

**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 Teacher Group (PTG).

ARTICLE II: PURPOSE AND PRINCIPLES

Section 1: Purpose

The purpose of this Organization shall be to:

- a) 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 parent and guardians of children attending Flagg Street School and all educators at Flagg Street School.

ARTICLE IV: OFFICERS

Section 1: Officers

The officers of this Organization shall consist of a President, Vice-President, Treasurer and Secretary all to serve without compensation. Each position may be shared in a cooperative role. 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 to 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 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 upon request. The Secretary shall also keep a record of attendance at all meetings. The Secretary shall also lead and steer communications of the Organization.

Section 5: Treasurer

The Treasurer shall have custody of all funds of the Organization. The Treasurer will prepare a proposed budget 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, state and federal forms are filed with the IRS annually.

Section 6: Nominating Committee

At the January meeting, Officers shall appoint an active PTG member to coordinate the election process. This member shall solicit nominations from all parents and guardians of children attending Flagg Street School. At the March meeting, having verified that nominees are willing to serve, this person shall present a slate of PTG Board nominees for election.

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 Board shall meet at least seven times yearly. These meetings may coincide with the general meetings.

ARTICLE V: FINANCES

Section 1: Budget

The budget shall be proposed by the Treasurer with input from the Executive Board and voted upon by the general membership at the September meeting.

Section 2: Expenditures

There shall be multiple signatories on PTG accounts. Signatories will include the Treasurer and one member of the Executive Board.

Section 3: Taxes

Taxes shall be prepared by a Certified Public Accountant, not currently an officer of the PTG.

Section 4: Sixth Grade Funds

The PTG will hold fiduciary responsibility for any funds independently raised by or for the Sixth grade class for use in special activities for the Sixth grade class including graduation related items, events, and class gifts to Flagg. These funds will not be incorporated into the general PTG budget, but will be held in reserve in the PTG bank account. Use of Sixth grade funds will be determined by representatives of the Sixth grade class and spent during the academic calendar year.

ARTICLE VI: COMMITTEES

Section 1: Committees

The President may form any committees necessary to direct the various functions of the PTG in fulfillment of its purpose. Chairpersons shall be appointed with the approval of the Executive Board. Committee members may be appointed by the chairpersons.

ARTICLE VII: MEETINGS

Section 1: There shall be at least seven general meetings throughout the school calendar year (September - June), held at Flagg Street School. The time and dates will be determined by the Executive Board and publicized and open to all parents, guardians and educators of Flagg Street School.

Section 2: The quorum shall be a majority of the Executive Board members present.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Section 1: Robert's 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 Flagg 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 Flagg 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 an community and brought to a vote of the General Membership.