

THOREAU SCHOOL PARENT TEACHER GROUP
29 PRAIRIE STREET CONCORD, MA 01742
BY-LAWS REVISED, MAY, 2015

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 special activities for 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 and take positions 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: ORGANIZATION

The Executive Officers of the Thoreau PTG shall be: 2 Co-Presidents, Vice President, Secretary, and Treasurer. These members comprise the Executive Board. In addition, the PTG Board is comprised of the Fund-Raising Coordinator(s), the 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 a Faculty/Staff Representative nominated by the teacher's union. These persons, in conjunction with the Executive Board, comprise the full PTG Board.

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. All officers shall serve for a minimum of one year, and a maximum of two consecutive years in one position. This provision may be

waived if there is no other candidate available to assume the position. The terms will begin each June. The immediate past Co- President shall serve in an advisory capacity to the PTG Board.

ARTICLE V: DUTIES OF THE OFFICERS

Co-Presidents: The Co-Presidents shall be the Chief Executive Officers of the PTG; shall call and preside at all meetings of the PTG; 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. The senior Co-president shall have signing authority for any PTG legal documents.

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

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 will work with teachers as needed to prepare funding requests. The Secretary shall attend all PTG Board meetings and PTG general meetings.

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.

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 fundraising by meeting with chairpersons of each event. The Fund-Raising Coordinator(s) shall attend all PTG Board meetings and PTG general meetings.

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.

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.

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.

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.

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.

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.

Faculty/Staff Representative: Serve as liaison to the PTG Board on issues affecting the faculty and staff of the Thoreau Elementary School.

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 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.

3. 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.

4. 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

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 two times per year.

Voting: Only the Executive Board 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 be 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 VIII: BUDGET AND FUNDRAISING

1. 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:

- 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).
- Number of students expected to participate in an activity/availability of the activity to all students school wide or at a particular grade level.
- Enrichment value of an activity or program to the current curriculum.
- The number of students and/or faculty who will benefit from the activity.
- Social value or school/community service.
- Likelihood and availability of other funding.

2. 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 1 above and the organization's purpose as stated in Article II.

- 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.
- Requests of \$250 or less can be approved by the Co-Presidents and Treasurer.
- The PTG reserves the right to delay or deny any request for funds without cause.

• ARTICLE IX: AMENDMENT TO THE BY-LAWS

The 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 at least once every three years. Recommendations require the same procedure as outlined for amendments.