

BYLAWS EFFECTIVE AUGUST 1, 2023 UNTIL JULY 31, 2025
Approved (09/05/2023) by Bylaw Committee & Administration
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 unincorporated, 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/educator concerns and ideas.
 - 2) The PTTF provides financial support for initiatives that:
 - (a) Enrich the learning experience/process.
 - (b) Support social and emotional development and learning for all students.
 - (c) Increase a sense of pride in the Thorntons Ferry School community.
 - (d) Enhance the partnership and communication between families and the school.
 - (e) Foster relationships with TFS staff
- D) Organization consists of:
- 1) General Membership (also known as “Members”): All educators, administrators and parents/guardians/families of the children currently enrolled at Thorntons Ferry School.
 - 2) The Executive Board (also known as “Officers”): President, Vice President of Fundraising Coordinator, Treasurer, Secretary, Community Communications Coordinator 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 typically held on a monthly basis, 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.
 - 5) Vote via email is acceptable
- 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 Coordinator, Treasurer, Secretary, Volunteer Coordinator, and Community Communications 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 April 15 of the given school year.
 - 2) Solicitation of nominees will be electronic and occur on or before May 15 of the given school year. Merrimack School District (MSD) employees are not eligible for nomination to the PTTF Executive Board.
 - 3) Only those persons whose consent has been secured may be nominated. An officer will verify consent with nominee within two days of the nomination period conclusion
- 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 by June 1.
 - (a) Ballots will be sent electronically to the General Membership via Administration Power School distribution lists and/or PTTF Website / social media.
 - (b) 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:
 - (a) Taken a leave of absence for the remainder of their term
 - (b) Become inactive for at least one-third of their term
 - (c) 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 PTF 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, in conjunction with Administration, for the upcoming school year, typically in the July/August timeframe.
- 8) Prepares required MSD paperwork (i.e., facilities request, custodial support request, etc.) and/or Merrimack Police Detail requests that may be required for any PTF events.
- 9) Responsible for the PTF mailboxes in the Staff Lounge and Main Office.
- 10) Will have access to post and review comments on the PTF social networking sites.
- 11) Secondary access to financial information
- 12) Oversight of volunteer/board adherence to confidentiality/MSD policies

B) Vice President of Fundraising:

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

C) 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 President and Assistant Principal/Principal.
- 4) Receives and prepares all money for deposit and/or retains and records all electronic transfers received via online resources (SquareUp, PayPal, Benevity, WePay, etc.).
- 5) Pays all approved bills by check and/or ACH.
- 6) Preserves all vouchers, receipts, treasurer's reports and bank statements annually; retains annual records/transactions for the following seven years.
- 7) Has ledgers available for review upon request.
- 8) Has books reviewed and tax reviews filed, 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, typically in the July/August timeframe.
- 10) Presents the final approved budget at the first General Meeting of the school year.
- 11) Files all necessary federal and state reports by December 15, as well as submits 1099s, as appropriate, by Jan 31.
- 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.

D) 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 correspondence.
- 5) Sends out approved email notifications as requested by Officers or Administration.

E) Community Communications Coordinator:

- 1) Oversees all sponsored programs, which are not considered fundraising events.
 - (a) Devises a plan for each program and selects the program coordinator. Presents plans to Officers with pertinent details.
 - (b) Recruits and works with each program coordinator on planning, execution and program conclusion/reporting.
 - (c) In the absence of a program coordinator, will act as the program coordinator.
- 2) Will have access to post and review comments on the PTTF social networking sites.
- 3) Generates and updates the PTTF Information Booklet to the General Membership in September, located on the school website under the PTTF heading.
- 4) Responsible for all Hospitality events for TFS staff during Parent / Teacher Conferences.

