

THOREAU SCHOOL PARENT TEACHER GROUP BY-LAWS
29 PRAIRIE STREET CONCORD, MA 01742
REVISED MAY 2018

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, cultural and social opportunities of Thoreau School students.
2. Provide an open forum for parents, faculty, staff and administration of the Thoreau School to meet and to facilitate communication on matters affecting the school community.
3. Sponsor and provide funds for specific programs and activities that benefit students, families and teachers.
4. Serve as a liaison between the parent community and the school system administration.
5. Build relations between the Thoreau School and the outside community.
6. Educate the Thoreau community on policy or other matters that may affect the community.
7. Serve as a resource for parents in understanding school policies and practices.
8. Instill the positive message of the "Thoreau C.A.R.E.S." school spirit.

ARTICLE III: MEMBERSHIP

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

ARTICLE IV. DUES

No dues shall be required for membership, but an annual donation shall be solicited from the parents or guardians of any student enrolled at the Thoreau Elementary School. No administrator, faculty member or staff member shall be solicited to pay any such donation. The Treasurer, in accordance with the by-laws shall disperse this money as well as any other funds collected and received by the PTG.

ARTICLE V: ORGANIZATION

- A. The Executive Officers of the Thoreau PTG shall be: Two Co-Presidents, Vice President, Treasurer, and Secretary. These members comprise the Executive Committee of the PTG Board.

- B. The PTG Board is comprised of the Executive Committee, Fundraising Chair(s), Children's Programming Chair(s), Communications Chair(s), Service Learning Chair(s), Social Chair(s), Staff Appreciation Chair(s) Thoreau Health and Wellness Chairs(s), and two Faculty/Staff Representatives nominated by the teacher's union.
- C. The Executive Officers shall begin transitioning to their roles upon election in June, with an official start date of August 1st, to ensure alignment with the beginning of the fiscal year. The terms of service for all PTG Board members shall be for a minimum of one year, and a maximum of three consecutive years in one position excluding the office of Co-President, which shall be limited to two years (see Article VII: Term of Office).
- D. No member of the Concord School Committee shall be eligible to hold office in the PTG.

ARTICLE VI: DUTIES OF THE PTG BOARD

- A. Co-Presidents: The Co-Presidents shall be the Chief Executive Officers of the PTG; shall set agendas, call and preside at all PTG Board and general meetings; shall be responsible for seeing that the wishes and positions of the PTG Board are carried out; shall coordinate the work of the officers so that the goals of the organization may be promoted; shall attend monthly meetings with other PTG Presidents and School Administrators and report back to the membership. Either Co-President shall have signing authority for any PTG legal documents.
- B. Vice President: The Vice President shall act as an aide to the Co-Presidents; shall perform the duties of that office in the absence or inability of one of the Co-Presidents to serve; shall have the option to assume the Co-Presidency in the following year. Should a Co-President resign, the Vice President would automatically assume the Co-Presidency. The Vice President shall serve to oversee and liaise with all PTG Board Committee and Event Chairs during event planning to ensure that all PTG events are properly scheduled on the calendar, appropriately booked at the facility, publicized, and have all the required materials and volunteers as needed. The Vice President shall oversee work of replacing committee chairs and reporting of all new committees. The Vice President shall attend all PTG Board meetings and PTG general meetings.
- C. 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 prepare the proposed budget in coordination with the Co-Presidents and recommendations from the PTG Board, 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.

