THOREAU SCHOOL PARENT TEACHER GROUP
29 PRAIRIE STREET
CONCORD, MA 01742

BY-LAWS
REVISED, OCTOBER, 2010

ARTICLE I: NAME

The name of this organization shall be the Thoreau Parent Teacher Group, hereinafter referred to as the "PTG".

ARTICLE II: PURPOSE

The PTG exists to:

1. Enhance educational opportunities of Thoreau School students.
2. Provide an open forum for parents, faculty, staff and the Principal to meet and facilitate communication.
3. Sponsor and provide funds for special activities for children and adults.
4. Serve as a liaison between parent community and school system administration.
5. Build relations between Thoreau School and outside community.
6. Instill positive school spirit.

ARTICLE III: MEMBERSHIP

The membership of the PTG shall consist of the parents/guardians of the students at the Thoreau School, the Principal and the faculty and staff.

ARTICLE IV: ORGANIZATION

1. Officers: The Officers of the Thoreau PTG shall be: President(s), Vice President, Secretary, Treasurer, Fund-Raising Coordinator(s), and the six Grade Level Representatives. These persons comprise the PTG Board. There can also be a Faculty/Staff Representative if needed.

2. Term of Office: Officers shall serve for a minimum of one year, and a maximum of two consecutive years in one position, for four consecutive years in a combination of positions. The terms will begin each June. The immediate Past-President shall serve in an advisory capacity to the PTG Board.

ARTICLE V: DUTIES OF THE OFFICERS

1. President(s): The President(s) shall be the Chief Executive Officer of the Organization; shall call and preside at all meetings of the PTG; shall be responsible for seeing that the wishes of the PTG Board are carried out; shall coordinate the work of the officers in order that the goals of the organization may be promoted; shall attend monthly meetings with other PTG Presidents in town and School Administrators and report back to the membership.

2. Vice President: The Vice President shall act as an aide to the President(s) and shall perform the duties of that officer in the absence or inability of the President(s) to serve. Should the President(s) resign, the Vice President would automatically assume the Presidency. The Vice President shall also assess volunteer needs. The Vice President shall attend all PTG Board meetings and PTG general meetings.

3. Secretary: The Secretary shall record and publish in a timely fashion the minutes of all meetings of the PTG, and maintain them in a continuous record to be transmitted to the Secretary-Elect, and shall handle correspondence of the organization. The Secretary shall attend all PTG Board meetings and PTG general meetings.

4. Treasurer: The Treasurer shall receive all monies of the PTG; shall keep an accurate record of receipts and expenditures; shall pay out the funds of the PTG in accordance with the decisions of the PTG Board and the membership; shall prepare financial reports for each meeting of the PTG and an annual financial report; shall maintain a reserve of $3,000 in the PTG account at all times; and shall implement the PTG Board's approved overall money management strategy. The Treasurer shall attend all PTG Board meetings and PTG general meetings.

5. Fund-Raising Coordinator(s): The Fund-Raising Coordinator(s) shall evaluate fund-raising programs and activities for the PTG; and shall prepare a master calendar of the PTG fund-raising by meeting with chairpersons of each event. The Fund-Raising Coordinator(s) shall attend all PTG Board meetings and PTG general meetings.

6. Grade Level Representatives: Serve as liaisons to the PTG Board for respective grades. The Grade Level Representatives shall attend all PTG Board meetings and PTG general meetings.

ARTICLE VI: ELECTIONS

1. The membership present at the last PTG meeting of the school year shall elect officers each year. A simple majority vote of the membership present and voting at the election meeting is required to elect officers each year.

2. On or before April 1st, the President(s) and the PTG Board and the membership shall select at least one nominee for each office and send notice of its slate to the membership at least three weeks prior to the election meeting, in writing (i.e. Thoreau Announcements).

3. At the election meeting, an opportunity shall be given for nominations from the floor.

4. Whenever a vacancy occurs prior to the completion of an elected term, a replacement for the remainder of that term shall be appointed by consensus of the PTG Board.

5. Whenever an elected official fails to attend to his/her duties, that officer may be relieved of that position by a majority vote of the PTG Board.

