

North Grafton Elementary School Parent Teacher Group, Inc.

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By-Laws

Revised June 2021

Revised May - 2012

Revised November – 2007

Revised February – March 2007 – from the By-Laws dated December 2000

ARTICLE I – PURPOSE

The North Grafton Elementary School Parent Teacher Group, Inc., (“NGES PTG”) is organized and operated exclusively for charitable and educational purposes. No part of the NGES PTG’s net earnings shall inure to the benefit of any private shareholder or individual, and no substantial part of its activities shall consist of carrying on propaganda or otherwise attempting to influence legislation. The NGES PTG shall not participate or intervene in any political campaign on behalf of (or in opposition to) any candidate for public office, nor shall it issue statements related to any political campaign.

Commented [BF1]: This statement is copied/pasted from the US Code defining tax-exempt 501(c)(3) organizations and is intended to help shore up the PTG’s tax-exempt status. It also provides a road map to help any future Board members avoid activities which would compromise that status.

ARTICLE II – OBJECTIVES

The objectives of the ~~NGES PTG~~North Grafton Elementary School Parent Teacher Group Inc., (NGES-PTG) shall be:

A. To promote good will and understanding among the pupils, parents, teachers, and administrators of North Grafton Elementary School (“NGES”) and North Street Elementary School (“NSS”);-

B. To enhance the school curriculum with educational and informative programs, as advised by the ~~P~~principals; and-

~~B.C.~~ To support and enhance the educational, socio-emotional, mental, and physical development of the children attending NGES and NSS.

Commented [BF2]: I added this because a lot of our spending goes to mini-grants and programs supporting socio-emotional development, special needs, and other areas, so I thought this would provide a fuller picture of what we do and what types of expenditures are appropriate for our organization. In addition, to the extent that we make donations to other local charities or individuals in need, this Objective will make it easier to justify doing so without compromising our tax-exempt status, as we will need to be able to show that the donation furthered our charitable purpose.

ARTICLE III – MEMBERSHIP

Any parent or guardian who has a child registered at NGES and/or NSS, or any teacher or Principal who is a faculty member at NGES or NSS, is a member of the NGES PTG. Any member in attendance at a meeting may ~~vote~~ on issues presented at that meeting.

Commented [BF3]: I am adding this to clarify that everyone has voting rights at our meetings since that was a point of difficulty for SEPAC last year and we might learn from that situation. I also moved the whole Membership section forward in the document, as it makes sense to define membership before delving into rules and policies.

ARTICLE ~~IV~~H – BASIC POLICIES~~Y~~

~~This group shall be non-commercial, non-sectarian, and non-partisan. It shall not endorse Commercial enterprise or candidates.~~

Commented [BF4]: Deleted as redundant to the Purpose section added above.

A. Meetings: Meetings shall be held monthly. ~~Meetings may be held in person or virtually and shall be governed by Roberts Rules of Order.~~

Commented [BF5]: A direct reference to Roberts can fill in many gaps that might be left by these Bylaws and provide guidance to future Boards on issues that we aren't anticipating today.

~~A.B. Dissolution: Should the North Grafton Elementary School Parent Teacher Group Inc., NGES PTG face dissolution of the group at any point in time, all remaining assets must be used exclusively for charitable and educational purposes at NGES, or the North Grafton Elementary School and/or NSS, and/or their successor schools, the North Street School and at the direction of the schools principals.~~

Commented [BF6]: Welcome to 2021! Also, I integrated the Meetings article into Basic Policies.

Commented [BF7]: This is tax language – refers to similar schools that might replace NGES or NSS in the future.

ARTICLE ~~IV~~V – OFFICERS AND ELECTIONS

A. The ~~Board of Officers (the "Board") slate of officers~~, each to serve a two (2) year term, shall be at minimum:

- ~~One Two Co-~~ Presidents
- One Secretary
- One Treasurer
- ~~A Co-President, Co-Secretary, and Co-Treasurer – if available~~
- ~~One Lead Enrichment and Arts Coordinator – if available~~

B. Each term of office shall run from August 1st through July 31 unless the mid-term, early resignation ~~or removal~~ of an officer necessitates the election and subsequent appointment of a new officer to fill the vacant seat. Said election must be held during a regularly scheduled monthly PTG meeting. The newly elected official(s) will assume their positions as determined by the existing ~~B~~board.

