

## **TROY ELEMENTARY PARENT GROUP ORGANIZATION BYLAWS**

### **ARTICLE I: NAME AND LOCATION**

Section 1: The name of the organization shall be the TROY ELEMENTARY PARENT GROUP (hereinafter referred to as TPG).

Section 2: Official address of the TPG will be:

Troy Elementary School Parent Group, P.O. Box 392, Troy, Idaho 83871  
Meetings will be held at the Troy Elementary School (TES) Multi-Purpose Room or Conference Room on the third Monday of every month.

### **ARTICLE II: MISSION AND PURPOSE**

“The Troy Elementary Parent Group is a group of parents and volunteers who help to provide our school, staff and students with resources to help support the current curriculum and programs that would enhance and support student outreach, learning and educational experiences.”

### **ARTICLE III: PARTICIPATION**

Section 1: The TPG is open to any person having an interest in the activities of the TPG. They may attend meetings and actively participate in discussions of TPG business. They will also actively participate in annual fundraisers on a volunteer basis. They will have voting rights for the election of officers and the adoption of bylaws.

### **ARTICLE IV: OFFICERS, VOLUNTEERS AND DUTIES**

Section 1: The officers of the TPG shall be President, Vice-President, Secretary, and Treasurer. All officers shall be elected every year in May. Nominations will be accepted at the meeting and election of Officers will be determined by a majority vote of the volunteers present at the meeting. Officers will be elected for a one-year term or until a successor assumes duties of the office, whichever is later. All officers and volunteers have one vote, except for the President as noted, for all decisions made on behalf of the TPG.

- A. The President shall preside at all meetings. He/she shall perform such other duties as customarily pertain to the office of president. The President may appoint committees as he/she deems appropriate. The President will vote only in the case of a tie.
- B. The Vice-President shall have and exercise all the powers, authority and duties of the President during his/her absence. The Vice-President will have the first option to move to the office of President with the right to decline following a one-year term as Vice-President.

- C. The Secretary shall prepare and maintain minutes of the TPG meetings, report TPG activities to the District Office to be included on the Troy School District website for public information. The Secretary shall perform such other duties as customarily pertain to the office of Secretary.
- D. The Treasurer shall receive funds and coordinate the deposit of all funds; have charge of all funds; maintain appropriate records and be responsible for distributing funds upon approval of funding requests; request and make payments for all TPG liabilities; submit at each meeting an update to the financial status of the TPG. The Treasurer and one other volunteer shall separately count all funds collected at fundraising events to be deposited to the TPG account. The Treasurer shall perform such other duties as customarily pertain to the office of Treasurer.
- E. All officer terms shall stand as noted unless otherwise decided by Officers/Volunteers.

Section 2: All affairs of the TPG shall be managed by the Officers and Volunteers.

Section 3: Officers and Volunteers shall organize the annual TPG fundraising activities and participate in other fundraising events of the TPG.

#### **ARTICLE V: MEETINGS**

Section 1: Regular monthly meetings are currently scheduled for the third Monday of each month and are held at Troy Elementary School at 6:30 p.m. The Officers reserve the right to cancel and/or reschedule meetings when necessary.

Section 2: Special meetings may be called by unanimous agreement of all Officers when impending business requires expedited review and discussion.

Section 3: A quorum will consist of a minimum of three Officers and two Volunteers for a total of five individuals. All business decisions discussed at meetings require a quorum for a vote. In addition, all motions will require a majority vote.

Section 4: Minutes from each TPG meeting will be provided to Volunteers for informational purposes and to the Troy School District office for inclusion on the school website.

#### **ARTICLE VI: FINANCIAL**

Section 1: All funds of the TPG shall be deposited in a qualified depository which the Officers may designate and shall be promptly deposited.

Section 2: All disbursements of funds shall be made by the Treasurer and/or the President as approved by the majority of the Officers and Volunteers.

Section 3: Funding for specific projects or items is requested by the Troy Elementary School staff through the completion of an application available in the TES Office. Once the application is received from the requestor, the TPG will evaluate the application at the next regularly scheduled meeting following the submission of the application. The TPG will then decide with a

majority vote to approve or deny the request. In time sensitive situations, a teacher may submit a funding request electronically to the President of the TPG through the TES principal. Feedback will be considered for 48 hours before calling for approval with a minimum of 5 votes.

#### **ARTICLE VII: GENERAL PROVISIONS**

Section 1: It is expressly understood that any activity undertaken by the TPG on behalf of the Troy Elementary School will be closely coordinated with the officials of Troy Elementary School through appropriate channels, and prior approval of appropriate school officials will be obtained by the TPG for any program directly or indirectly relating to the TES program.

Section 2: The TPG Officers and Volunteers shall act upon its interests at all times. If it is determined that an Officer or volunteer is acting outside of these interests, a special meeting may be called to discuss steps for correction of these acts.

#### **ARTICLE VIII: AMENDMENTS**

Section 1: These bylaws may be amended by an affirmative vote of two-thirds of the TPG volunteers present at a scheduled meeting, provided that notice of such amendments shall be posted for review by the TPG volunteers and that time is allowed for input.