

BYLAWS EFFECTIVE AUGUST 1, 2019 UNTIL JULY 31, 2021
Approved (07/31/2019) by General Membership
PARENTS AND TEACHERS OF THORNTONS FERRY SCHOOL

Article I: Organization

- A) Name: This organization is herein known as the Parents and Teachers of Thorntons Ferry School (PTTF).
- B) Existence: The PTTF is an un-incorporated, non-commercial, non-partisan, non-sectarian organization. Its intent is to operate as a non-profit organization pursuant to Internal Revenue Code section 501(c)(3).
- C) Purpose:
- 1) The PTTF strives to foster a strong partnership/connection between home and school via:
 - (a) Active parent involvement in volunteer programs, school activities, events, fundraisers, and participation in school committees.
 - (b) Informative programs on pertinent topics.
 - (c) Serving as a liaison in relating parent/teacher concerns and ideas.
 - 2) The PTTF provides financial support for initiatives that:
 - (a) Enrich the learning experience/process.
 - (b) Supports social and emotional development and learning for all students.
 - (c) Increase a sense of pride in the Thorntons Ferry School community.
- D) Organization consists of:
- 1) General Membership (also known as “Members”): All educators, administrators and parents/families of the children currently enrolled at Thorntons Ferry School.
 - 2) The Executive Board (also known as “Officers”): President, Vice President of Fundraising, Vice President of Programs, Treasurer and Secretary, and Volunteer Coordinator
- E) Year: The fiscal year will run from August 1st through July 31st.
- F) Provision for Dissolution: Upon the dissolution of the organization, assets shall be distributed as a gift to Thorntons Ferry School or a local organization or organizations for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Service Code, or corresponding section of any future tax code.
- G) Insurance: The organization shall provide liability insurance to protect PTTF Board members and officers from any judgment resulting from suits brought against them. The insurance shall cover claims in such matters as civil rights actions, negligence or other acts resulting in accidental injury to any person or property damage in or out of the school buildings while the above-named insured are acting within the scope of their duties and/or under the direction of the Officers.

Article II: Meetings

- A) General Meetings:
- 1) Are open to all Members.
 - 2) Are held on a regular monthly date, and as needed.
 - 3) Will have a quorum when six (6) Members, of which at least two (2) elected Officers are present.

- B) Executive Board Meetings:
 - 1) Should be held at least every other month, or as needed.
 - 2) Any Officer can request the President to call an Executive Board Meeting to discuss issues pertinent to the General Membership.
 - 3) Will have a quorum when three (3) Officers are present.
 - 4) Items requiring an executive decision can be submitted during Executive Board Meetings or an electronic vote shall suffice.
- C) Conflict of Interest per State of N.H. RSA's 7:19a and 7:21: At such time as any matter comes before the organization in such a way as to give rise to a conflict of interest, the affected Officer(s) or Member(s) shall make known the potential conflict, whether disclosed by written statement or not, and after answering any questions that might be asked of him/her, shall withdraw from the meeting for so long as the matter shall continue under discussion. Should the matter be brought to a vote, no Officer or Member with a financial or material gain transaction shall vote on it.

Article III: Officers and Their Election

- A) Elected Officers: President, Vice President of Fundraising, Vice President of Programs, Treasurer, Secretary, and Volunteer Coordinator must be General Members unless special circumstances apply. See Article III:E:4.
- B) Term of Office will consist of one (1) fiscal year (as defined in Article I:E) for each officer.
- C) Nominations of Positions:
 - 1) Notice of Nomination process and Election timelines will be presented to the Members on or before March 1 of the given school year.
 - 2) Solicitation of nominees will occur on or before April 1 of the given school year.
 - 3) Will be presented at the April General Meeting; Only those persons whose consent has been secured may be nominated.
- D) Elections:
 - 1) If there is only one nominee for each elected office, the full slate of Officers will be elected by acclamation at the June General Meeting.
 - 2) If there are multiple nominees for any given position, the General Membership will elect all Officers by ballot vote in May.
 - i) Ballots will be distributed to the General Membership via the student population and staff mailboxes.
 - ii) A simple majority of votes will determine the election.
 - 3) The President will announce the results via standard communication tools.
 - 4) Both the outgoing and incoming Officers shall attend the June General Meeting.
- E) Vacancies:
 - 1) A vacancy of an Executive Board position may be defined as an Officer that has:
 - i) Taken a leave of absence for the remainder of their term.
 - ii) Become inactive for at least one-third of their term.
 - iii) Resigned from their current position.
 - 2) In the event of a vacancy in the office of the President, the Vice President of Fundraising will immediately assume the position.
 - 3) In the event of a vacancy on the board, the remaining Officers will appoint a replacement as soon as possible.

