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 the Flagg Street School Parent-Teacher Group (PTG) shall be to enhance the educational experience of students at Flagg Street School. The PTG shall fulfill this purpose by:

a) Engaging in fundraising activities to help address funding gaps, provide curriculum enhancements, and support projects that provide educational and community benefit to the School and its students;

b) Encouraging and supporting parent and guardian involvement in the School and the educational experience of its students; and

c) Fostering a sense of support, pride, and enthusiasm for Flagg Street School and its community.

ARTICLE III: MEMBERSHIP

Section 1: Membership

Membership in the Flagg Street School PTG shall be open to all parents and guardians of children attending Flagg Street School and all educators at Flagg Street School. To become a member, an individual must complete the Flagg Street PTG Membership Form and provide a valid email address for PTG communications.

Each member shall have the right to vote on matters brought before the membership, in accordance with these Bylaws. Members must be present at PTG meetings to cast a vote.

Membership shall remain valid for parents and guardians until the member's last student graduates from Flagg Street School and for educators until the member's employment ends at Flagg Street School. Members may choose to voluntarily opt out of PTG membership at any time. Members are responsible for notifying the PTG if they wish to opt out of membership.

ARTICLE IV: OFFICERS AND EXECUTIVE BOARD

Section 1: Officers and Executive Board

The officers of the Flagg Street School Parent-Teacher Group (PTG) shall consist of a President, Vice President, Secretary, Treasurer, and up to two At-Large Officers. All officers shall serve without compensation. Each officer position may be shared by two individuals who agree to serve in a cooperative role.

The officers shall constitute the Executive Board of the PTG. The Executive Board shall consist of no fewer than four (4) and no more than seven (7) elected officers.

Section 2: Election of Officers

Officers shall be elected by the membership at the Annual Meeting of the PTG which takes place in May. Voting shall be open to all current PTG members as defined in Article III. The method of voting shall be determined by the Executive Board and may include written ballot, electronic voting, or another method approved by the Board. Votes shall be determined by majority vote of members present at an official meeting. Two thirds of the Executive Board must be present at any voting meeting.

At the January meeting, the Executive Board shall appoint an active PTG member to coordinate the election process.

Section 3: Terms of Office

Each officer shall serve a two (2) year term , beginning July 1 and ending June 30, and shall continue to serve until a successor is elected and qualified, unless the officer sooner resigns, is removed, or becomes disqualified.

Officers may be re-elected and may serve successive terms without limitation.

To provide continuity of leadership, officer positions shall be elected on a staggered schedule as follows:

a) President – term ending in an even-numbered year;

b) Vice President – term ending in an odd-numbered year;

c) Secretary – term ending in an even-numbered year;

d) Treasurer – term ending in an odd-numbered year;

e) At-Large Officer – term ending in an even-numbered year; and

f) At-Large Officer – term ending in an odd-numbered year.

Section 4: President

The President shall preside at all meetings of the PTG and shall have general supervision of the affairs of the Organization, subject to the Articles of Organization, these Bylaws, and any limitations or instructions approved by the membership.

The President shall work with the Executive Board to establish priorities, coordinate the activities of the PTG, and support communication and collaboration among officers, committees, volunteers, families, educators, and the School.

Section 5: Vice President

The Vice President shall perform the duties of the President in the President's absence or inability to serve.

The Vice President shall assist the President in coordinating the affairs of the PTG and may take a leadership role in fundraising, events, family engagement, and other activities as assigned by the Executive Board.

Section 6: Secretary

The Secretary shall keep a permanent record of the minutes of all meetings of the PTG and shall have custody of the official records of the Organization.

The Secretary shall maintain a record of attendance at meetings and shall ensure that approved meeting minutes are made available to PTG members, including through the PTG website or other electronic means as appropriate.

The Secretary shall assist in coordinating and maintaining PTG communications and may oversee official communications to members and the School community.

Section 7: Treasurer

The Treasurer shall have custody of all funds of the Organization and shall maintain a full and accurate account of all receipts and expenditures.

The Treasurer shall prepare a proposed annual budget for approval by the membership and shall make disbursements as authorized by the approved budget or by vote of the membership or Executive Board, as applicable.

The Treasurer shall provide a financial report at regular meetings of the PTG and shall prepare an annual financial report at the close of each fiscal year.

The Treasurer shall ensure that all required local, state, and federal financial and tax filings are completed and submitted in a timely manner.

Section 8: At-Large Officers

At-Large Officers shall serve as members of the Executive Board and shall assist with the general affairs, activities, events, fundraising, family engagement, and other initiatives of the PTG.

At-Large Officers may be assigned specific responsibilities or projects by the President or Executive Board and may serve as liaisons to PTG committees or volunteer groups.

Section 9: Vacancies

Any vacancy occurring in an elected officer position shall be filled for the remainder of the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board. If the vacancy is in the office of President, the Vice President shall assume the duties of President until a successor is elected.

Section 10: Removal of Officers

An officer may be removed from office for failure to perform the duties of the position, conduct contrary to the interests of the PTG, or other substantial cause by a two-thirds (2/3) vote of the members present and voting at a regular or special meeting of the PTG, provided that reasonable notice of the proposed removal has been given to the officer.

Section 11: Executive Board Meetings

The Executive Board shall meet at least seven (7) times during each school year. Executive Board meetings may coincide with regular PTG membership meetings.

Additional meetings may be called by the President or by a majority of the Executive Board as needed to conduct the business of the Organization.

ARTICLE V: FINANCES

Section 1: Budget

The PTG shall operate according to an annual budget approved by a majority vote of the PTG membership. The Treasurer, in consultation with the Executive Board, shall prepare a proposed annual budget for review and approval by the membership. The proposed budget shall be presented for a vote no earlier than the May PTG meeting which shall serve as the Annual Meeting and no later than the September PTG meeting, or at another meeting designated by the Executive Board.

Once approved, expenditures that are included within the adopted annual budget may be authorized and paid by the Treasurer in accordance with the budget and any procedures established by the Executive Board.

Section 2: Expenditures

Expenses that are not included in the approved annual budget shall require approval before any commitment or expenditure is made. Requests for non-budgeted expenses shall be presented to the Executive Board for consideration and shall include the purpose of the expense, the amount requested, and the anticipated benefit to the students, School, or PTG.

Non-budgeted expenses of $500 or less may be approved by a majority vote of the Executive Board. Non-budgeted expenses greater than $500 shall require approval by a majority vote of the PTG membership at a regular or special meeting, unless the expense is necessary to address an immediate or unforeseen need and delay would materially affect the operation or mission of the PTG. In such circumstances, the Executive Board may authorize the expense by a two-thirds (2/3) vote of the Executive Board, with the expense reported to the membership at the next regular PTG meeting.

The Treasurer shall maintain records of all approved non-budgeted expenses and shall include such expenses in the financial report presented to the membership.

No officer, committee, or individual member shall commit the PTG to an expense or enter into an agreement on behalf of the PTG without the appropriate authorization as provided in these Bylaws or by an approved vote of the membership or Executive Board.

The Executive Board may establish additional financial procedures, provided that such procedures are consistent with these Bylaws and any applicable laws or requirements governing the Organization.

Section 3: Taxes

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

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 and community and brought to a vote of the General Membership.