

HILLSIDE SCHOOL PARENT TEACHER COUNCIL

28 Glen Gary Road
Needham, MA 02494

BYLAWS

Effective December 12, 2001
Amended December 14, 2005
Amended December 13, 2006
Amended May 26, 2010

ARTICLE I: NAME

The name of this organization shall be the Hillside School Parent Teacher Council, hereinafter referred to as the "PTC".

ARTICLE II: PURPOSE

The purpose of the PTC shall be to enhance and enrich the programs within the school, instill positive school spirit through social programs, provide community building opportunities and provide an open forum for parents, teachers and the principal to meet and communicate. The PTC shall, through its members, coordinated fundraising activities, including dues collection, and distribute funds in accordance with these bylaws.

ARTICLE III: MEMBERSHIP and DUES

All parents and guardians having children in the Hillside School, the teachers and Principal of the Hillside School are voting members of the PTC. The Hillside School staff shall be non-paying members of the PTC without vote. Dues for the following school year will be determined by vote of the general membership at the final PTC meeting of the current year.

ARTICLE IV: ORGANIZATION

- Officers: The officers for the PTC shall be President, Secretary and Treasurer. Each of these offices may be shared by at most two persons, in which either co-officer may exercise the duties of that office. Any reference to an office shared is understood to apply equally to both co-officers.
- Management: The general supervision and management of the interests of the PTC shall be the responsibility of the Officers and chairs for the permanent committees. The following permanent committees shall be established:

Book Fair
Cafeteria Volunteers
Campus for Hillside
Creative Arts
Family Fun Nights
Gift Wrap Fundraiser
Head Room Parents
Hospitality
Media
METCO
Picnics
Plant Sale
Playground
Program on Disabilities (POD)
Publicity

School Directory
Skating Party
Social Action
Spring Fling
Staff Luncheon

The General Membership may, by majority vote, create and disband ad-hoc committees as it determines are necessary and appropriate. Between July 1 and September 1 of each year the Officers may exercise all powers of the General Membership.

ARTICLE V: DUTIES OF THE OFFICERS

1. The President shall preside at all meetings and be responsible for coordinating the work of the PTC in support of the purpose of the organization; prepare agendas for monthly meetings and review financial reports; communicate PTC news through the school's weekly newsletter; represent the PTC at monthly meetings with the Superintendent of the Needham Public Schools, as scheduled; and in the event any committee chair is vacated during the school year, appoint a PTC member to fill the vacancy.
2. The Secretary shall record the minutes of all meetings, submit them to the President at least one week prior to the next meeting and maintain them in a continuous record. The Secretary shall arrange for the minutes of each meeting to be available on the Hillside PTC website.
3. The Treasurer shall receive and be responsible for all incoming funds, pay out the funds of the PTC in accordance with the decisions of the general membership, submit a written report at each PTC meeting and submit any required reports to the School Department and/or the School Committee. Investment of funds shall be made with the approval, by majority vote, of the general membership.

ARTICLE VI: ELECTIONS

1. The President shall prepare a slate of Officers and chairs of committees and cause such slate to be published in the Hillside newsletter at least two (2) weeks prior to the last PTC meeting of the school year. The President shall encourage position sharing if there is more than one person seeking a position and if necessary cause an election to be held for that position at the last PTC meeting of the school year, prior to the presentation of slate.
2. The slate of Officers and committee chairs shall be voted on by the general membership present at the last PTC meeting of the school year.
3. When an Officer vacates their position prior to the end of the school year a replacement for the remainder of the school year shall be approved by vote of the general membership.
4. Whenever an Officer or committee chair fails to attend to his/her duties, that Officer or chair may be relieved of the position by vote of the general membership.

ARTICLE VII: ANNUAL BUDGET

Not later than the second meeting of the PTC in each school year, the Officers in consultation with permanent and ad-hoc committee chairs, shall prepare a budget for the school year. This budget will be exclusive of the Enrichment Grants, and will be presented to the general membership for approval by vote. Any amendments to the budget must be approved by vote of the general membership.

ARTICLE VIII: AMENDMENTS

These bylaws may be amended by a majority vote of the general membership present and voting at a meeting duly called, the notice of the proposed amendments have been given at the previous meeting.

ARTICLE IX: MEETINGS

There shall be a minimum of six (6) meetings of the general membership each school year.

ARTICLE X: QUORUM AND VOTING

A quorum at any meeting shall consist of those members present. A simple majority vote of members present and voting shall decide all issues.

ARTICLE XI: ENRICHMENT GRANTS

1. Enrichment Grants are to supplement and enrich the curriculum of Hillside students. Enrichment Grants are funded by separate appropriations, approved by majority vote of the general membership present and voting.
2. Enrichment Grants are available to fund "Qualified Enrichment Projects" upon application of:
 - a) any member of the Hillside School staff;
 - b) any Hillside student or any student group or student organization affiliated with the School; or
 - c) any parent or guardian of any student enrolled at Hillside School or any group or association of parents/guardians affiliated with the School.
3. "Qualified Enrichment Projects" may include any activity designed to supplement or enrich the curriculum which is not currently being provided at the School and will benefit the largest number of students possible. Enrichment Grants may pay for all or any part of the cost of materials, equipment, media, travel, personnel, guest speakers, performances or other expenses necessary for the activity.
4. Applicants for Enrichment Grants must fill out the application form designed by the Officers. Applications submitted by other than Hillside School staff must contain the written approval of all teachers whose classes are expected to participate in the project. All applicants must secure the written approval of the Hillside School Principal prior to submitting the application and, if required by law, the Superintendent of Schools and/or the Needham School Committee. Grant recipients are required to submit a post-project report to assist in evaluating the success of a project.