- 4) In the event no person from the existing General Membership is willing to serve as an Elected Officer, nominations may include past Officers or past Members of PTTF who no longer have children attending Thorntons Ferry School.

Article IV: Duties of Officers

A) President:

- 1) Maintains a working relationship with the Executive Board, Committee Coordinators, School Administration and Staff.
- 2) Runs General Meetings and Executive Board Meetings in an orderly manner, referring to Roberts Rules of Order, should the need arise.
- 3) Prepares the agenda for the General Meetings and Executive Board Meetings.
- 4) May only vote to break a tie.
- 5) May disburse funds in the absence of the Treasurer.
- 6) Will inform the Members of pertinent news and events.
- 7) Prepares a calendar of events for the next school year, in conjunction with Administration prior to the start of the next school year.
- 8) Prepares and submits to the school district paperwork for all PTTF events, when appropriate.
- 9) Responsible for the PTTF mailboxes in the Staff Lounge and Main Office.
- 10) Will have access to post and review comments on the PTTF social networking sites.

B) Vice President of Fundraising:

- 1) Oversees all primary fundraising activities.
 - i) Devises a plan for fundraising events and selects the event coordinators. Presents plans to Officers with pertinent details.
 - ii) Recruits and works with each event coordinator on event planning, execution, and event conclusion/reporting.
 - (a) In the absence of an event coordinator, will act as the event coordinator.
- 2) Acts as an aide to the President.
- 3) Runs the General Meetings in the absence of the President.
- 4) Represents the President upon request.

C) Vice President of Programs:

- 1) Oversees all sponsored programs, which are not considered fund raising events.
 - i) Devises a plan for each program and selects the program coordinator. Presents plan to Officers with pertinent details.
 - ii) Recruits and works with each program coordinator on planning, execution and program conclusion/reporting.
 - (a) In the absence of a program coordinator, will act as the program coordinator.
- 2) Acts as an aide to the President.
- 3) Runs the General Meetings in the absence of the President or Vice President of Fundraising.
- 4) Represents the President upon request.

D) Treasurer:

- 1) Keeps an accurate and detailed account of funds in an electronic format.
- 2) Presents Treasurer's Report at each General Meeting.
- 3) Submits a copy of Monthly Bank statements and bank reconciliation to the Secretary and Assistant Principal.
- 4) Receives and prepares all money for deposit.
- 5) Pays all approved bills by check.
- 6) Preserves all vouchers, receipts, treasurer's reports and bank statements.
- 7) Has ledgers available for review upon request.
- 8) Has books reviewed, each year in August, by the Principal and/or Assistant Principal, and/or a professional bookkeeper/tax professional.
- 9) Prepares the proposed budget in collaboration with Officers, Principal and Assistant Principal prior to the beginning of the next fiscal year. Finalizes budget based on discussions with Officers and Administration.
- 10) Presents the final approved budget at the first General Meeting of the school year.
- 11) Files all necessary federal and state reports.
- 12) Will prepare cash boxes for PTTF events and functions, as needed.
- 13) Responsible for the PTTF mailboxes in the Staff Lounge and Main Office.

E) Secretary

- 1) Records all business at the General and Executive Board Meetings.
- 2) Presents the minutes for approval at the next meeting.
- 3) Has on hand for reference: current bylaws and previous minutes.
- 4) Conducts all necessary correspondences.
- 5) Sends out approved email notifications as requested by Officers or Administration.
- 6) Will have access to post and review comments on the PTTF social networking sites.
- 7) Generates and updates the PTTF Information Booklet to the General Membership in September, located on the school website under the PTTF heading.

