

**Bylaws of the
PARENT TEACHER FRIENDS (PTF)
of the Brooklin School**

This document last updated on October 24, 2016
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I. NAME

The name of this organization is the Parent Teacher Friends Group of the Brooklin School, commonly referred to as the PTF.

II. PURPOSES

1. To rally broad community support for the Brooklin School.
2. To generate funds in support of student extra curricular activities or educational items that will not be funded from the school budget.

III. BASIC POLICIES

1. This is a volunteer organization working under the auspices of a nonprofit, charitable organization.
2. This Parent Teacher Friends group shall be noncommercial, nonsectarian, and nonpartisan.
3. The name of this organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial or partisan interest.
4. This organization shall work with the school to provide quality education for the children and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.
5. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations, any remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations for the benefit of Brooklin School children.
6. This organization shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization including a list of members and dues collected from those members. Four financial report shall be presented to members throughout the year.
7. These bylaws are to remain in effect until modified by a majority vote of members attending a general meeting.

IV. MEMBERSHIP AND DUES

1. Membership is open to all parents, teachers and friends in the Brooklin School community.

2. Membership in the PTF shall be made without regard to race, color, creed, national origin, or religion.
3. Officers are elected in the second PTF meeting of the school year and shall serve for a term of 1 year or until they are replaced.

OFFICERS AND THEIR ELECTION

1. Each officer of the PTF shall be a member of the organization.
2. All officers of the PTF shall be elected by the membership.
3. The officers of the PTF shall consist of a President, a Vice President, a Secretary, and Treasurer.
4. A person shall hold no more than one elected position at a time.
5. Members who wish to be officers must attend three (3) PTF meetings in the previous calendar year prior to being elected.
6. In order to vote for officers, members must attend one (1) previous PTF meeting in the previous calendar year.
7. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to an office.
8. If an officer or appointee fails to attend three (3) consecutive meetings without adequate excuse or to perform the duties of his office, the members of the PTF shall meet and declare the office or position vacant.
9. A vacancy occurring in the office of President shall be filled for the remainder of the term by the Vice President, who shall then cease to be Vice President. A vacancy occurring in any other office shall be filled by a vote of PTF members at a meeting.

VI. DUTIES OF OFFICERS

1. The President shall:
 - Preside at all meetings of the PTF.
 - Perform such other duties as may be prescribed in these Bylaws.
 - Coordinate the work of the other officers of the PTF in order that the objectives may be promoted.
2. The Vice President shall:
 - Act as an aid to the President and perform the duties of the President in the absence or inability of that officer to serve.
 - Perform such other duties as may be delegated to him/her.
3. The Secretary shall:
 - Record the minutes of all meetings including the motions and actions taken.
 - Distribute minutes to the President who will then in turn distribute them to the members.
 - Perform such other duties as may be delegated to him/her.
4. The Treasurer shall:
 - Have custody of, and be responsible for all funds of the PTF.
 - Collect and keep a full and accurate account of receipts and expenditures of the PTF.
 - Make disbursements in accordance with the decisions acted upon by the PTF.

Present a minimum of four (4) financial reports to the PTF at meetings throughout the school year, or at other times when requested.

Present a minimum of two (2) financial reports to the Treasurer of the Town of Brooklin throughout the school year, or at other times when requested.

IX. STANDING AND SPECIAL COMMITTEES

1. PTF officers may create such standing committees, as it may deem necessary to promote the objectives and carry on the work of the PTF.
2. Committee expenditures must be pre-approved at a PTF meeting.
3. Functions and descriptions of committees shall be reviewed/revised annually at a PTF meeting.

X. READING AND RENEWAL OF BYLAWS

These Bylaws shall be reviewed every three (3) years at a PTF meeting at the beginning of the school year.