

**BY-LAWS OF  
ASSUMPTION SCHOOL PARENT TEACHER GUILD  
2011**

**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 who have paid their annual dues, the Principal, and all active members of the teaching 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 are not required to pay dues and 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, the Board of Directors and/or Committee Chairpersons. Parents/guardians shall pay PTG dues no later than the first Regular meeting of the school year. 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 Recording Secretary.

### **Section 2 - Officer Duties**

- A.** The President shall preside at all meetings of the PTG and act as Chairperson of the Board of Directors at all the meetings of the Board. 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 out-going President shall be a member of the Board of Directors until the term of the current President expires.
- 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 and at Board of Director Meetings.
- C.** The Recording 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 dues, 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 and the Board of Directors at all reasonable times. He/She shall prepare and render at the Annual Meeting of the Board of Directors a report of receipts and disbursements for the prior year and submit interim reports if requested to do so by the Board of Directors. 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 track dues and

request payment as necessary. He/She shall obtain all necessary raffle and other financial or required permits or licenses for PTG fundraising events. He/She shall be a member of the Fundraising Committee.

### **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 shall name a successor for any vacant office, subject to the approval of the Board of Directors. Approval shall be recognized by a majority vote of the Board. When said vacancy is filled because an officer cannot fulfill his/her duties, the successor may remain in office for the next two (2) consecutive terms if the vacancy was filled in the second year of the term.

## **ARTICLE V - Regular Meetings**

Beginning in September, the regular meeting of the PTG shall be held on the second Thursday evening, bi-monthly, through May starting promptly at 7:00 p.m. Meetings at the other dates and times may be determined by the President or the Principal with notice to the PTG membership at least seven (7) days prior to the meeting.

## **ARTICLE VI - Board of Directors**

### **Section 1 – Members**

The Board of Directors shall consist of all Officers, the immediate Past President, the Principal, the Faculty Representative, and eleven classroom representatives from the PTG. The PTG members shall consist of one elected representative from each grade, kindergarten through grade 8, and one representative from each pre-kindergarten session. The second year of the term, the Pre-kindergarten classroom 3 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**

The Board of Directors shall act in the capacity of counselor to the President. It shall, in addition to the Standing Committees, under the direction of the President, determine such other committees to be appointed by the President and define the duties of these various committees, unless otherwise provided for by these By-Laws. The Board of Directors shall recommend the annual dues by the Spring quarter.

## **Section 3 - Quorum**

Ten (10) members of the Board of Directors shall constitute a quorum.

## **Section 4 - Annual Meeting**

The annual meeting of the Board of Directors shall be held prior to the September meeting of the PTG.

## **Section 5 - Vacancies**

The President shall recommend a successor for any vacant seat, subject to the approval of the Board of Directors.

## **Section 6 - Guest Speakers**

The Principal shall approve of any and all guest speakers invited to a PTG meeting. If an individual or a company wishes to propose a fundraiser to the PTG, said Individual or company must be approved by the Principal prior to the PTG meeting.

## **ARTICLE VII - Nominations**

### **Section 1 – Officers**

The President shall appoint a Nominating Committee Chairperson, who may be assisted by PTG members. Nominations shall be accepted by the Nominating Committee during the months of February and March, with nominations being closed on March 31. The Nominating Committee shall present a slate of officers to be elected pursuant to Article IV, Section 3.

### **Section 2 - Board of Directors**

The Nominating Committee, as defined in Article VII, Section 1, will accept nominations for class representatives during the months of March and April. The Nominating Committee 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**

These By-Laws may be amended at any meeting 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 Board of Directors and then presented in text to each voting PTG member, at least two (2) weeks prior to the meeting at which action on same is to be taken.

### **Section 2 – Quorum**

Twenty-five (25) voting PTG members shall constitute a quorum.

### **Section 3 - By-Law Committee**

These By-Laws shall be reviewed annually. The By-Laws Committee shall make recommendations for changes before the annual Board of Directors Meeting. Further recommendations shall be presented to the PTG members before the November regular meeting for vote in January.

## **ARTICLE IX - Finances**

All motions for expenditures in excess of \$500.00 and outside the list identified below shall be referred to the Board of Directors for research and investigation at the time that they are proposed and seconded.

The Board of Directors shall then investigate and prepare recommendations on all motions for expenditures in excess of \$500.00. Such recommendations shall be presented to the membership at the monthly meeting immediately following the motion's initial presentation.

Annual Dues will be added to the operating budget of the PTG. These expenses will include, but are not limited to:

1. Assumption Parish P.T.G. Scholarship Fund - Eighth Grade up to \$1,000, \$100 of which shall be awarded to the student with the highest academic average.
2. Teacher Reimbursements Per Grade Expenses - up to \$100 for first half of school year and up to \$100 for second half of school year, based on receipts collected from grade teachers.

Note: Pre-kindergarten 3 and 4 shall get \$50 per class for first half of school year and up to \$50 for second half of school year, based on receipts collected from grade teacher.

3. Christmas Gifts for all staff of Assumption School.
4. PTG office supplies.
5. Cards and flowers, as needed.
6. Guest Speakers.
7. Gifts for outgoing officers - \$25.00 maximum per officer.
8. Graduating Gift for eighth graders - \$12.00 maximum per student.
9. Cake for graduation ceremony - \$65.00 maximum or an amount that has been approved by the Principal and the PTG Officers.
10. Teacher Appreciation Day – Catholic Schools Week.
11. Make Your Own Sundaes – Catholic Schools Week.
12. PTG Meeting Door Prize or Free Dress Day on the Monday following the meeting for students whose parents attend the PTG meeting

Any additional expenses, not listed above, that are presented to the PTG must be approved by the Principal, the PTG President, and the Treasurer.

## **ARTICLE X - Standing Committees**

In addition to the Nominating Committee, the PTG will have the following Standing Committees:

### **Fundraising Committee:**

The Fundraising Committee shall consist of at least eight (8) members: the Treasurer and seven (7) PTG members. The purpose of the committee is to recommend fundraising plans and activities to the PTG members on or before the March regular meeting, to be voted upon at the May regular meeting.

### **Social Committee:**

The Social Committee shall consist of four (4) or more PTG members. The purpose of the Social Committee is to recommend social activities for the students and families of the school, as well as for all PTG members.

### **By-Laws Committee:**

The By-Laws Committee shall consist of the President, the Principal, the Vice President and at least one other PTG member.

## **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:  
Patricia Corkum  
PTG President  
May, 2011