

FLAGG STREET SCHOOL PARENT-TEACHER GROUP

ARTICLES OF ORGANIZATION

FOUNDED March 30, 1954 - REVISION April 07,2010

ARTICLE 1: NAME

The name of this organization is the FLAGG STREET SCHOOL Parent-Teachers Group (PTG)

ARTICLE II: PURPOSE

The purpose of this organization is to enhance FLAGG STREET SCHOOL by promoting school spirit and supplying financial help whenever and wherever the need is evident for the educational benefit of the students of the school. The powers of this organization are limited solely to the above as listed under section 501(c) 3 of the Internal Revenue Code.

ARTICLE III: MEMBERSHIP

Section I: Membership shall be open to all parents and guardians of children attending FLAGG STREET SCHOOL and all teachers of FLAGG STREET SCHOOL.

Section II: Members are those individuals or families who have paid their dues during the school year. The amount of dues will be determined by a majority vote of the officers prior to the fall membership drive.

ARTICLE IV: OFFICERS, TENURE AND DUTIES OF OFFICERS

Section I: The officers of this organization shall consist of one President, Vice-President, Treasurer, and Secretary all to serve without compensation.

Section II: Officers shall appoint a nominating committee consisting of the retiring president and two others. The nominating committee shall present a slate of officers for election at a spring general meeting. The nominating committee shall verify that their nominations are willing to serve. The nominating committee shall seek nomination within the membership as stated in Article III, Section II. No Officer shall serve longer than two years in the same office unless their term is extended by a majority vote of members attending the election meeting in the spring. Elections shall be held in April or May, but the officers elect will not take office until June, and shall serve at least one full year.

Section III: Any vacancy occurring in the offices or committees shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the officers of the PTG.

Section IV: The President shall preside at all meeting of the organization and shall have general supervision of the affairs of the organization, subject of the Articles of Organization and such limitations or instructions as may be voted in the regular and special meetings of the PTG.

Section V: The Vice President shall act as sides to the President and shall perform the duties of the president in their absence.

Section VI: The Secretary shall keep a permanent record of the minutes of every meeting of the organization and shall have custody of all the records of the organization and shall have custody of all the records of the organization. The Secretary shall also keep the roll of all meeting and read the minutes of previous meetings.

Section VII: The Treasurer shall have custody of all funds of the organization. The Treasurer shall keep a full and accurate account of receipts and expenditures and shall make disbursements as authorized therein. The Treasurer shall be prepared to present a financial statement at every meeting of the organization and shall prepare a copy of the statement (to be handed to those present) at the first and last meetings of the year.

Section VIII: The officers shall meet at least seven times yearly. September through June, meeting on the second Thursday of the month or on another day and time that is agreed upon and voted in by at least 2/3 of all members attending a meeting. Special meetings may be called by either the principal or the president.

Section IX: For the officers of the PTG to hold a meeting, the majority of officers, and any committee person with business on the agenda must be present. The board shall make recommendations on all items on the agenda. Any business to be placed on the agenda must be received by the President prior to the monthly meeting. The agenda will be available the day of the meeting.

Section X: Officers who miss two consecutive meetings other than for serious illness or accident may be replaced. Notice of special meetings shall be posted on the PTG website and e-mailed to all members at least one week prior to the meeting date.

ARTICLE V: COMMITTEES

Section I: Committees shall include, but not be limited to Fundraising, Cultural events, Sixth grade events, Hospitality, Nominating (as explained in Article IV, Section II) and Communications.

Section II: Committees shall be comprised of volunteers from the membership of the PTG. The chairperson of each committee is to be nominated by and verified as to acceptance by, the Nominating Committee. Each committee shall consist of as many members as is desired.

ARTICLE VI: COMMITTEE DUTIES

Section I: The Fundraising Committee will plan and carry out such event as are necessary to raise the amount of funds needed to operate the PTG.

Section II: The Cultural Events Committee shall look into events available to the children, and based on benefit to the children, and shall choose at least the events for each grade per year.

Section III: The Sixth Grade Class Committee shall work with the sixth grade to raise funds for and plan a graduation trip for June.

Section IV: The Hospitality Committee shall be responsible for the purchasing and storage of materials needed to provide hospitality at meetings, special meetings and special events sponsored by the PTG. This committee will organize hospitality at special events including but not limited to the annual Teachers Appreciation Luncheon and Kindergarten Open House.

Section V: The Communications Committee will oversee all written and digital communications written on behalf of the PTG. This includes but is not limited to the Newsletter, The Sign Board, Website Administration, E-mail communication, publicity for special events and paper notices pertaining to the PTG.

Section VI: The Nominating Committee shall prepare a list of officers for the April or May meeting and shall verify the willingness of the nominees to serve.

ARTICLE VII: POWER TO COMMIT ORGANIZATION

No member acting in any capacity shall commit the PTG except by vote of the officers and ratification of the general members.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Roberts Rules of Order revised shall be the parliamentary authority

ARTICLE IX: FISCAL YEAR

The accounting period is a fiscal year beginning July 1 and ending June 30.

