

**Bylaws of Battle Ground Elementary School
Students, Teachers, Parents, Staff Organization (BGE STPS)
Battle Ground, Indiana**

Article 1: Name

The name of the organization is Students, Teachers, Parents, and Staff Organization of Battle Ground Elementary School, commonly known as **BGE STPS**.

Article 2: Purpose

The purpose of this organization is:

1. To bring closer the relationship between home and school so that parents and teachers may cooperate in the education of the child.
2. To serve as a liaison between parents, educators, the Tippecanoe School Corporation, and its board of trustees.
3. To serve as a means of communication between the school and parents.
4. To secure additional materials, equipment, and programs that will benefit the students, staff, and/or community that are not otherwise provided for in the school corporation budgets.

Article 3: Basic Policies

1. **BGE STPS** will be noncommercial, nonsectarian, and nonpartisan. It will not be affiliated with a national parent/teacher organization.
2. **BGE STPS** will not engage in any activities that are counter to BGES or Tippecanoe School Corporation policies or procedures.

Article 4: 501 (c) (3) Policies

1. **BGE STPS** is organized exclusively for charitable, religious, educational, and/or 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.
2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other 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 clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
3. Upon the dissolution **BGE STPS**, assets shall be distributed for one or 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 such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article 5: Members

Section 1: Voting Members

1. Every parent or legal guardian who has a child enrolled in Battle Ground Elementary School (BGE) and all current teachers and staff will automatically become voting members of **BGE STPS**.
2. Voting members have the right to attend and participate in all meetings and activities of the organization, have the right to vote, and have the right to hold office.

Section 2: Honorary Members

1. Every student who is enrolled in BGE will automatically become an honorary member of **BGE STPS**.
2. Honorary members may address the organization.
3. Honorary members will be non-voting members.

Article 6: Meetings

Section 1: Regular Meetings

BGE STPS will hold a minimum of 4 meetings during the school year. The Executive Committee will schedule the meetings prior to school starting. At least one Executive Board meeting will be held prior to school starting to finalize the budget and discuss other items that need to be resolved.

Section 2: Executive Committee Meetings

Meetings of the Executive Committee (president, principal(s), vice-presidents, second vice presidents, treasurer, and secretary) may be called by the president or by a majority of the Executive Committee members.

Section 3: Quorum

Those persons present at a regular meeting will be designated as a quorum and will be entitled to take action on behalf of the organization.

Article 7: Officers

Section 1: Officers

1. The officers of **BGE STPS** will consist of a president, one vice president representing the lower elementary, one vice president representing the upper elementary, one second vice president representing the lower elementary, one second vice president representing the upper elementary, a secretary, and a treasurer.
2. BGE teachers will hold the offices of second vice president.
3. Only voting members of **BGE STPS** can be officers.
4. Officers will serve a term of one year or until their successors are elected.
5. Officers will assume their duties on July 1.

Section 2: Nominating Committee

1. A nominating committee will be selected at least one month prior to the election. The president will appoint a chairman.
2. Any voting member may submit their name to the nominating committee for an office.
3. The nominating committee will contact all persons who will be nominated to confirm their willingness to serve and insure that all nominees are voting members and otherwise eligible to serve as an officer.
4. The nominating committee will prepare a slate of officers to present for election by the membership at the May meeting.

Section 3: Elections

1. Officers will be elected by the voting members in attendance at the May meeting.
2. After the nominating committee has presented the slate of nominees, eligible nominees may be made from the floor.
3. If there is only one nominee for any office, election for the office may be by voice vote.
4. If there is more than one nominee, election will be by written ballot.

Section 4: Office Vacancies

1. In case a vacancy occurs in the office of president, one of the vice presidents will assume of the office of president.
2. Any other vacancy occurring in any office will be filled for the remaining term by any eligible member elected by the majority vote of the voting members attending the next regular meeting.

Article 8: Duties of Officers**Section 1: President**

1. The president will be the principal executive officer of the organization and, subject to the control of the Executive Committee and the direction of the membership, will in general supervise and control all of the activities of the organization.
2. The president will perform other duties as prescribed in these bylaws or assigned to that office by the Executive Committee.
3. The president will coordinate the work of the officers and committees in order to promote the purpose of the organization.
4. The president will be a member of the Executive Committee and, when present, will preside at all meetings of the Executive Committee and all meetings of the membership.
5. The president will vote only in the case of a tie in a vote of the Executive Committee or the membership.
6. The president will select and appoint the chairpersons of all standing and special committees and will be an ex-officio member of all committees of the organization.

