

CONSTITUTION AND BYLAWS

of the

PARENT-TEACHER GROUP OF BEDFORD, NEW HAMPSHIRE

ARTICLE I

The name of this organization shall be: BEDFORD PARENT TEACHER GROUP

ARTICLE II – OBJECTIVES

Section 1: Mission Statement - The Bedford Parent Teacher Group (PTG) was developed to create a working partnership with parents, teachers and school administration to foster a cooperative, enriching learning environment for the students in the Bedford School District.

Section 2: Purpose - The purpose of the Bedford PTG is to enhance and support the educational experience of the Bedford School District, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment in the Bedford School District through volunteer and financial support.

Bedford PTG provides enriching educational opportunities and community events for the staff, students, and families in the Bedford School District; and helps to support the individual needs of our Bedford schools.

ARTICLE III – OFFICERS AND THEIR DUTIES

Section 1: Officers - The Officers of the Bedford PTG shall be two (2) Co-Presidents, a Vice President of Fundraising, a Vice President of Publicity, a Secretary and a Treasurer. (Total 6 members)

Section 2: Duties –

Co-Presidents – Preside at Executive Board meetings, serve as the official representative of the PTG. Perform such other duties as may be prescribed in these Bylaws or assigned to him/her by Executive Board. Perform additional duties as outlined in the Co-President job descriptions, subject to annual review.

VP Fundraising - Work with various vendors and the PTG Executive Board to plan and publicize all fundraising opportunities district wide. Perform the duties of the Co-Presidents in their absence or inability to serve. Perform such other duties as the Co-Presidents and Executive Board may designate. Perform additional duties as outlined in the VP Fundraising job description, subject to annual review.

VP Publicity – Manage communications and marketing for the PTG including, but not limited to PTG newsletters, email broadcasts, website, event promotion, etc. Perform the duties of the Co-Presidents in their absence or inability to serve. Perform such other duties as the President and Executive Board may designate. Perform additional duties as outlined in the VP Publicity job description, subject to annual review.

Secretary – Record and distribute minutes of all Executive Board meetings; digitally maintain historical records for the PTG. Perform additional duties as outlined in the secretary job description, subject to annual review .

Treasurer – Serve as custodian of the PTG’s finances, collect revenue, pay authorized expenses, report financial activity at least quarterly, prepare year-end financial report, facilitate an annual audit, and digitally maintain all financial records. Perform additional duties as outlined in the Treasurer job description, subject to annual review.

ARTICLE IV – EXECUTIVE BOARD AND THEIR DUTIES

Section 1: Executive Board Members - The Executive Board shall consist of the Officers (6), a representative of the Administration (1), and one PTG liaison per school (6). Executive Board positions can be shadowed/shared (only one vote per role, see voting section for more details).

Section 2: Duties of Liaisons - The School Liaison will work closely with the school Principal and faculty representative/s to foster strong communication and partnership between their respective schools and the PTG. Perform additional duties as outlined in the School Liaison job description, subject to annual review.

Section 3: Duties of Executive Board - Approve the PTG’s annual budget, establish and oversee committees to conduct the work of the PTG, establish fundraising programs, and determine student, family and community events. Transact necessary PTG business, as deemed by the Co-Presidents, in the intervals between Executive Board meetings.

Section 4: Policy Position - PTG does not endorse or take a position on local school measures and policies in the public interest.

- A. Although not anticipated, exceptions (that impact PTG’s mission and purpose) may be discussed by PTG board after a thorough study has been made. Any final action requires $\frac{2}{3}$ vote. An established position may be re-opened for further study and consensus by a majority vote by the Officers.

Section 5: Terms of Office

- A. Maximum 3 years
- B. Open roles will be published through PTG communication channels prior to the end of the school year.
- C. Any open Executive Board role will be filled by majority vote of the board. Vote will be by voice vote; if more than one person is interested in a role, a ballot vote will be taken.
- D. The incumbent may stay on, pending board approval, for one additional year if no one else expresses interest.
- E. All parents, step-parents, and/or guardians of students attending Bedford School District are eligible to be a candidate for an Executive Board position.

Section 6: Removal - An Executive Board member can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: Vacancy - If a vacancy occurs on the Executive Board, the Co-Presidents shall appoint someone to fill the vacancy for the remainder of the school year with board approval.

Section 8: Conflict of Interest - All board members shall be familiar with and adhere to Bedford PTG's Conflict of Interest Policy.

ARTICLE V – MEETINGS

Section 1: Board Meetings - The Executive Board shall meet monthly during the school year, or at the discretion of the Co-Presidents. Voting during Executive Board meetings shall be limited to members of the Executive Board.

- A. April or May Board Meeting may consist of the review of open positions, suggestions and recommendations for consideration in the upcoming year, fundraiser proposal and preliminary budget review.

Section 2: Quorums - Two-thirds ($\frac{2}{3}$) of Executive Board members present shall constitute a quorum. (9 of it's 13 members)

Section 3: Voting - Each Executive Board member in attendance at a PTG meeting is eligible to vote; one vote per role if position has a share/shadow. Absentee or proxy votes are not allowed.

- A. The board shall operate on unanimous consent, if there is no objection the motion is adopted. If anyone objects, a voice vote is conducted of the members present.
- B. Majority vote, of members present and voting, is required to pass a motion; unless specified as $\frac{2}{3}$ required in Robert's Rules.
- C. The Co-Presidents may take a vote of the Executive Board by email for an emergency.

