

Ashby Elementary School
Parent Teacher Cooperative Bylaws

Article I. Objective

The purpose of the Ashby Parent/Teacher Cooperative (P.T.C.) is to encourage positive relationships through communication among parents, school, and community. Through this communication, we will work toward a common goal of support for all involved in the education of our community's children. The P.T.C. will strive to enhance and expand the educational experience of Ashby's children.

Article II. Name

This organization shall be known as the Ashby Elementary Parent/Teacher Cooperative. The address shall be 911 Main Street, Ashby, MA 01431. The phone number is (978) 386-7266.

Article III. Purpose

It shall be the purpose of the PTC to act as the principle liaison between the school and the community of the students, to serve as a coordinator for school fundraising activities, to provide the school with monetary support and to provide the school administration and teachers with parental support when necessary.

Article IV. Membership

Section 1. The membership of the PTC shall consist of the staff and the parents and/or legal guardians of all students at Ashby Elementary. Community members or anyone interested in the purpose of this organization are also welcome. (Refer to Article VII on voting eligibility). Parents are encouraged to participate fully in the educational experience of their children. Participation can consist of supporting the purposes of the PTC, attending the meetings when possible, making financial contributions to the PTC programs or participating in projects and activities of the PTC.

Section 2. At the time of ratification, there will be no membership dues required, however this can be amended at any time according to Article XII in the bylaws.

Article V. Executive Board

Section 1. The Executive Board shall consist of President, Vice President, Treasurer and Secretary.

Section 2. The immediate Past President shall act as an advisor, when able, to the incoming President to promote continuity of programs.

Article VI. Terms of Office

Section 1. An officer may serve no more than 2 successive years in one office, unless running unopposed.

Section 2. Term of office shall be 1 year - from June election to June election of the next school year.

Section 3. No one person shall hold more than 1 office at a time.

Section 4. Should any executive board member leave office prior to the end of the term for any reason, a notice of resignation shall be given to the AES Principal. An election will be held at the next meeting in accordance with Article VIII, Section 1 to fill the vacancy.

Section 4a. In the case of vacancy in the office of President, the Vice-President shall automatically assume that office for the remainder of the term.

Article VII. Voting

Section 1. Parents/guardians, the current AES Principal, teachers and support staff are eligible to vote.

Section 2. Community members without a child at the school are not eligible to vote.

Section 3. There must be a quorum of at least 5 members when voting on any issue.

Article VIII. Elections

Section 1. Any member who is interested in running for office shall submit in writing their intent and the office they wish to occupy at the May meeting. All candidates may be subject to approval of the AES Principal.

Section 2. All candidates must be present at the election meeting in June in order to be considered.

Section 3. Elected officers shall assume their official duties in June of the year they are elected. Immediately upon retiring from office, they shall deliver to the Principal all accounts, records, papers and other property belonging to this organization.

Section 4. Only those members present at the meeting may vote. No absentee, write in, or proxy votes are allowed. Balloting will be by written ballot with a majority constituting the election. The current AES Principal will count ballots.

Article IX. Duties of Officers

President - Shall preside at all meetings

- Be responsible for making the agenda for the meeting.
- Supervise PTC affairs and activities and assume responsibility for the daily operation of PTC.
- To see that the PTC adheres to the rules, regulations and policies of the AES bylaws.
- Check/sort mail and other contents of the PTC mailbox located in the mailroom at AES.
- Post all "PTC News" in the bi-weekly school newsletter.
- Shall act as an advisor, when able, to a newly elected President for one school year to promote continuity of programs.

Vice President - Shall assist the President in all duties where needed and assume duties of the President when the President is absent or unable to serve.

- Shall record and keep attendance at all meetings.

Secretary - Shall keep accurate minutes of all monthly PTC meetings and Executive Board meetings. These minutes should be available for membership viewing at the next meeting.

- Shall conduct all correspondence as requested by the President.
- Shall have on hand at each meeting a copy of these bylaws and the book Robert's Rules of Order as a reference.

Treasurer - Shall have custody of all funds of the PTC organization and shall keep a strict and accurate account of all receipts and expenditures.

- To provide a written report at each monthly PTC meeting which shall be made available for membership viewing.
- Shall make every attempt to be at all events where money is collected or disbursed. When not able to be in attendance for a payment, a check may be given to a board member or the Principal for disbursement.
- Shall reimburse people for purchases related to previously approved PTC activities. Authorized members must submit an original receipt for the items purchased. Receipts for mixed personal and PTC purchases are not acceptable.
- Shall have \$15.00 petty cash available in the strong box.
- Shall keep all receipts and records for a period of 7 years at the school. The Treasurer may keep the current year.

Article X. Special Events Committee

Section 1. A Special Events Committee shall be chosen at the end of the year meeting in June, consisting of at least 2 members but no more than 5.

Section 2. This committee shall research and organize no more than 3 whole school assemblies keeping in mind the Core value for the current school year.

Section 3. Shall report their findings at monthly PTC meetings and allow researched programs to be put to a vote.

Article XI. Events/Event Planning

Section 1. All fundraising events must stay within current District Guidelines.

Section 2. Each event shall have a previously voted upon budget to work with. There will be no reimbursement over any agreed upon budget. If more funds are deemed necessary for the event to be successful, the Treasurer and/or the President must be contacted before money is spent.

Section 3. Each event shall have one voluntary chairperson to coordinate and delegate the details of the event.

Section 3a. Fundraising and Use of Facilities forms must be filled out, signed and approved by the Principal and Superintendent. These forms are in the AES office. They must be submitted well in advance of the event.

Section 3b. Chairperson shall keep a running account of funds spent as to not exceed a previously voted upon spending budget.

Section 3c. Chairperson shall keep copies of all information collected during organization of activity, ex. contacts, explanation of event, budget, flyers, etc... so smooth transtions can be made from year to year.

Section 3d. As stated in Article IX, members must submit an original receipt for the items purchased. Receipts for mixed personal and PTC purchases are not acceptable. All receipts must be turned in within two (2) weeks of the event.

Section 4. Thank you notes to volunteers are the responsibility of the chairperson. This may be done either individually or in the bi-weekly newsletter.

Section 5. When donations are solicited from businesses for raffles, etc., PTC letterhead must be used. This is available from the PTC Secretary. Donation must be in-hand before it is raffled off.

Article XII. Amendments

Section 1. These bylaws may be amended at any regular meeting of the PTC provided that at least thirty- (30) days prior notice via newsletter of the amendment(s) has been given. Any amendment shall become effective upon show of hand approval by a majority vote of members present.

Section 2. The organization's bylaws shall be reviewed every three- (3) years from this year (2006) upon ratification for possible amendments.

ADOPTED & APPROVED March 15, 2006

AMENDED & APPROVED _____

Article XIII. Dissolution

In the event of the dissolution of the Ashby Elementary School PTC, all monies and assets shall be turned over to the school. In the event that the school closes, all monies and assets revert to the North Middlesex Regional District.

*Portions of these bylaws were adopted from the following schools:

Oak Trace Elementary, Thurman Francis Academy, Memorial School,
Huntertown School, Mountain View Elementary and Rindge Public School.

