

Freeport Elementary Parent-Teacher Club

Constitution and Bylaws 2022-2023

Constitution

Article I – Name and Object

Section 1 – The name of the club shall be the Freeport Elementary Parent-Teacher Club (PTC).

Section 2 – The mission of the Freeport Elementary PTC is to support the education and wellbeing of children at Morse Street School and Mast Landing School and to foster relationships among the school, parents/guardians, and teachers.

Article II – Members

Section 1 – Any person within the school community interested in the object of the PTC may become a member.

Section 2 – All members of the faculty and families of students are automatically members.

Article III – Officers

Section 1 – The Executive Board of this PTC shall consist of a President, Vice President, Secretary, Treasurer, Parent Representative, Community Outreach Representative, and the Morse Street School and Mast Landing School Principals. Positions may be shared.

Section 2 – The Executive Board members shall be elected at the end of the year meeting in May or June for a term of one year. Only parents/guardians whose children are attending the schools shall be elected to the Executive Board.

Section 3 – When a vacancy occurs among the Executive Board, the unexpired term may be filled by appointment by the remaining Executive Board members.

Section 4 – Every Executive Board member on leaving their office, shall turn over to their successor at the June Executive Committee meeting all property, papers, books, and monies in their possession that belong to the PTC.

Article IV – Meetings

Section 1 – All meetings of the PTC (regular, executive, or subcommittee) may be held at Morse Street School, Mast Landing School, or a mutually agreed upon place. Additional meetings requiring a vote may be called by the President, either school Principal, or at the written request of five members.

Section 2 – Notice of any meeting of the PTC shall include the date, time, place of the meeting and shall be given by written notice to each member via the school email list or newsletter.

Section 3 – The last meeting of the year shall be the annual meeting for the election and installation of the Executive Board, the review of the annual budget, and the dates of teacher requests for the upcoming school year. Annual Financial Report should be sent by email to the Executive Board.

Article V – Amendments

Section 1 – This Constitution may be amended as follows:

- 1) the Constitution will be reviewed at 1st annual meeting;
- 2) members may propose amendments within 3 days of first notice;
- 3) Executive Committee will review and vote on proposed changes at the next Executive Committee meeting.

Bylaws

Article I – Duties and Powers of Officers

Section 1 – The President shall preside at all meetings, enforce the constitution and bylaws, decide all questions of order, offer for considerations all motions regularly made, appoint all committees not otherwise provided for, and perform any other duties as their office may require. They shall make no motion, not cast a vote on any questions or motion unless the body is equally divided in votes cast; they shall then have the power to cast the deciding vote. They may request any motion to be submitted in writing.

If the Presidency is a shared position, one President shall abstain from each vote based on a pre-determined schedule such as an annual split in voting rights from September-January and February-June.

Section 2 – In the absence of the President, the Vice President, or in the absence of both the President and the Vice President, the Secretary shall preside at all meetings of the PTC.

Section 3 – The President shall be allowed the privilege of debate on all subjects under discussion by requesting the Vice President to assume the office of the President for the duration of their remarks. In the absence of the Vice President, the Secretary shall take over.

Section 4 – The Secretary shall keep a proper record of the proceedings of the PTC and the minutes of the meetings. The Secretary shall notify members of the regular and special meetings and take care of communications outside of but pertaining to the PTC.

Section 5 – The Executive Board shall have the power to act as a general body in the interest of the PTC. The Executive Board has the power to approve by majority vote all expenditures of the PTC up to \$500 both at the meeting and without notice. Expenditures above \$500 must be voted on at the next PTC meeting by members of the Executive Board. Notices must be placed in school newsletters and/or email. For expenditures over \$500 where either schedule does not allow for a vote at a PTC meeting, notice must be given in the school newsletter or email, providing 48 hours for school community to share feedback via email.

Article II – Amendments

Section 1 – The bylaws may be altered or amended in the manner as the Constitution.

Freeport Elementary Parent-Teacher Club
Executive Board Job Description
President

1. Organization

a. Calendar of Events

i. Set biannual meeting of Executive Board to discuss calendar.

b. Monthly meetings and Executive Board meetings

i. Set agenda for monthly PTC meetings (must be sent to the Principals the Friday before the meeting).

c. Committee for Events

i. Make sure committees stay on track.

ii. Make sure events are publicized well in advance.

