

**BY-LAWS OF  
ASSUMPTION SCHOOL PARENT TEACHER GUILD  
2017**

**ARTICLE I – Name**

This organization shall be named the Assumption School Parent Teacher Guild (the “Guild” or PTG)

**ARTICLE II – Purpose**

The primary purpose of the PTG shall be to organize and facilitate annual fundraising projects. In addition, it will give assistance to the faculty and students of Assumption School, 17 Grove Street, Millbury, Massachusetts (the “School”), the manner of satisfactory to and in accordance with the standards and planning of the Principal.

**ARTICLE III – Membership**

**Section 1 – Voting Members**

Parents or guardians of children in the School, the Principal, and all Faculty and Staff of the School shall be considered voting members of the PTG.

**Section 2 – Associate Members**

Associate Membership is open to:

- A. Any adult member of Assumption Parish who is interested in the general purpose of the PTG
- B. Any former member of the Assumption School PTG.
- C. Any alumnus (18 years or older) of the Assumption School.

The purpose of Associate Membership is to give assistance to the Assumption School Parent Teacher Guild in its endeavors to support the operation of the School. Associate members may voice their opinion on any matter pertaining to the Business Meeting. However, they do not have voting privileges and may not hold office.

**Section 3 – Obligations & Responsibilities**

Members shall attend regular meetings, do their part when called upon and perform such services as requested by the President, the Principal, and/or Committee Chairpersons. Regular Meetings shall include the months of September, November, January, March, and May.

## **ARTICLE IV – Officers**

### **Section 1 – Officers**

The officers of the PTG shall be President, Vice President, Treasurer, and Secretary.

### **Section 2 – Officer Duties**

- A.** The President shall preside at all meeting. The President shall appoint all committees, the appointment or election of which is not otherwise provided for in the by-laws. The President shall be a member ex-officio of all committees except the Nominating Committee. The President shall appoint a bookkeeper or accountant to audit the PTG books at the end of the fiscal year.
- B.** The Vice President shall, in the absence or the inability of the President to act, exercise all the powers and perform all the duties of the President. The Vice President shall take and track attendance at regular meetings.
- C.** The Secretary shall keep an accurate record of all proceedings of all regular meetings of the PTG, which records shall be available for inspection of the PTG at all reasonable times. He/She shall record the results of all elections and reply to all correspondence.
- D.** The Treasurer shall be custodian of all property of the PTG, including ; contributions or receipts from affairs conducted by the PTG. He/She shall keep complete and accurate books of accounts which shall be available for inspection by the Officers at all reasonable times. He/She shall, with the incoming Treasurer, have the books audited by a bookkeeper or accountant appointed by the President. (The bookkeeper or accountant need not necessarily be a member of the PTG.) This shall occur at the end of the fiscal year. He/She shall request payment as necessary. He/She shall help fundraiser Chairpersons obtain all necessary raffle and other financial or required permits or licenses for PTG fundraising events-

### **Section 3 – Election and Term of Officers**

The officers shall be elected bi-annually, by secret ballot, at the March meeting and shall hold office for two (2) years. No person may hold the same office for two (2) consecutive terms. The installation shall take place upon the closing of the May meeting.

### **Section 4 – Vacancies**

The President or in the absence of the President, the Principal, shall name a successor for any vacant office, subject to the approval of the PTG members.

Approval shall be recognized by a majority vote of the PTG members. When said vacancy is filled because an officer cannot fulfill his/her duties, the successor may choose to remain in office for the next two (2) consecutive years if the vacancy was filled in the second year of the term.

### **Section 5 – Annual Meeting**

The annual meeting of the PTG Officers and school administration shall be held prior to the September meeting of the PTG.

## **ARTICLE V – Regular Meetings**

Beginning in September, the regular meeting of the PTG shall be held on the second Thursday evening, at 6:30 p.m. During a non-election year there will be four (4) meetings held bi-monthly starting in September. During an election year there will be five (5) meeting held bi-monthly starting in September. Any changes to the determined meeting dates/times will be determined by the President or the Principal with notice to the PTG membership at least seven (7) days prior to the meeting. Parent members who sign the attendance sheet at each PTG meeting will receive one (1) assessment hour per family.

## **ARTICLE VI – Parent Classroom Representatives**

### **Section 1 – Classroom Representatives**

The PTG members shall consist of one elected representative from each grade, pre-kindergarten through grade 8. The second year of the term, the Pre-kindergarten representative shall be appointed by the President and Principal in September of that year. The class representative shall be elected bi-annually, by secret ballot, at the May meeting and shall hold office for two (2) years, which will run concurrently with the term of the officers. The installation shall take place upon the closing of the May meeting. In the case of a tie vote, the winner shall be determined by the lot.

