

Sand Lake Elementary PTG Bylaws

ARTICLE I: NAME

SECTION A: This organization shall be known as the Sand Lake Elementary PTG

SECTION B: This organization shall be noncommercial, nonsectarian, and nonpartisan, and will comply with all federal, state and local laws.

ARTICLE II: OBJECTIVE/MISSION STATEMENT

SECTION A: The mission of Sand Lake PTG is to promote the welfare of the children of Sand Lake Elementary and to bring the home and school together for social and educational interaction.

ARTICLE III: ATTENDANCE QUALIFICATION

SECTION A: Parents, Guardians, or Adult family members with a child or children attending Sand Lake Elementary, regardless of grade, race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, or marital status shall be eligible to attend meetings of the organization.

SECTION B: All school staff shall be eligible for membership in this organization.

ARTICLE IV: DUES

SECTION A: A mandatory per family dues collection will not be made. Families can support the PTG through volunteer hours, fundraising efforts and/or monetary or non-monetary donations.

ARTICLE V: OFFICERS

SECTION A: The elected officers of this organization shall be the President, Vice President, Secretary, and Treasurer. No person shall serve more than two (2) consecutive terms in any one office with the exceptions of staggering an election or filling a vacancy as outlined in Article VII, Section C, and Article VIII, Section B. No person shall serve more than three (3) consecutive terms in any one office without exception.

SECTION B: The term of office is two (2 years) from January 1 to December 31.

ARTICLE VI: DUTIES OF THE OFFICERS

SECTION A: The President shall organize and preside over all Sand Lake PTG meetings. He/she shall also be the PTG's executive head and have general supervision over all affairs of the organization including setting meeting agendas, managing the email sandlakeptg@gmail.com, writing the monthly PTG announcement for the school newsletter, and cosigning checks for the organization. The President will email board members the upcoming meeting agenda two (2) weeks prior to the meeting date.

SECTION B: The Vice President shall assume the responsibilities of the President in his/her absence at PTG meetings. He/she will assist the President in their general role as determined necessary by the President. Further, the Vice President shall manage social media platforms including the Sand Lake PTG Facebook Page at <https://www.facebook.com/SandLakeElementaryPTG>.

SECTION C: The Secretary shall prepare the minutes of Sand Lake PTG meetings. He/she will email board members the past meeting minutes two (2) weeks prior to the upcoming meeting date. In addition, the Secretary shall email approved minutes to the appointed school administrative assistant for publication on the Holmen School District website, and maintain a record of the approved minutes for a minimum of two (2) calendar years on sandlakeptg@gmail.com Shared Google Drive.

SECTION D: The Treasurer shall be custodian of all monies of the organization. He/she will prepare and present an annual budget, and keep ledgers correct, up-to-date, and available for audits and/or public viewing. In addition, he/she will report the current balance of all accounts as well as upcoming expenditures at PTG meetings. The Treasurer shall keep the PTG funds in a financial institution in the name of Sand Lake PTG. He/she shall disburse and withdraw the funds in accordance with Article X and file any taxes on behalf of the organization.

SECTION E: All past officers may be advisors to current members.

ARTICLE VII: ELECTIONS

SECTION A: At the general meeting in November, nominations may be submitted from the floor. If there is more than one (1) candidate for an office, then a vote shall be taken by ballot. If there is only one (1) candidate for an office, an oral vote can be taken.

SECTION B: Induction shall take place at this meeting with terms beginning as stated in Article V, Section B.

SECTION C: Elections shall be staggered among officers to support a successful transition for incoming board members. No more than two (2) new members are to be elected concurrently.

ARTICLE VIII: VACANCIES

SECTION A: If for any reason, the President is unable to continue with his/her duties of this office, the Vice President will assume the duties of President. If he/she declines, then a motion will be made for the general membership to elect another President.

SECTION B: In the event of a vacancy or incomplete term in any other office, the general membership shall appoint a member to fill the unfinished term.

ARTICLE IX: EXECUTIVE BOARD/ADMINISTRATOR

SECTION A: The Executive Board/Administrator shall consist of the school Principal at minimum, and one (1) or two (2) staff person(s) in addition, when feasible. The Principal, as administrative member of the PTG Board, will provide a report including pertinent school-related information at PTG meetings. Staff person(s) may consider a liaison role without meeting attendance requirements.