F) Volunteer Coordinator:

- 1) Runs the school volunteer program according to New Hampshire School Volunteer Program guidelines.
- 2) Distributes the volunteer sign-up form to the general membership bi-annually.
- 3) Maintains a list of volunteers; ensures and tracks required training (in-person Volunteer Orientation and on-line harassment/bullying courses) is completed in a timely manner.
- 4) Communicate Volunteer names and contact information to respective coordinators.
- 5) Recruits and trains volunteers as needed.
- 6) Collects and tabulates hours of volunteers on a monthly basis.
 - i) Submits total volunteer hours to Assistant Principal in June for Blue Ribbon Award as part of the New Hampshire Partners in Education.
- 7) Homeroom Parent Coordinator:
 - i) Arranges for parent help as requested by teachers for special events or projects.
 - ii) Maintains dialog with teachers to address changing needs.
- 8) Sends out approved email notifications for requests for volunteers as needed by Officers and Administration.

G) Executive Board

- 1) Shall keep pertinent records of their office to transfer to incoming officers.
- 2) Will prepare incoming officers to assume their office.
- 3) Will have access to review comments on the PTTF social networking sites.
- 4) Maintains and updates PTTF district website and social media pages.
- 5) Utilize and maintain a shared document drive and their respective office email addresses.

Article V: Duties of Coordinators

A) All Program and Fundraising Coordinators:

- 1) Will create and dissolve a committee as needed.
- 2) Will keep pertinent records of his/her committee, event, or program to be given to the succeeding coordinator and the appropriate Vice President.
- 3) Maintains list of volunteer names and hours worked to submit to Volunteer Coordinator.
- 4) Will select and train replacement coordinator. If not possible, the Officers will find a replacement under the appropriate Vice President.
- 5) Will refer to Article VII with respect to notices.
- 6) Will present any major decisions or changes concerning events or programs to the Officers for approval before implementing them.
- 7) Will attend General Meetings the months prior to, of, and after the event. Coordinators may send a representative in his/her place.
- 8) Request approval of expenses totaling over \$200, budgeted or otherwise, to the Officers.
- 9) Submit all receipts for reimbursement to the Treasurer within 30 days of the expense.

Article VI: Disbursement of Funds

- A) At no time will funds raised by the PTTF be contributed to any other organization unless it is in accordance with the Organization Purposes as specified in Article I, Section C.
- B) The President and Treasurer have authority to sign checks for disbursement of funds. All checks require both the President and Treasurer signatures to disburse funds from the PTTF bank account.
- C) All planned expenditures in excess of approved budgeted amounts must be submitted at the General meeting for approval.
- D) Funding requests for non-budgeted items will be considered at the discretion of the Officers.
 - 1) All non-budgeted funding requests must be submitted in writing to the President at least one week prior to the General Meeting.
 - 2) By simple majority, the Officers may vote to have a non-budgeted funding request determined by ballot vote to the General Membership.
 - 3) Motions on non-budgeted funding requests in excess of \$500.00 may be communicated to requestor and announced at the next scheduled General Meeting.
- E) Items requiring Executive vote, electronic vote shall suffice.
- F) General Membership shall submit any receipts for reimbursement within 30 days of the event completion.

Article VII: Printed Materials

- A) All notices must be submitted to and approved by either the Principal and/or Assistant Principal prior to publication.
 - 1) The President must review all notices prior to the Principal and/or Assistant Principal.
 - 2) The Assistant Principal’s administrative assistant must be copied on all approval notices.
 - 3) Examples of printed materials includes, but is not limited to:
 - Letters from the President
 - The Information Booklet
 - Announcements from Coordinators
 - Email Blasts/Social Media

Article VIII: Bylaw Revisions

- A) The bylaws will be reviewed, biennially, for any necessary changes, by the bylaw committee; The bylaw committee will consist of the President and at least one other board member.
 - 1) Suggested revisions will be generated by the committee in a closed meeting by Apr 1.
 - 2) Suggested edits will be presented to the Principal and/or Assistant Principal by May 1.
 - 3) All approved revisions will be presented at the June General Meeting and subsequently voted on by the General Membership. Any further revisions must be presented to the President for consideration.
- B) The PTF President must sign the by-laws upon approval at the June General Meeting.
- C) All approved revisions will become effective on the first day of the new fiscal year.
- D) The PTF must operate in accordance with all federal, state and local regulations and said regulations supersede anything represented herein. Revisions to the PTF bylaws may be made outside the biennial time period (see “A” above) in order to stay within the bounds of federal, state and local regulations.

PARENTS AND TEACHERS OF THORNTONS FERRY SCHOOL
Revised (Jul 2019)

Deanna Pearson, President

Date