

HASTINGS PARENT GROUP BYLAWS

Updated 7.2019

Article 1 Name and Policies

Section 1 – The name of this organization is the Hastings Parent Group, Elsie Hastings Elementary School, Westborough, MA

Section 2 – Meetings will be held monthly. The school Principal, Executive Board, committee chairpersons and committee members or their designees shall attend. Monthly meetings will be open to all members of the Parent Group.

Section 3 – All officers and committee members shall complete and return a membership form.

Section 4 - Voting members shall consist of the Executive Board, Principal, Committee Chairs, Committee Members, and general members.

Section 5 – A minimum of 5 voting members present at a properly called General Meeting or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

Section 6 – The organization shall be noncommercial, nonsectarian and nonpartisan.

Section 7 – The organization or the names of any members in their official capacities shall not be used in connection with any commercial concern or with any partisan interest, or for any purpose not appropriately related to the promotion of the objectives of the organization.

Article II: Purpose

Section 1- To promote community involvement in the school.

Section 2 – To promote educational enrichment for students.

Section 3- To supplement the material and equipment needs of the school, when possible and appropriate.

Section 4 – To promote the welfare of students in home, school and community.

Section 5 – To encourage teacher and community participation in school activities.

Section 6 – To encourage communication and provide liaisons among the School Committee, School Council and other parent groups.

Article III: Membership and Donations

Section 1- The membership will be open to all parents, guardians, teachers, school personnel and other interested parties affiliated with Hastings Elementary School. Members may join at any time during the year.

Section 2 – Membership donations will be solicited by the membership committee/Treasurer, but are voluntary.

Article IV: Executive Board

Section 1 – The Executive Board shall consist of President/Co-Presidents, Treasurer and Secretary.

Section 2 – Election of officers will be held at the May or June meeting of each year by ballot vote. If however, only one nominee for any office, a voice vote may be made at the meeting.

Section 3 – Officers shall assume their official duties from the date of July 1 to June 30 of the following year, or until their successors are elected. A person shall not be eligible to serve more than two consecutive terms in the same office unless the position is uncontested.

Section 4 – All members of the Executive Board must have completed a membership form and must have a child in the school while in office.

Section 5 – The duties of the Executive Board shall be:

To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.

The Executive Board shall prepare and submit a budget for the upcoming fiscal year to the board for approval in September based on information solicited from HPG committees.

At least one representative of the Executive Board, usually a Co-President, shall meet or communicate with the principal on a monthly basis before the monthly general or board meeting.

To approve routine bills within the limits of the approved budget.

To oversee the plans of work of the standing committees.

To fill board vacancies occurring during the school year, and present them for approval by a majority vote of the HPG voting members at the monthly board meeting.

To support the Hastings Elementary community on behalf of the school Principal, staff, parents and students.

Article V: Duties of Officers

EXECUTIVE BOARD

Section 1 – President/Co-Presidents

The Co-Presidents shall act as liaisons, facilitating communication between home and school, shall preside at all meetings of the organization and of the Executive Board and shall be responsible for the agenda of the monthly board meetings. The Co-Presidents will solicit and fill open positions on the board. They shall oversee the work of the officers and committees of the organization in order that purposes may be promoted. Co-Presidents have an open invitation to all the meetings.

In addition, the President/Co-Presidents will represent HPG at all related parent group advisory committees established by the Principal or Superintendent. If these members cannot participate then they are to designate a representative from the Executive Board and provide proper notification.

Section 2 – Secretary

The Secretary shall record and distribute the minutes for all meetings of the organization and the Executive Board. The Secretary shall be responsible for correspondence of the organization and the Executive Board, shall notify Executive Board members of special meetings, and shall perform such duties as may be delegated to her/him.

Section 3 –Treasurer

The Treasurer shall have the custody of all funds of the organization, shall keep a full and accurate account of receipts and expenditures; and in accordance with the budget adopted by the organization, shall make disbursements as authorized by the Co-Presidents, Executive Board, or organization. The Executive Board must approve disbursement for non-budgeted items. The treasurer shall present a financial statement at all board meetings and at other times when requested. The Treasurer will submit necessary documentation for yearly taxes. At the end of each school year there will be a peer review composed of the Treasurer and two general members to examine the Treasurer's accounts.

School Advisory Council is mandated by the 1993 Massachusetts Education Reform Act and is not affiliated with the Hastings Parent Group.

COMMITTEE CHAIRS

Section 4 – Fundraising Committee

This committee/committees will be designated by the Executive Board and will consist of individuals responsible for the large fundraisers (e.g., Book Fair & Fun Run) and local reward programs (i.e. Stop&Shop/TargetRedCard/AmazonSmile).

These committees will be responsible for planning events to raise funds to support the projected budgetary needs of the organization. While tradition had dictated that a single large fundraiser is done, should other smaller fundraisers become necessary, the committee shall take the necessary actions. Fundraising activities should be coordinated with other parent groups within Westborough whenever possible. Permits will be obtained as determined by school administration. All monies raised from HPG fundraising events shall be deposited in the HPG account immediately after each event. A written financial report shall be submitted within two weeks of the event along with all receipts.

Section 6 - Hospitality Committee

This committee will be designated by the Executive Board and shall provide refreshments at functions of the organization and school when it is deemed appropriate and shall assume the responsibilities for the Back to School Staff Breakfast, Staff Appreciation Lunch, Kindergarten meet & greet and others as needed.

Section 7 – Publicity Committee

This committee will be designated by the Executive Board and shall ensure all activities approved by the association are publicized, including monthly meetings. The committee shall also assist in the production of posters, flyers and other publicity materials regarding the association's activities.

The committee shall photograph school events pertaining to the HPG sponsorship. This committee shall design, update and post pictures to HPG bulletin boards monthly.

Section 8 – Family Festival

The Festival Committee shall consist of parent volunteers solicited from the names submitted during the membership drive in September. The committee shall follow the budget approved in September for their committee expenses. They shall be responsible for organizing refreshments, entertainment, and any favors needed. The date shall be set by the school administration included in permit requests.

Section 9: Parent Education Forum

Two HPG parent volunteers will work and meet directly with the Superintendent and other parents on the Westborough Parent and Community Education to help research and organize speakers and discussion groups.

Article VI: Parliamentary Authority

Robert's Rules of Order, Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article VII: Amendments

Section 1 – These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall be published and posted at least 14 days prior to the meeting at which the amendment is voted upon.

Section 2 – A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 3 – The President may accept submission of amendments from any member of the organization.