Section 4: Meeting Open to Public by Invitation: Non PTG Board members may attend Executive Board Meetings when invited or when they request an invitation as it pertains to Board meeting agenda items.

ARTICLE VI – STANDING COMMITTEES

Standing Committees: A permanent committee that performs a continuing function.

Section 1: Committees - The Committees of the Bedford PTG shall be developed in conjunction with the programs, events, and fundraisers offered. The operation of these committees shall be at the discretion of the Executive Board on a yearly basis.

- A. Funding for committee activities will be added to the budget as needed and committees are expected to stay within their budgets.

Section 2: Chairpersons - Committee Chairpersons/Coordinators shall be appointed by the Executive Board, and likewise any vacancies arising during the year.

Section 3: Duties - Chairpersons of committees will accept all responsibilities and duties included in their job descriptions.

Section 4: Committee Work - The Chairpersons of all Committees shall present plans of work to the Co-Presidents and/or the Executive Board.

Section 5: Reporting - Each Committee Chairperson is responsible for reporting activity within his/her committee to the Co-Presidents and/or the Executive Board (a written report may be required).

ARTICLE VII – SPECIAL COMMITTEES

Special Committee: A committee that is formed for a specific task and that ceases to exist after the task is complete.

Section 1: Committees - Members of a Special Committee shall be appointed by the Executive Board.

Section 2: Chairpersons - The Chairperson of a Special Committee shall be appointed by said Committee.

Section 3: Committee Work - The Chairperson of the Special Committee shall present plans of work to the Co-Presidents and/or the Executive Board.

Section 4: Reporting - The Special Committee Chairperson is responsible for reporting activity of the committee to the Co-Presidents and/or the Executive Board (a written report may be required).

ARTICLE VIII – FINANCIAL POLICIES

Section 1: Fiscal Year - The fiscal year of the PTG begins July 1st and ends June 30th of the following year.

Section 2 : Budget - A tentative budget shall be drafted in spring for the following school year and approved at a fall meeting by a majority vote of the Executive Board.

Section 3: Banking - All funds shall be kept in a local financial institution in the name of the Bedford Parent Teacher Group. Authorized signers for PTG accounts will include Treasurer and the Co-Presidents.

Section 4: Reporting - All financial activity shall be recorded in a computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity quarterly. The PTG shall arrange an independent review of its financial records each year.

Section 5: Ending Balance - The organization shall leave a reserve fund of at least 4 months of projected expenses for the upcoming fiscal year and a fund of at least \$10,000 a fund for operating cash in the treasury at the end of each fiscal year.

Section 6: Contracts - Contract signing authority is limited to the Co-Presidents or the Co-President's designee.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Section 1: Robert's Rules - The rules contained in ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the Executive Board in all cases to which they are applicable and not inconsistent with these Bylaws.

ARTICLE X – BYLAW AMENDMENTS/REVISIONS

Section 1: Amendments - These Bylaws may be amended at any time by a two-thirds (2/3) vote of the Executive Board present and voting, provided notice of the proposed amendment(s) shall have been given at a previous meeting.

Section 2: Revisions - A committee of Executive Board members may be appointed, to submit a revised set of Bylaws as a replacement for these Bylaws, only by a majority vote.

- A. These Revised Bylaws must be approved by a two-thirds (2/3) vote of the Executive Board present and voting, provided notice of the proposed revisions shall have been given at a previous meeting.

Section 3: Bi-Annual Review - These Bylaws shall be reviewed bi-annually (every two years) by Co-Presidents and Secretary.

Article XI – STANDING RULES

Standing Rules: Rules that are related to details of administration rather than parliamentary procedure.

Section 1: Approval - Standing rules must be approved by the Executive Board, by majority vote. The secretary shall keep a record of the standing rules for future reference.

ARTICLE XII-DISSOLUTION

In the event of dissolution of the Bedford PTG, any funds remaining (after outstanding bills have been paid) shall be donated equally to each of the schools in the Bedford School District or distributed to another organization with similar mission as the PTG that is qualified under Section 501 © (3) of the Internal Revenue Code. The organization receiving funds should be approved by a $\frac{2}{3}$ Board Member vote. No assets may be distributed to individual members.

ARTICLE XIII

Section 1: The purposes of which the association is organized are exclusively charitable and educational within the meaning of section 501 ©(3) of the Internal revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

Section 2: Notwithstanding any other provision of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501 ©(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

The Constitution and Bylaws of the Bedford Parent Teacher Group has been reviewed and acknowledged by the Co-Presidents.

**Signature page (print and signature):
2017/18**

Co-President: Sue Jennato

Date: 12/20/17

Co-President: Kim Beekman

Date: 12/20/17

2019/20 (Approved by Board 9/18/19)

Co-President: Sue Jennato

Date: 9/18/19

Co-President: Amy Dion

Date: 9/19/19

2021/22

Co-President: Sonya van der Meer

Date: 9/8/21

Co-President: Amy Dion

Date: 9/8/21

2023/24

Co-President: Marialaina Tomolonis

Date: 8/16/2023

Co-President: Kelli Darling

Date: 8/16/2023

2025/26

Co-President: Christina Cuzzi

Date: 08/20/2025

Co-President: Christina Navarrette

Date: 08/20/2025