### **Section 2 – Duties**

Classroom Representatives are expected to attend 3 out of 4 or 4 out of 5, depending on the year, scheduled PTG meetings to vote and report back to their respective class parents. Representatives will help their respective teachers with social functions in the classroom and correspond with the parents about social events and needs of the classrooms.

## **ARTICLE VII – Nominations**

### **Section 1 – Officers**

Nominations shall be accepted by the PTG Officers during the months of January and February, with nominations being closed on February 28th. The PTG

Officers shall present a slate of officers to be elected pursuant to Article IV, Section 3. The President shall appoint a PTG member to assist in this process if necessary.

### **Section 2 – Parent Classroom Representatives**

The PTG Officers will accept nominations for class representatives during the months of March and April. The PTG Officers will present a slate of representatives to be elected pursuant to Article VII, Section 1. Members may only vote for nominees from their children's grade(s).

### **Section 3 – Absentee Ballots**

To encourage active participation, there shall be no provisions for absentee ballots.

## **ARTICLE VIII – Amendments**

### **Section 1 – Method**

Any proposed By Law changes shall be brought forth at the September meeting to be voted on at the November meeting of each academic year. Such changes shall need the vote of the PTG by a two-thirds vote of the members present and voting, provided that the number present constitutes a quorum and that notice of the proposed change has been reported first to the PTG Officers and then presented in text to each voting PTG member, at least one (1) week prior to the meeting at which action on same is to be taken.

### **Section 2 – Quorum**

Fifteen (15) voting PTG members shall constitute a quorum.

### **Section 3 – PTG Officers**

These By-Laws shall be reviewed every other year in concurrence with the new PTG Officers. The PTG Officers shall make recommendations for changes with the school administration at their annual meeting and to the PTG members at the September PTG meeting.

## **ARTICLE IX – Finances**

All motions for expenditures in excess of \$1,000.00 and outside the list identified below shall be referred to the PTG Officers and school administration for research and investigation at the time that they are proposed and seconded.

The PTG Officers and school administration shall then investigate and prepare recommendations on all motions for expenditures in excess of \$1,000.00. Such recommendations shall be presented to the membership at the monthly meeting

immediately following the motion's initial presentation.

These expenses will include, but are not limited to:

- A. Assumption Parish PTG Scholarship Fund – to now be renamed the “Father Fortin Scholarship Fund” -Assumption Parish Scholarship Fund - Eighth Grade up to \$1,000.00, \$100.00 of which shall be awarded to the student with the highest academic average. The remainder of \$1,000.00 scholarship distribution shall be determined by the school administration and staff.
- B. Teacher Expenses - up to \$250.00 for first half of school year and up to \$250.00 for second half of school year, based on receipts collected from each grade teachers. Note: Pre-kindergarten 3 and 4 shall get a combined amount of \$ 250.00 total each fall and spring half of school year. If any teachers have funds remaining at the end of each half of the school year, those funds will not be carried over from fall to spring or from academic year to academic year.
- C. Christmas Gifts for all staff of Assumption School at \$200.00 per staff member.
- D. PTG office supplies.
- E. Cards and flowers, as needed.
- F. Guest Speakers.
- G. Gifts for outgoing officers - \$25.00 maximum per officer.
- H. Graduating Gift for eighth graders - \$20.00 maximum per student
- I. Cake for graduation ceremony - \$65.00 maximum or an amount that has been approved by the Principal and the PTG Officers.
- J. Start-up Financial Support for New Clubs or Activities – Requests must be made in writing to the PTG President, Treasurer and Principal and will only be considered for one fiscal year.

## **ARTICLE X – Fundraising**

All fundraising plans and activities, for the fall semester, should be presented to the PTG members on or before the March regular meeting and voted on during said meeting.

All fundraising plans and activities, for the spring semester, should be presented to the PTG members on or before the November regular meeting and voted on during said meeting.

The chairperson or the person on their committee handling any monies collected on behalf of said fundraiser, must deliver such monies to the Treasurer on a weekly basis. The month long calendar raffle is the exception to this rule.

## **ARTICLE XI – Parliamentary Authority**

The President shall appoint a Parliamentarian to serve a term concurrent with the President's term. The Parliamentarian shall rule on Robert's Rule of Order, revised, which shall be the authoritative guide for the Parliamentarian and this PTG, and also for any questions not covered by these By-Laws or not consistent with them. In the absence of the Parliamentarian, the Vice President shall assume the duties of the Parliamentarian.

**ARTICLE XII – The Fiscal Year**

The fiscal year of the Assumption School PTG shall begin July 1<sup>st</sup> and shall end June 30<sup>th</sup> of the following year.

Respectfully submitted by:

The Assumption School  
PTG President  
November 2017