SECTION B: The Executive Board/Administrator shall be responsible for all business affairs of the PTG, including approval of business policies and of requested funds by the general membership in adherence to Article X, Section A.

ARTICLE X: APPROVAL OF FUNDS

SECTION A: Expenditures exceeding one thousand dollars (\$1,000) for any one month shall be submitted to the Executive Board/Administrator for approval. The officers may approve any expenditure that does not exceed these limits. The majority of expenses/checks are approved through the PTG budget, aside from Scrip purchases.

SECTION B: The Scrip Coordinator may make purchases without additional approval or sign-off, so long as the Scrip Coordinator and Treasurer have consulted prior to Scrip purchases. Scrip is purchased through automatic bank withdrawals and is approved accordingly by the Treasurer and Scrip Coordinator. At the beginning of each year, pending the discussion on the budget for the year, the maximum amount allowed for Scrip purchases during the year will be established between the Treasurer and Scrip Coordinator. This will be revisited quarterly between the Treasurer and Scrip Coordinator depending on the budget.

SECTION C: No funds shall be used as compensation for any board member, general member, or trustee. The organization shall be authorized to render reasonable compensation for services provided to the PTG.

SECTION D: Upon dissolution of this organization, after paying and providing for debts and obligations, the remaining assets shall be entrusted to the Sand Lake Elementary School Principal for use in improvement of school programs.

SECTION E: The ledgers and accounts of the organization are available upon request to be audited at any time.

SECTION F: The fiscal year shall run July 1 through June 30, with the 990 filing following a calendar year.

ARTICLE XI: ADDITIONAL ROLES/COMMITTEES

SECTION A: An appointed Sand Lake PTG officer or school administrative assistant serves as the Scrip Coordinator, when feasible. The Scrip program consists of purchasing gift cards at face value (over 750 retailer brands available) with a 2-15% rebate/earning that goes directly to Sand Lake PTG. The Scrip Coordinator manages the fundraising program in its entirety including sales, inventory management, advertising, and co-signing checks related to the program. Information on the Scrip program is to be made available on the Holmen School District website. Further duties of the Scrip Coordinator are described in Article X, Section B.

SECTION B: Appoint additional roles as needed.

SECTION C: Form committees as needed.

ARTICLE XII: MEETINGS

SECTION A: The PTG Board must set a date, time, and place for the next meeting to be agreed upon prior to adjournment of the current meeting, with best practice to do so for the upcoming three (3) consecutive meeting dates.

SECTION B: PTG meetings shall be held on the first Monday of the month at 5:30pm at Sand Lake Elementary School unless otherwise stipulated by the President and/or School Administration.

SECTION C: General members of the organization may petition for a meeting by submitting a written request to a PTG officer, signed by a minimum of fifteen (15) families at least five (5) days prior to the proposed meeting. The PTG officer is then to notify all board members as soon as possible.

SECTION D: The agenda for a general membership meeting is as follows:

- Meeting Called to Order
- Secretary's Report (approval of minutes from previous meeting)
- Treasurer's Report (current balance of all accounts & upcoming expenditures)
- Principal's Report
- New Business
- Open Discussion
- Upcoming Business
- Sand Lake Monthly Newsletter PTG Announcement/Meeting Summary (from previous month)
- Next Meeting Dates
- Mission Statement

SECTION E: All necessary business decisions and issues will be voted upon at the general meeting. A majority will be considered 51% of the voting attendance present at the meeting. A quorum consists of three (3) PTG officers or attending parents/guardians.

ARTICLE XIII: AMENDMENTS TO THE BYLAWS

SECTION A: The bylaws of Sand Lake PTG may be amended as conditions arise and be reviewed bi-annually by a majority of affirmative votes of the organization members who are present at a general membership meeting. Suggested changes must be submitted at a prior meeting before being acted upon at the next general membership meeting. The President shall notify and make available to all board members of the proposed changes. PTG bylaws are to be posted on the Holmen School District website.

Review and Approval Signatures

Date Approved by Membership: 12/3/25

President: _____

Date: _____

Secretary: _____

Date: _____