**Stadium Parent Teacher Group**

**(Revised September 2018)**

**ARTICLE I – NAME**

The name of the association will be: Stadium PTG

Stadium Parent Teacher Group

**ARTICLE II – PURPOSE**

**The objectives of the group are:**

* To promote the general well-being of children in the home, school and community.
* To bring about a closer relationship between the home and school so that families and teachers may effectively promote good educational standards.
* To aid faculty in providing the highest advantages in physical, social, mental, and emotional education.
* To enhance school programs through volunteer and financial assistance, and shared decision making.

**ARTICLE III – BASIC POLICIES**

**The following are the basic policies of this group:**

* The group shall be non-commercial, non-sectarian, and non-partisan.
* The name of said group (or the name of any members in their official capacity) shall not be used in any connection with commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of said group.
* The group will cooperate with and support school administration.
* The group may cooperate with organizations and agencies concerned with child welfare, but persons representing the group shall make no commitments that bind the association.

**ARTICLE IV – OFFICERS AND ELECTIONS**

**Section I – OFFICERS**

* The officers of this group shall consist of a President, Vice-President (Who shall be a parent), Second Vice-President (who shall be the principal), Secretary, and Treasurer.
* Co-Office candidates shall be permissible, but shall be considered as one candidate and may run in an election against a lone candidate.
* Election of officers will be by written ballot bi-annually in the month of May. If all offices are not filled by the beginning of the following school year, a second election may be held during the September /October meeting to fill vacant positions. If a position remains vacant, it may be filled by appointment of the executive board.
* If there is only one nominee for any office, election for that office may be by voice.
* Officers shall assume their official duties during the last meeting of the year, or thereafter.
* Officers shall serve for a term of two years; and shall be ineligible to serve more than two consecutive terms in the same office. (Any exception to this rule must be approved by the executive board &principle.)
* To be eligible for an elected officer position, the parent must have attended at least two PTG general meetings and have volunteered at least one PTG event in the year leading up to the election.

**Section II – VACANCIES**

* A vacancy occurring in an office shall be filled by the executive committee by majority vote.
* In the event of a vacancy of one person serving in a co-office, the position shall only be filled if desired by the remaining officer of that position.

**ARTICLE V – DUTIES OF OFFICERS**

**SECTION I – PRESIDENT**

The chairperson will preside at all meetings of the group, attend any school/district meetings (as required by the school department or Principal), be the primary contact for said group, and perform all other duties prescribed in these by-laws and school administration. *\*If the chairperson is unable to attend any meetings or preform assigned duties for any reason, she/he will be responsible for designating a representative to assume such responsibilities.*

**SECTION II – VICE PRESIDENT**

 The co-chair shall be a parent, shall preside over meetings of the group in the chairs absence, maintain the membership list, and shall perform all other duties as prescribed in these by-laws and school administration.

**SECTION III – SECOND VICE PRESIDENT**

The second chair shall be the principal of Stadium School, and shall serve in an advisory capacity.

**SECTION IV – SECRETARY**

 The secretary shall keep a record of all meetings, is responsible for sending out all notices for meeting of the group and distributing any information to the community as needed.

**SECTION V – TREASURER**

 The treasurer shall have custody of all record keeping of the group & oversee all funds of said group in conjunction with the chair (as needed). The treasurer shall keep a full and accurate accounting of receipts and expenditures; and shall make disbursements as authorized. The treasurer will present a detailed financial report at all group meetings and as requested by any member of the group. The treasurer is also responsible for submitted monthly reports to CPS (banking statements & such) as well completing yearly tax return as required (the executive board may assign this duty to an independent outside party if needed). The accounting of the treasurer will be verified bi-annually by the executive board or an appointed delegate.

**\*\*UPON EACH OFFICER LEAVING OFFICE, THEY SHALL HAND OVER TO THEIR SUCCESSOR THE BOOKS AND RECORDS OF THE PTG USED OR COMPILED DURING THE TERM OF THEIR OFFICE**

**ARTICLE VII- MEETINGS**

**SECTION I**

 Regular meetings shall be held a minimum of five times a year. Dates of the meetings shall be determined by the chair person or the Executive Board. In the event of a change in date, at least three days notice shall be given, whenever possible (excludes all canceled school days).

**SECTION II**

Special meetings may be called by the president or by the majority of the executive board, with notice of at least two days given before the meeting.

**SECTION III**

A majority of the members of the executive committee shall constitute a quorum for regular meetings.

**SECTION IV**

 The executive committee shall meet before every general meeting to discuss the ongoing business of this group. The president, or designee, will also hold meetings of the executive board at monthly, with at least three days notice. A majority of the members of the executive committee shall constitute a quorum for these meetings.

**ARTICLE VIII – FISCAL YEAR**

 The fiscal year of the association shall be from July 1 through June 30th inclusive. Any money remaining in the treasury at the end of the fiscal year may be carried forward to fund activities for the next school year.

**ARTICLE IX – PARLIAMENTARY AUTHORITY**

 Robert’s Rules of Order shall govern the association in all cases in which they are applicable and in which they do not conflict with these by-laws.

**ARTICLE X – BY LAWS and AMENDMENTS**

**SECTION I**

These by-laws may be amended at any regular meeting of the association by two-thirds vote of the members present and voting, provided notice of the proposed amendment shall have been given at the previous meeting.

SECTION II

 These by-laws must be reviewed by the PTG every two years. Amendments can be made in accordance with Section I of this article.