F) Volunteer Coordinator:

- 1) Communicates volunteer sign-up electronically to the general membership.
- 2) Maintains a list of volunteers (as defined by Article V:A);
 - Provides oversight of volunteer adherence to the MSD policies and protocols (reference Article V: (A)(4), (A)(5), and Article V:B) along with the president
 - Communicates all current MSD and/or TFS health and safety protocols to volunteers.
- 3) Communicate Volunteer names and contact information to respective Officers and Program and/or Fundraising event coordinators.
- 4) Provides PTTF Volunteer Orientation, in conjunction with Administration, either in-person and/or virtually, typically in the September timeframe. Provides ad-hoc orientation to any new volunteer, as needed.
- 5) Homeroom Parent Coordinator:
 - (a) Arranges for parent help as requested by teachers for special events or projects.
 - (b) Maintains dialog with teachers to address changing needs.
- 6) 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, as needed
- 5) Utilizes and maintains a shared document drive and their respective office email addresses.

Article V: Definitions and Requirements of Volunteers

- A) The definition of a volunteer per Merrimack School Board (MSB) Policy IJOC is as follows:
A School Volunteer means any individual who provides a service to the District without pay or any form of compensation, and includes, but is not limited to, the following: (here and after titled volunteer)
- 1) Comes in direct contact with students, meeting regularly without the direct supervision of an MSD employee;
 - 2) Volunteers who will be involved in extended overnight trips
 - 3) Any other volunteer so designated by the Superintendent or his/her designee
- B) It shall be noted that all MSD school volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check. No individual shall be considered a volunteer unless they have been approved to serve as a volunteer by a school district administrator.
- C) Per RSA 189:13-a and Merrimack School Board Volunteer Policy – IJOC, a MSD volunteer will complete:
- 1) A Volunteer Application
 - 2) Sign a Confidentiality of Student/Employee Information Agreement (Appendix IJOC-R)
 - 3) MSD two Risk Management courses through Vector Training (or other training identified by the Superintendent) titled: *Anti-Bullying for Schools K-12* and *Understanding Sexual Harassment*. Volunteers must share their certificate of completion with the Volunteer Coordinator

- D) In addition to MSB Volunteer Policy, PTTF Volunteers will complete the PTTF Volunteer Orientation (in-person or virtually)
- E) The PTTF will not tolerate any infractions regarding MSD policies and/or confidentiality. Any breach of the MSD confidentiality agreement or policies will result in immediate release of duties/assignments. Volunteers will be removed from participating in any event/program run by the PTTF and/or relieved of Coordinator or Executive Board Membership by either an Elected Officer and/or TFS Administration.

Article VI: 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 Officer.
 - 3) Will select and train a replacement coordinator. If not possible, the Officers will find a replacement.
 - 4) Will refer to Article VIII with respect to notices.
 - 5) Will present any major decisions or changes concerning events or programs to the Officers for approval before implementing them.
 - 6) Will attend General Meetings the months prior to, of, and after the event. Coordinators may send a representative in his/her place.
 - 7) Request approval of expenses totaling over \$50.00, budgeted or otherwise, to the Officers.
 - 8) Submit all receipts for reimbursement to the Treasurer within 30 days of the expense.

Article VII: 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 over \$250 require both the President and Treasurer signatures to disburse funds from the PTTF bank account(s).
- C) 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 and Treasurer 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 the requester and announced at the next scheduled General Meeting.
- D) Items requiring Executive vote, electronic vote shall suffice.
- E) General Membership seeking reimbursement shall submit receipts within 30 days of expense incurred; all expense(s) incurred require prior approval from the President and/or Treasurer.

Article VIII: 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
 - Announcements from the Executive Board and/or Coordinators
 - PTTF Newsletter / E-mail blasts / social media posts

Article VIII: Bylaw Revisions

- A) The bylaws will be reviewed, biennially, for any necessary changes, by the bylaw committee and/or Officers; The bylaw committee will consist of the President and at least one other board member.
 - 1) Suggested revisions will be generated by the bylaw committee and/or Officers in a closed meeting by July 1.
 - 2) Suggested edits will be presented to the Principal and/or Assistant Principal by Jul 31.
- B) The PTTF President must sign the by-laws upon agreed revisions between the bylaw committee and TFS administration.
- C) All approved revisions will become effective on the first day of the new fiscal year.
- D) The PTTF must operate in accordance with all federal, state and local regulations and said regulations supersede anything represented herein. Revisions to the PTTF 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 (Sept 2023)

Heather Robitaille, President

Date