ARTICLE X: DISSOLUTION OF THE ORGANIZATION

Section I: Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, any remaining assets shall be distributed to The Worcester Public Schools for the sole benefit of Flagg Street School.

Section II: Dissolution shall be in accordance with State and Federal law requirements.

PTG Committees & Responsibilities

The main purpose of the Flagg Street Parent-Teacher Group (PTG) is to enhance our children's educational experience at Flagg Street by offering financial support to: teachers for supplies, grade levels for field trip transportation, the principal of Flagg Street for equipment and supplies, the school for curriculum enhancing programs. Other purposes of our group are: to offer family activities to increase school spirit and sense of school community and to help teach our students the importance of community outreach. All activities are conducted in and around the Flagg Street community in Worcester, Massachusetts. All activity expenses are funded by budget amounts raised the previous year. The following committees will raise funds for the following fiscal year budget and facilitate all activities needed to support the PTG's efforts.

Fundraising:

Fall/Spring Fundraising Committee: (our largest fundraiser's of the year) committee will interview and pick a company which best suits our needs; pick start and end dates of sales; organize materials to distribute to students; create flyers to advertise/promote sales; collect monies during the selling periods; count money received and submit orders; distribute items back to sellers; handle any complaints/order problems.

Gym Clothes Committee: decide on items to be sold in spring and fall; decide on pricing; create and distribute forms for orders; provide samples if necessary for period of sale; collect order forms and money; coordinate distribution of items back to students; handle any complaints/problems with orders.

Holiday Store Committee: pick start and end date of store; set up and break down store; create flyers to advertise/promote sale; organize volunteers to work store and wrap gifts; count money received and submit orders; distribute items back to sellers.

Square 1 Art Committee: coordinate with art teacher to help children create quality artwork that can be reproduced on products for purchase. Handles the distribution of take home packets, ships orders and receives/distributes purchased products.

Book Fair Committee: (usually held in early November); person to coordinate with Scholastic Books (or company of choice) on dates of fair; advertise fair (both in school and with flyers sent home); decorate school with theme of fair; set-up book fair; coordinate volunteers to work during fair; coordinates individuals to obtain community donations for an "angel" fund (purchasing books for those children who cannot); handle

all additional orders, etc. with scholastic; coordinate Literacy Night with Programs Chair; collect all monies at the end of the day; coordinates break-down of book fair and pick-up from scholastic of materials.

Community Partnership Fundraising Committee: oversees the collection of Box Tops for Education, Tools for Schools, collection of ink cartridges and any other outside vendors willing to partner with schools for wish lists, needs or supplies; follow-up with vendors on payment/points collection.

School Community:

Pizza Night Coordinator: schedules date/time with local Pizzeria or other restaurant for Flag parents to dine with families at, copies and distributes flier to students, follow-up with store manager for payment.

Family Fun Committee: coordinate volunteers, donations, decorating and events for our family activities like the Ice Cream Social, School Dance, and Movie Night.

Hospitality Committee: coordinator organizes refreshments for kindergarten open house, coffee/lunch for projects fair judges, organizes parent volunteers to bake/prepare food for annual teacher appreciation luncheon.

Outdoor Clean-up Committee: coordinates and facilitates implementation of playground maintenance, garden clean-up and care, school yard clean up and other outdoor clean-up activities.

Library Committee: order and process books for circulation; order supplies for library; maintain library card catalog and other necessary documents for book circulation; clean, repair and maintain current book selection; organize and train parent volunteers to bring classes to library.

Curriculum Enhancement:

Cultural Events/Programs Coordinator: coordinate with teachers on ideas for curriculum related/enhancing school special programs and assemblies, obtain outside vendors (actors, musicians, Literacy Night community readers); choose dates, times; bring proposals to a PTG Meeting for a vote; once approved sign contracts, and follow-up by submitting invoice to treasurer.

Local Community:

Community Outreach Committee: the purpose of this committee is to give back to the community and educate students about giving back to the community with real life experience. Duties include: picking start and end dates of drives; creating and distributing flyers to advertise/promote drives; organizing volunteers and students to help collect and manage items donated; delivering items to families in need and/or community (i.e., Veterans, local shelters, food bank)

School Spirit Day Coordinator: schedules day and theme of spirit day (e.g., Hat Day, Red Sox Day, Pajama Day etc...); decides on donation and recipient (e.g., can of food for Food Bank); promotes day with flier/posters at school, collects and distributes donations with help of parent and/or student volunteers.

Communication and Administration:

Newsletter Editor: writes/edits periodic newsletter that explains what the PTG is currently working on. Newsletter includes information on current events, upcoming events, fundraising news/totals and other PTG news that might be of interest.

Communications Committee: coordinates and facilitates implementation of website blurbs, outdoor sign board, indoor bulletin boards, e-mail, newsletters and paper flyer communications.

