

# WILLARD SCHOOL PARENT TEACHER GROUP BY-LAWS

Revised February 2010

## ARTICLE I. NAME

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

## ARTICLE II. PURPOSE

The PTG exists to promote the education and welfare of the Willard School children and to promote Willard community and school spirit. The PTG works with parents, teachers, staff, school administrators and community members to meet its objectives. Its objectives are to foster communication among these groups and to sponsor specific programs and activities that benefit the Willard School children and community.

## ARTICLE III. MEMBERSHIP

The membership of the PTG shall consist of Willard students' parents/guardians and the Willard principal, faculty and staff.

## ARTICLE IV. DUES

Annual dues, the amount of which shall be determined by the PTG Board, shall be solicited each Fall from every family with children attending Willard.

## ARTICLE V. DONATIONS

An annual donation, to be determined by the PTG Board, will be solicited each fall from each Willard family. This money, which may be collected in conjunction with student directories, as well as any other funds collected and received by the PTG, shall be dispersed by the Treasurer in accordance with the by-laws.

## ARTICLE VI. ORGANIZATION

### Section A. Officers

- A. The officers of the PTG shall be: President, Vice President, Secretary and Treasurer. All positions may be held by co-officers. Officers shall begin serving in

June for a period of one year. These persons comprise the Executive Committee.

- B. No member of the Concord School Committee shall be eligible to hold office in the PTG.
- C. At the end of her/his term, each officer shall meet with her/his successor to assure continuity in the role and function of the office.

The Executive Committee is authorized to handle the rare item that might arise between scheduled PTG meetings (including expenditures up to \$250) and require an immediate decision.

#### Item 1. Officers' Duties and Responsibilities

##### President (s)

- \* Serves as Chief Executive Officer of the Willard PTG
- \* Ensures that the objectives of the organization are carried out according to the By-Laws
- \* Establishes times for and presides over PTG Board meetings
- \* Fosters a relationship with PTGs at other Concord schools
- \* Oversees all committee work via Board members
- \* Works with PTG Board to address concerns and needs
- \* Sets times, agendas and presides over all PTG general meetings
- \* Communicates with Willard community via monthly letter in the ~~Willard Watch~~, regular column in the Willard Weekly, PTG meetings, Back to School packet and Back to School nights
- \* Attends monthly Superintendent/PTG Presidents meetings or ensures that Willard is represented

##### Vice President

- \* Has option to assume Presidency in following year
- \* Works with President to facilitate smooth operation of PTG
- \* Attends monthly Board meeting and PTG general meetings
- \* Acts as Board liaison to Enrichment committees
- \* Oversees work and reporting of all new committees

##### Secretary

- \* Records and publishes the minutes of all PTG meetings
- \* Maintains a current file of monthly agendas, minutes and yearly committee reports and PTG By-Laws
- \* Handles PTG correspondence, including thank-you notes when appropriate
- \* Attends monthly Board meetings and PTG general meetings
- \* Acts as Board liaison for School Support committees

## Treasurer

- \* Responsible for accounts payable and accounts receivable for the PTG organization
- \* Keeps accurate records of receipts and expenditures
- \* Disburses funds of the organization in accordance with the annual budget and By-Laws
- \* Prepares and distributes monthly financial reports for each PTG Board meeting
- \* Prepares annual PTG budget for upcoming year
- \* Attends monthly Board and PTG general meeting
- \* Responsible for timely and accurate preparation and submission of required tax filings
- \* Makes accounting books available to the PTG Board for inspection.

## Section B. The Board

The PTG Board shall include the President(s), Vice President, Treasurer, Secretary, Principal, at least one faculty member, Social Chair(s), Fundraising Chair(s), Communication Chair, the Auxiliary Board Member and chairpersons of additional key committees as determined by the Executive Committee.

## Section C. Term of Office

Board members shall serve for a minimum of one year and a maximum of two consecutive years in one position, and a maximum of four consecutive years in a combination of positions. Exemptions beyond these stated term limits must be considered on a case-by-case basis and be approved by PTG Board vote. The terms will begin each June. The immediate Past President shall serve in an advisory capacity to the Board without voting privileges.