Section 2: Vice Presidents

1. The vice presidents will act as aides to the president.
2. One of the vice presidents will perform the duties of the president in the absence or disability of the president to act.
3. After serving at least one year as vice president and upon the departure of the president, one of the vice presidents will succeed to the presidency.

Section 3: Second Vice Presidents

1. The second vice presidents will act as aides to the president.
2. The second vice presidents will serve as liaisons between the staff of BGE and BGE STPS.

Section 4: Secretary

1. The secretary will record and make available the minutes of all meetings.
2. The secretary will perform such other duties as may be delegated to that office.

Section 5: Treasurer

1. The treasurer will have custody of all funds; will keep a full and accurate account of receipts and expenditures; and make disbursements in accordance with the approved budget.
2. The treasurer will present a financial statement at every meeting and at other times when requested by the Executive Committee.
3. The treasurer will be responsible for the maintenance of such books of accounts and records as will be sufficient to establish the times of gross income, receipts, and disbursement.

Article 9: Executive Committee

Section 1: General Powers

1. The affairs, activities, and operation of the organization will be managed by the Executive Committee.
2. The Executive Committee will transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these bylaws.

Section 2: Membership

1. The membership of the Executive Committee will consist of the president, vice-presidents, second vice presidents, secretary, and treasurer.
2. The principal(s) of the school will serve as an ex-officio member and will be entitled to vote.

Section 3: Meetings

1. Regular meetings of the Executive Committee will be held during the year, the time to be established at the first meeting of the year.
2. Special meetings may be called by the president or by a majority of the Executive Committee.
3. Adequate notice of all meetings will be given to all members of the Executive Committee and, in the absence of an emergency, at least seven (7) days in advance.

Section 4: Quorum

A majority of the regular members of the Executive Committee will constitute a quorum for the transaction of business.

Article 10: Funding, Budget, Expenditures, and Audits

Section 1: Funding

1. To generate funds, BGE STPS will organize and execute fundraising projects.
2. No more than one fundraiser in which the students are directly involved in selling merchandise will take place each school year.

Section 2: Budget

1. The Executive Committee will present to the membership at the first regular meeting of the school year the anticipated expenses for the year.
2. This budget will be used to guide the activities of the Executive Committee during the year.
3. Any substantial deviation from the budget must be presented at one regular meeting and voted on at the next regular meeting.
4. All deposits and/or disbursements will be made within a maximum of 30 days from the receipt of the funds and/or orders of payment.
5. The treasurer will present a financial report at each regular meeting and will prepare a final report at the close of the year.
6. The fiscal year will begin on June 1 and end on May 31.
7. At the end of the fiscal year, the balance of the bank account will be no less than \$1000.

Section 3: Expenditures

1. The Executive Committee may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.
2. No loans will be made by the organization to its officers or members.
3. The treasurer or the president will sign all checks, drafts, or other orders for the payment of money on behalf of the organization.
4. All expenditures will be documented with a **BGE STPS** expense form, which will be signed by the treasurer or president.

Section 4: Audits

1. The Treasurer's accounts will be examined annually by an auditor or auditing committee, who, satisfied that the Treasurer's annual report is correct, will sign a statement of that fact at the end of the report.
2. The Executive Committee will appoint the auditor or auditing committee by the May meeting, and the auditor's statement will be presented at the September meeting.

Article 11: Parliamentary Authority

Roberts Rules of Order, Revised, will govern **BGE STPS** in all cases in which they are applicable and in which they do not conflict with these bylaws.

Article 12: Amendments & Reviews

Section 1: Amendments

1. Proposed changes to these bylaws will be read at one regular meeting and approved by the majority of the voting members at the next regular meeting.
2. The change will go into effect immediately.

Section 2: Reviews

1. These by-laws will be reviewed every three years or as needed.
2. All revisions or amendments will be in accordance with Article 12, Section 1.
3. A copy of the current by-laws will be given to each new officer at the May meeting.

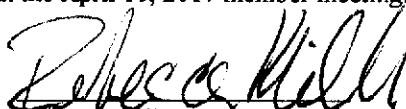
These Bylaws were reviewed January 15, 2017. Amendment recommendations were presented at the February 13, 2017 member meeting. The amendments were approved at the April 10, 2017 member meeting. Changes are in bold.



Tina L. Fleener, President

4-10-2017

Date



Rebecca Miller, Treasurer

4/10/2017

Date