2. Communication

a. Open PTC mail and act upon as necessary.

b. Act as speaker at Open House and other occasions, as requested by Principal.

c. Create welcome letter at the beginning of the year for the newsletter.

d. Create thank you and goodbye letter for the last newsletter.

3. Attend school committee meetings, on occasion, to keep informed.

4. Attend monthly PTC meetings, executive board meetings, and PTC-sponsored functions.

5. Represent Morse Street School and Mast Landing School in town projects, and serve on sub-committees, as needed.

6. Show support and respect to the other officers.

7. Be a goodwill ambassador for the school.

Freeport Elementary Parent-Teacher Club
Executive Board Job Description
Vice President

1. Fill in for the President at PTC meetings if the president is unable to attend.
2. Perform other duties assigned by the president.
3. Attend monthly PTC meetings, executive board meetings, and PTC-sponsored functions.
4. Show support and respect to the other officers.
5. Be a goodwill ambassador for the school.

Freeport Elementary Parent-Teacher Club
Executive Board Job Description
Secretary

1. Take accurate minutes at all PTC meetings
 - a. Type minutes within one week of the meeting and distribute copies of the minutes to executive board within one week of the meeting.
 - b. Keep one copy for display at the next PTC meeting.
 - c. Maintain a record for the organization.
 - d. Post minutes to PTC website.
2. Type letters for the organization
 - a. Send thank you notes to PTC guest speakers and teachers who attend meetings within one week of the meeting (a copy of the teacher letters should go to the Superintendent for the personnel file, and to the Principal).
3. Publish regular (once per trimester) PTC newsletter for school-wide distribution.
4. Update and manage PTC website.
5. Design and print posters for PTC sponsored events as requested by the president and/or Committee Chairs.
6. Request locations and fundraising for events and meetings, including requesting Principal approval for fundraising events before sending to the Superintendent.
7. Attend monthly PTC meetings, executive board meetings, and PTC-sponsored functions.
8. Show support and respect to the other officers.
9. Be a goodwill ambassador for the school.

Freeport Elementary Parent-Teacher Club
Executive Board Job Description
Treasurer

1. 1. Maintain PTC checking account.
 - a. Reconcile monthly bank statement.
 - b. Make running balance available at all times.
2. 2. Pay all invoices on a timely basis, as approved by the PTC.
3. 3. Oversee all cash transactions at PTC functions.
 - a. Determine amount and provide seed money and cashbox.
 - b. Coordinate collecting cash.
 - c. Make change available at these functions.
 - d. Make timely deposits of all cash collected.
4. 4. Produce certain monthly reports to be available at all PTC meetings including:
 - a. Monthly bank reconciliation,
 - b. Unencumbered cash balance, and
 - c. Summaries of fund-raising projects.
5. 5. Attend monthly PTC meetings, executive board meetings, and PTC-sponsored functions.
6. Show support and respect to the other officers.
7. Be a goodwill ambassador for the school.

Freeport Elementary Parent-Teacher Club
Executive Board Job Description
Community Outreach Representative

1. Attend monthly PTC meetings, executive board meetings, and PTC-sponsored functions.
2. Assist committee leads with brainstorming and/or outreach for donations and community assistance, as requested, if time allows.
3. Show support and respect to the other officers.
4. Be a goodwill ambassador for the school.

Freeport Elementary Parent-Teacher Club
Executive Board Job Description
Parent Representative

1. Attend monthly PTC meetings, executive board meetings, and PTC-sponsored functions.
2. Represent the needs and thoughts of parents in discussions.
3. Show support and respect to the other officers.
4. Be a goodwill ambassador for the school.

Freeport Elementary Parent-Teacher Club
Job Description
Committee Lead

1. 1. Oversee organization and successful completion of a fundraising initiative.
2. Form a team of volunteers to assist with successful completion of the fundraising initiative
 - a. Create communications distribution list of committee members including name, phone, and email and include in the minutes of the first committee meeting.
3. 3. Maintain accurate summary of the committee's activities
 - a. Record accurate meeting minutes and distribute to committee members and PTC Board President by the following meeting.
4. 4. Keep records for the following year in the committee log including:
 - a. Who is on the committee,
 - b. What and where things were ordered,
 - c. Prices of items ordered,
 - d. What worked and what didn't,
 - e. How much money was made, and
 - f. Any information that will make the transition easier the following year.
5. 5. Prepare notices of the event for the newsletter and send to PTC Secretary
6. Write thank you notes for the newsletter following the event to acknowledge volunteers, committee members, and any donations.