## Section D. Ad Hoc Committees

Other committees shall be appointed as the need arises and shall serve until the end of the school year. Such appointments shall be made by the Executive Committee with the approval of the PTG Board.

## ARTICLE VII. ELECTIONS

### Section A. Voting Privileges

The general membership present at the last PTG meeting of the school year shall elect Officers for the following year.

## Section B. Appointment of Nominating Committee

On or before April 1, the Executive Committee shall appoint a Nominating Committee from the parent body.

## Section C. Nominating Committee's Recommendations

The Nominating Committee shall select at least one nominee for each open position. The Committee shall send its recommendations to the general membership at least 2 weeks prior to the election.

## Section D. The Election

The election of Officers shall take place at a PTG general meeting. The Nominating Committee shall present its recommendations. Additional nominations shall be accepted from the floor. Members will be asked to vote for only one person for each position. The nominee receiving the greatest number of votes shall be elected.

## Section E. Position Vacancies

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

## Section F. Removal from Office

Whenever an elected Officer fails to attend to his/her duties, that Officer may be relieved of the position by a two-thirds vote of the Board.

# ARTICLE VIII. OPERATING PROCEDURES

## Section A. Meetings

The PTG shall meet in open session no fewer than 3 times per year. The dates of all meetings shall be published in advance. The PTG Board shall meet monthly. Prior to monthly meetings, the President will publish the agenda in the Willard Weekly and make know that the meeting is open to all.

## Section B. Voting

A simple majority vote of members present and voting shall decide all issues at PTG Board meetings and PTG general meetings, with the exception of amendments to the By-Laws and the removal of an Officer as stated herein. One half of the PTG Board members shall constitute a quorum for the transaction of PTG Board business.

## Section C. Budget

A preliminary budget for the next school year will be prepared by the Treasurer, recommended by the Board, and presented at the final PTG meeting of the year. The final PTG budget will be prepared by the Treasurer, recommended by the Board, and presented at the first general PTG meeting of the new school year.

Requests for funds shall be evaluated using the following criteria:

1. Equal access or allocation of funds to all persons in the same position (i.e. to all teachers or to all students school wide or a particular grade level).
2. Enrichment value of an activity or program to the current curriculum.
3. The number of students and/or faculty who will benefit from the activity.
4. Social value, community building, or school/community service.
5. Requests for budgeted Local Community Giving funds to be granted from the PTG to persons or entities will be reviewed and voted upon once yearly by the PTG Board. Requests must be made in writing prior to December 1 and will be considered with respect to whether they are in accord with the PTG's purpose as stated in Article II herein. 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.

#### Section D. Unbudgeted Expenses

Notification of any proposed non-budgeted expenditures greater than \$250 must be made available to the PTG Board prior to the next business meeting. A simple majority vote of the members present and voting is required to approve of and disburse funds.

#### Section E. Contracts

Any contracts signed on behalf of the PTG must first be reviewed and approved by the Executive Committee.

#### Section F. Fees

All prices and fees set by the PTG, including but not limited to tickets, admissions, raffle, concessions must be approved by the PTG Executive Board prior to notification of the public.

### ARTICLE IX. AMENDMENTS TO THE BY-LAWS

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

- A. Notice of the proposed amendments shall be made available to all members of the Board at least two weeks prior to the meeting at which the amendment is to be discussed.

- B. Approval of the proposed amendments must be by a two-thirds vote of the Board members present and voting.
- C. After such approval, any amendment must then be ratified at the next PTG meeting by a two-thirds vote of the members present and voting, provided notice of such amendments has been given to all members at least two weeks prior to the meeting.

#### ARTICLE X. REVISION OF BY-LAWS

The President shall appoint a committee to review the By-Laws every three years. Recommendations of the committee shall be reported to the PTG Board. Action on these recommendations requires the same procedure as outlined for amendments.