Commented [BF8]: See new section G below.

C. Members of the ~~North Grafton Elementary School Parent Teacher Group, Inc~~ NGES PTG, who are interested in vacant seats may ~~self nominateself-nominate~~, or may be nominated by other PTG members for that seat.

D. If multiple candidates are interested in the same vacant position, members present at that regularly scheduled meeting shall cast a secret ballot. Current ~~B~~board members shall tally the votes and announce the new officer according to who received the most votes.

E. If (B) above is not an issue, and no special mid-term elections are necessary, then the annual elections shall be held during the regularly scheduled May or June meetings with the terms set forth in (A, C, and D).

F. The duties of the officers shall be:

1. President/Co-Presidents:- Sshall coordinate the work of the other officers and all committee members; ~~has sole authority to bind the NGES PTG in contracts;~~ one person shall preside at the meetings.
2. Secretary/Co-Secretaries:- Sshall record the minutes of all general meetings and read them at the next scheduled meeting; ~~manage website and social media platforms; shall~~ handle all correspondence; and perform all other duties pertinent to the office.
3. Treasurer/Co-Treasurers:- Sshall receive and disburse all monies that have been approved; ~~shall~~ keep accurate records of receipts and expenditures; ~~shall~~ annually make out a report of all such receipts and expenditures; ~~shall~~ give an accounting at each regular meeting of all financial activity; ~~and work with the President/Co-Presidents to ensure the timely filing of state and federal tax returns.~~
4. Lead Enrichment and Arts Coordinator: Shall oversee the work of grade-level enrichment coordinators; ensure enrichment activities remain within approved budgets; work under guidance of the Treasurer/Co-Treasurers to disburse monies to pay for enrichment programs; and shall work under the guidance of the Treasurer/Co-Treasurers to disburse monies from program funds allocated to art teachers/programs.

Commented [BF9]: It's a good idea to specify in the bylaws who has contract authority in case another officer or member enters into a bad contract without permission and the PTG does not want to honor it.

G. Removal of officers: An officer can be removed from office by a two-thirds vote of the Board for failure to effectively perform the duties of his/her office. In the event of a removal, a new officer shall be elected (if possible) pursuant to the procedures laid out above in Article V(B)-(D).

ARTICLE VI – FINANCIAL POLICIES BUDGET POLICY

Commented [BF10]: I pulled all of the financial policies in the Bylaws together into one section.

A. Budget policy: A budget request for all committee expenses must be submitted to the Board in writing by October 1st of the school year for which funds are intended to be accrued/dispersed. The budget in its entirety will then be presented at the regularly scheduled October meeting, by individual committee line item. If adequate funds are available to support all monies requested, the budget will be voted upon as one (+) whole unit.

B. General expenditures: The Board may authorize expenditures of up to \$500.00 upon agreement of the majority of the officers as defined in Article V(A).

A.C. Donations to other entities or causes: Any financial support and/or sponsorship given to other community organizations or local humanitarian causes must be: (1) connected to the NGES PTG's charitable purpose as defined in Article II above; (2) limited to the sum of five hundred dollars or less; and (3) must be approved by a 2/3 majority vote of members present a regularly scheduled meeting. Any sum requested in excess of five hundred dollars must meet with a unanimous vote of members present at that regularly scheduled meeting.

Commented [BF11]: Donations to individuals or charities not connected with our charitable purposes (i.e., education and well-being of children in our community) can compromise our tax-exempt status.

Commented [BF12]: I suggest raising this limit from \$200 to \$500 to reflect our typical practices. If a donation exceeds \$600, it will trigger a 1099.

ARTICLE VII – COMMITTEES

All committees and committee chairs are to be appointed by the officers. The current committees are:

1. Publicity
2. Yearbook
3. Hospitality
4. Book Fairs
5. Enrichment
6. Fundraising
7. School Events

~~8. Grade Level Coordinators~~

Commented [BF13]: Deleted as redundant to Enrichment Committee

ARTICLE VIII – AMENDMENTS

These articles may be amended. The amendment(s) ~~(or multiple amendments)~~ must first be announced and discussed at a regular meeting. At the next regular meeting, the amendment(s) may be approved by a 2/3 majority vote of the members present.