ARTICLE VII: MEETINGS AND VOTING

1. Meetings: The meetings of the PTG shall be open to the community and membership and shall be held no fewer than six times per school year. The PTG Board shall meet no fewer than three times per year.

2. Voting: A two-thirds vote of the PTG Board as well as a majority vote of the membership present and voting at the meeting shall decide all issues, with the exception of amendments to the By-Laws as stated herein. When deemed appropriate by the President(s), issues may be presented to the PTG Board in person or via e-mail and will be voted on by the PTG Board.

ARTICLE VIII: BUDGET AND FUND-RAISING

1. Budget: A budget shall be presented each year and voted upon by the membership present and voting at the last PTG meeting of the school year. Any additions or amendments to the budget may be voted on at the September meeting. The budget shall be prepared by the Treasurer and recommended by the PTG Board. Requests for funds shall be evaluated using the following criteria:

    a. Equal access or allocation of funds to all persons in the same positions (i.e. to all teachers or to all students' school wide or at a particular grade level).
    b. Number of students expected to participate in an activity/availability of the activity to all students school wide or at a particular grade level.
    c. Enrichment value of an activity or program to the current curriculum.
    d. The number of students and/or faculty who will benefit from the activity.
    e. Social value or school/community service.
    f. Probability of other funding.

2. Unbudgeted Expenses: Requested funds for non-budgeted expenditures shall be voted on as needed.

    a. Requests must be made to the Treasurer who will submit all necessary information to the PTG Board prior to the scheduled meeting date.
    b. The PTG Board may recommend that a request be funded, may recommend that a request not be funded, or may make no recommendation on a request.
    c. A simple majority vote of the membership present and voting at the meeting is required to approve of and disburse funds.
    d. The President(s), Treasurer, Vice President and Secretary (Executive Committee) via e-mail, may approve requests for $250.00 or less.
    e. Any individual making purchases on behalf of the PTG should use the tax-exempt number: 043-328-106. Requests for reimbursement should be made to the Treasurer in a timely manner. Receipts should be attached.
    f. Funds given by the PTG to any individual person or entity shall not exceed $500.00 per year. The PTG reserves the right to delay or deny any request for funds without cause.

3. Capital Expenses: Any funds raised which exceed budgeted amounts, or funds remaining at year-end, which exceed the required minimum of $3,000, shall be placed in a capital project account.

    a. The Capital Projects Committee shall allocate capital funds after recommendation. The Capital Projects Committee shall consist of the

President(s), Treasurer, a parent, and faculty/staff, preferably with faculty/staff representing both primary and intermediate grade levels. Preference for membership on the Committee will be given to faculty/staff that has not submitted requests for funds that are to be considered by the Committee.

b. All requests for capital projects must be submitted in writing to the Capital Projects Committee.
c. Recommendations of the Capital Projects Committee shall be published for notice to the membership, and voted on by the membership present at the next regular meeting.
d. Capital Expenditures differ from regular budget requests in the following ways:
    i. A capital expense is a one time only request, not ongoing year to year expense.
    ii. A capital expense should have a long lasting benefit to Thoreau School.
    iii. A capital expense should benefit or be accessible to every teacher, or every student at Thoreau School. This requirement would be met if the benefit were to every student at a particular grade level. Examples of capital expenditures are playground structures or equipment, improvements to the building or grounds, and equipment used by the faculty.

4. Withdrawing Funds from Capital Account to Supplement the PTG Budget: In the event that fundraising expectations fall short and the PTG yearly budget is not met, the Treasurer may request, in writing, monies from the Capital Account in order to meet the PTG budget. The PTG Board will review the written request and approve the request by a majority vote, either in person or via e-mail.

ARTICLE IX: AMENDMENT TO THE BY-LAWS

Procedure for amending these By-Laws shall be as follows:

1. Notices of the proposed amendment shall be given to the PTG Board two weeks prior to the meeting at which the amendment is to be discussed.
2. All amendments must then be ratified at a subsequent meeting of the membership of the PTG, by a two-thirds vote of the PTG Board and a majority vote of the membership present and voting at the meeting, provided notice of such amendment has been given to each member at least two weeks prior to the meeting.

ARTICLE X: REVISION OF BY-LAWS

The President(s) and PTG Board should review the By-Laws every three years. Recommendations require the same procedure as outlined for amendments.