Website Administrator: updates and maintains our PTG Website (www.flagstreetptg.com) and our e-mail (info@flagstreetptg.com)

**BYLAWS OF
THE PARENT TEACHER GROUP (PTG)
OF FLAGG STREET ELEMENTARY SCHOOL, WORCESTER, MA**

ARTICLE I: NAME

Section 1: Name

The name of this organization shall be the Flagg Street School Parent-Teachers Group (PTG)

ARTICLE II: PURPOSE AND PRINCIPLES

Section 1: Purpose

The purpose of this organization shall be to

- a) to foster a sense of support, pride and enthusiasm for Flagg Street School.
- b) encourage parent involvement in the school.
- c) engage in fundraising to help fill funding gaps, provide enhancements and support projects that are deemed to be evident for the educational benefit of the students of the school.

ARTICLE III: MEMBERSHIP

Section 1. Membership

Membership in the Flagg Street PTG shall be open to all parents and guardians of children attending Flagg Street School and all teachers at Flagg Street School.

ARTICLE IV: OFFICERS

Section 1: Officers

The officers of this organization shall consist of one President, Vice-President, Treasurer, and Secretary all to serve without compensation. The officers shall make up the Executive Board of the PTG. The term of each officer shall begin July 1st of one year and end on June 30th of the next.

Section 2: President

The President shall preside at all meetings of the organization and shall have general supervision of the affairs of the organization, subject of the Articles of Organization and such limitations or instructions as may be voted in the regular and special meetings of the PTG.

Section 3: Vice President

The Vice President shall perform the duties of the president in his/her absence. The Vice President shall assist in coordinating the affairs of the organization including fundraising and coordinating events.

Section 4: Secretary

The Secretary shall keep a permanent record of the minutes of every meeting of the organization and shall have custody of all the records of the organization. The minutes should be made available on the PTG website and a binder made available at meetings for interested parties. The Secretary shall also

keep a record of attendance at all meetings. The Secretary shall also lead the Communications committee and steer communications responsibilities of the organization including newsletter, website, flyers, outdoor and indoor signage.

Section 5: Treasurer

The Treasurer shall have custody of all funds of the organization. In conjunction with the rest of the Board, the Treasurer will prepare a proposed budget in July and August to be voted on by the membership at the September meeting. The Treasurer shall keep a full and accurate account of receipts and expenditures and shall make disbursements as authorized therein. The Treasurer shall be prepared to present a financial statement at every meeting of the organization and shall prepare a copy of the statement to be handed to those present at meetings. The Treasurer will also complete an annual financial report in June and ensure that the appropriate tax forms are filed with the IRS annually.

Section 6: Nominating committee

Officers shall appoint a nominating committee of three active PTG members in April each year. The nominating committee shall present a slate of officers for election to the PTG Board at the May meeting. The nominating committee shall verify that their nominations are willing to serve before presenting the slate at this meeting.

Section 7: Vacancy

Any vacancy occurring in the offices or committees shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the officers of the PTG.

Section 8: Board meetings

The officers shall meet at least seven times yearly on a day and time that is agreed by members of the Board.

ARTICLE V: FINANCES

Section 1: Budget

The budget shall put together by the Treasurer with input from the Executive Board in July and August and voted upon by the general membership at the September meeting.

Section 2: Writing Checks

There shall be multiple signatories on any checks written on PTG accounts. Signatories will include the treasurer and one or more members of the Executive Board.

ARTICLE VI: COMMITTEES

Section 1: Committees

The President may form any committees which he/she finds necessary to direct the various functions of the PTG in fulfillment of its purpose and shall appoint the chairpersons with the approval of the Executive Board. Committee members may be appointed by the chairpersons.

Suggested committees could might include, but not be limited to:

Library
Community Service
Enrichment

Communications
School Physical Plant Improvement
Committees for any and all fundraisers or events as determined by the Board
Membership

ARTICLE VII: MEETINGS

Section 1: There will be monthly general meeting throughout the school calendar year (September – June). The meetings will be held in the Flaggs Street School All Purpose Room. The time and dates will be determined by the Executive Board and publicized in the newsletter, by email, on the school website.

Section 2: The quorum shall be 3 of 4 of the Executive Board members present.

ARTICLE VIII: PARLIMENTARY AUTHORITY

Section 1: Roberts Rules of Order revised shall be the parliamentary authority

ARTICLE IX: FISCAL YEAR

Section 1: The fiscal year will begin July 1 and end June 30.

ARTICLE X: DISSOLUTION OF THE ORGANIZATION

Section 1: Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, any remaining assets shall be distributed to The Worcester Public Schools for the sole benefit of Flaggs Street School.

Section 2: Dissolution shall be in accordance with State and Federal law requirements.

ARTICLE XI: AMENDMENT OF BYLAWS

Section 1: These bylaws can be amended at any General Membership meeting of the Flaggs Street PTG by a two-thirds majority vote of the members in attendance. Notice shall be given at least two weeks prior to the meeting.

Section 2: These bylaws may be reviewed and/or revised by the Executive Board as necessary to meet changing conditions in the school and community and brought to a vote of the General Membership.