- D. 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.
- E. Fundraising Chair(s): The Fundraising Chair(s) shall evaluate fund-raising programs and activities for the PTG; and shall prepare a master calendar of the PTG fundraising by meeting with chairpersons of each event. The Fundraising Chair(s) shall attend all PTG Board meetings and PTG general meetings.
- F. Children's Programming Chair(s): The Children's Programming Chair(s) (with committee) are responsible for planning, organizing and executing a range of enrichment opportunities for the students at Thoreau School.
- G. Communications Chair: The Communications Chair will oversee the volunteers working on messaging to the community through announcements, website, calendar, message board, press/photo releases and Facebook and any other means of communication to the families at Thoreau and the community.
- H. Service Learning Chair(s): The Service Learning Chair(s) along with a committee will coordinate, organize, and execute community service opportunities within the Thoreau School. They will work in conjunction with staff and school leadership when appropriate.
- I. Social Chair(s): The Social Chair(s) are responsible for planning and executing (with committee help) events for the social enjoyment of the Thoreau community including but not limited to; the ice cream social, adult social and a new family welcome gathering.
- J. Staff Appreciation Chair(s): The Staff Appreciation Chair(s) along with a committee will plan and execute events and opportunities to recognize staff including but not limited to; Staff Breakfasts, bus driver/crossing guard event.
- K. Thoreau Health and Wellness Chair(s): The Thoreau Health and Wellness Chair(s) will work with a committee to represent the health and wellness concerns of the Thoreau community to staff and leadership of the school. They will work in conjunction with staff/school leadership to implement strategies, develop policy, and create opportunities that address areas of concern as they arise.
- L. Faculty/Staff Representative(s): Serve as liaison to the PTG Board on issues affecting the faculty and staff of the Thoreau Elementary School.

ARTICLE VII: TERM OF OFFICE

PTG Board Members shall serve for a minimum of one year, and a maximum of three consecutive years in one position excluding the office of Co-President, which shall be limited to

two years. This provision may be waived if there is no other candidate available to assume the position. Exemptions beyond these stated term limits must be considered on a case-by-case basis and be approved by a PTG Board vote. Executive Officers shall begin transitioning to their roles upon election in June, with an official start date of August 1st, to ensure alignment with the beginning of the fiscal year.. The terms of the Co-President positions shall, if possible, be staggered so that the new Co-President will be mentored by the senior Co-President. The immediate past Co- President shall serve in an advisory capacity to the PTG Board without voting privileges.

ARTICLE VIII: ELECTIONS

- A. The membership present at the last PTG meeting of the school year shall elect the Executive officers each year. A simple majority vote of the membership present and voting at the election meeting is required to elect Executive officers each year.
- B. On or around May 1st, the Co-Presidents shall solicit interest from the membership for open PTG positions. Anyone interested in the position must notify the Co-Presidents by email by the date specified by the Co-Presidents. If there are more people interested in a position than allowed, a vote will be held by the PTG Board for each position and will provide notice of its slate to the membership at least three weeks prior to the election meeting, in writing (i.e. Thoreau Announcements). If only one person seeks a position, that person shall be elected outright. If no person seeks a position, the Co-Presidents may recruit individuals from the membership to fill the positions.
- C. 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.
- D. 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 IX: MEETINGS AND VOTING

- A. 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. Prior to scheduled meetings, the Co-Presidents will publish the agenda via an email blast and on the Thoreau PTG Website. The PTG Board shall meet no fewer than two times per year.
- B. Voting: Only the Executive Committee shall vote on policy and positions matters by a majority vote. However, if any general member of the PTG feels that a policy matter should be put before the general membership, the Board will discuss the issue at the next meeting and any vote taken must approved by simple majority vote of the membership present. With the exception of amendments to the By-Laws as stated herein, a two-thirds vote of the PTG Board as well as a simple majority vote of the membership present and voting at the meeting shall decide all funding and other issues.

When deemed appropriate by the Co-Presidents, issues may be presented to the PTG Board in person or via e-mail and will be voted on by the PTG Board.

ARTICLE X: BUDGET AND FUNDRAISING

- A. PTG Main Operating 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 in consultation with the Co-Presidents 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. Likelihood and availability of other funding.
- B. Non-budgeted Expenses: Requests for additional funds after the approval of the main operating budget must be made in writing to the Co-Presidents and Treasurer and will be evaluated by the Board and membership against criteria from section A above and the organization's purpose as stated in Article II.
- a. Requests over \$250 require a simple majority vote of the membership present and voting at the next meeting to approve of and disburse funds. The principal and a faculty representative will be notified of the vote so that they may attend or otherwise provide input on the request.
 - b. Requests of \$250 or less can be approved by the Co-Presidents and Treasurer.
 - c. The PTG reserves the right to delay or deny any request for funds without cause.

ARTICLE XI: AMENDMENT TO THE BY-LAWS

The procedure for amending these By-Laws shall be as follows:

- A. 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.
- B. 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 XII: REVISION OF BY-LAWS

The PTG Board should review the By-Laws at least once every three years. Recommendations require the same procedure as outlined for amendments.

