

BY-LAWS OF THE WOODS PARENT / TEACHER GROUP

ARTICLE I MEMBERSHIP

Section 1

This organization shall be known as The Woods Parent / Teacher Group (WPTG). Membership in this organization will be composed of parents, teachers, the Woods School administrator and community members.

ARTICLE II MISSION STATEMENT

Section 1

The Woods Parent / Teacher Group affirms that school personnel and parents are partners in our students' education. We provide a vehicle for parent involvement as we advocate for positive student educational experiences. We seek to build a sense of community and help to enrich and strengthen family life. We support our school and students by involvement in a variety of activities from fund-raising for special projects, volunteering for events, to sharing of educational ideas with appropriate school personnel.

We do not advocate for any political position and are not affiliated with any association, educational management, or educational union. Our sole purpose is to support and enrich the educational experiences of our students and families.

ARTICLE III FINANCES

Section 1

The fiscal year shall be September 15th through September 14th.

Section 2

A budget shall be prepared by the past and present WPTG Boards and must be presented to and approved by the general membership before the close of the September meeting.

Section 3

In the event that funds are needed that exceed the budgeted amount, the WPTG Board will have the power to make a decision to disburse a maximum of \$200.00.

Section 4

An amount of \$200.00 of allocated funds must be carried over to the next fiscal year.

Section 5

An audit will be conducted at the end of each fiscal year by a volunteer committee of at least three people from the general membership.

Section 6

An event money report must be filled out by two persons at the end of all fund-raisers, and money locked at the school until turned over to the treasurer. All cash needed to make change

at a fund-raiser shall be obtained from the treasurer.

ARTICLE IV OFFICERS AND COMMITTEES

Section 1

The WPTG Board shall be comprised of the president, vice president, secretary, treasurer and committee chairperson coordinator. These terms shall be one year in service and shall be voted on by the general membership.

Section 2

a. President - It shall be the duty of the president to preside at all meetings, to appoint committees, to keep order, and to take care of all matters pertaining to the welfare of the organization. The president will draft an agenda for each meeting and keep the administrator informed of all group activities. The president will send welcome letters to new families in the district throughout the year.

b. Vice President - It shall be the duty of the vice-president to preside at all meetings in the absence of the president and to act as publicity chair, by publishing a column in the monthly Woods School newsletter, keeping a scrapbook and bulletin board of WPTG events and correspondences, and publicizing as needed to increase participation in WPTG events.

c. Secretary - It shall be the duty of the secretary to see that minutes are taken at each meeting, a record of all members attending is made and a report of the previous meeting is made. The secretary will write thank you notes and correspondence as needed.

d. Treasurer - It shall be the duty of the treasurer to keep an accurate account of all money received and paid out, have charge of the checking and savings accounts, pay all bills and give a monthly report at WPTG meetings.

e. Committee Chairperson Coordinator - It shall be the duty of the committee chairperson coordinator to oversee the work of the individual committees, to help coordinate activity dates and report to the WPTG Board and membership of progress made by committees.

ARTICLE V ELECTION OF OFFICERS

Section 1

Nomination of officers shall be accepted at the April meeting. Elections will take place at the May meeting. A majority of all votes cast shall be required to decide the election.

Section 2

Newly elected officers will take office at the September WPTG meeting.

Section 3

In the event of an emergency vacancy for any standing committee chairperson, the WPTG Board shall appoint a person to fill the position.

Section 4

Positions which remain unfilled, following the May elections, may be filled by appointment by the WPTG Board temporarily until a special election is held.

ARTICLE VI BY-LAWS

Section 1

Changes, deletions or additions of the by-laws shall be approved by the general membership at a meeting. By-laws will be reviewed annually in April.

Section 2

Changes in by-laws may be suggested and discussed at a meeting, and then a vote for change shall be taken at the next consecutive meeting.

ARTICLE VII MEETINGS

Section 1

The WPTG general membership meetings will be held on the third Tuesday of every month throughout the school year, September through May.

Section 2

Special meetings may be called by the president and the membership will be notified. The meeting date may be changed through majority consensus of attending members.

Section 3

WPTG Board meetings may be called by the president as needed.

ARTICLE VIII STANDING COMMITTEES

Section 1

- a. Teacher Appreciation Chairperson: Organizes activities/events during Teacher Appreciation Week, including the annual teacher meal.
- b. Market Day Chairperson(s): Schedules and organizes monthly Market Days.
- c. Art for Children Chairperson: Obtains volunteers and schedules the program.
- d. Cultural Arts Chairperson: Various forms of performing and creative art programs are organized by the school administrator and Elkhorn School (with WPTG approval) and brought to the school for the general assembly.
- e. Volunteer Chairperson: Coordinates volunteer activities throughout the year as needed, including but not limited to: recess aides, office help, assistance with kindergarten centers and F.A.C.E. activities.
- f. Pilgrim Dinner Chairperson: Staffs and organizes the annual Pilgrim Dinner for students.

g. Grocery Program Chairperson: Collects, organizes and tallies participating grocery program receipts, labels and coupons for fund-raising purposes.

h. Fund-Raising Committees: Silent Auction and other fund-raisers. The committee chair for each event will oversee fund-raising for that school fund-raiser.

i. Field Day Chairperson: Organizes end-of-the-year Field Days events for students.

Section 2

General Guidelines for Standing Committees:

- a. All chairpersons of standing committees shall serve a one-year term.
- b. Evaluation reports shall be submitted to the committee chairperson coordinator within 30 days of the event's end as requested by the WPTG Board.
- c. All bills and receipts shall be submitted to the treasurer within 30 days of the event's end.
- d. Committee Chairpersons shall contact the committee chairperson coordinator if assistance is needed.
- e. All committees must operate within budget constraints. If further expenses are anticipated, WPTG Board approval is necessary.

Revised and Ratified May 2007

WPTG by-laws amendment A & B

A) Conflict of Interest:

An "interest person" is defined as any person who: may receive compensation or a financial benefit from a transaction or arrangement with the WPTG. When the WPTG is discussing or voting upon a transaction or arrangement involving an interested person: (1) shall disclose his or her interest to the WPTG Board before a discussion occurs; (2) may make a presentation and participate in discussions of the transaction or arrangement; (3) shall leave the meeting room to allow the WPTG Board to discuss the matter; and (4) shall not vote on whether to approve the transaction or arrangement. The WPTG Board may approve transactions or arrangements involving an interested person only after using diligence to determine that the transaction or arrangement is in the best interest of the WPTG.

B) Dissolution Article:

In the event the WPTG dissolves the organization the following steps will occur in order:

- 1) All outstanding bills or debt will be made current (paid in full)**
- 2) All funds remaining in any WPTG accounts will be donated to Joint 4 Woods School General Fund.**
- 3) All WPTG accounts will be closed immediately.**

Revised 1/2010

Approved + Adopted 1-19-2010

Kelly S. Paulson (President) Catherine Daniels (Treasurer)

~~6-23-10~~

Woods Parent Teacher Group ByLaw Amendments C, D, E

C. The Woods Parent Teacher Organization is organized exclusively for charitable, religious, educational, and 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.

D. 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 purposes 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.

E. Upon the dissolution of the organization, 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.

Revised, Adopted and Approved 6-23-2010

Kelly S. Paulson (President) Jeri Klausen (Vice President)
Cathryn Daniels (Treasurer) Tammi Wyzinski (Committee Chair)
Cory Lee (Secretary)