

BYLAWS EFFECTIVE JULY 1, 2025 UNTIL JUNE 30, 2027
Approved (JUNE 9, 2025) by Bylaw Committee & Administration
MERRIMACK MIDDLE SCHOOL PARENT TEACHER GROUP

Article I: Organization

- A) Name: This organization is herein known as the Merrimack Middle School Parent Teacher Group, hereafter referred to as the MMS PTG.
- B) Existence: The MMS PTG is an unincorporated, non-commercial, non-partisan, non-sectarian organization. Its intent is to operate as a non-profit organization pursuant to Internal Revenue Code section 501(c)(3).
- C) Purpose:
 - 1) The MMS PTG strives to foster a strong partnership/connection between home and school via:
 - (a) Active family involvement in volunteer programs, school activities, events, extracurricular activities, fundraisers, and participation in school committees
 - (b) Informative programs on pertinent topics
 - (c) Serving as a liaison in relating parent (guardian)/educator concerns and ideas
 - 2) The MMS PTG provides financial support for initiatives that:
 - (a) Enrich the learning experience/process
 - (b) Support social and emotional development and learning for all students
 - (c) Increase a sense of pride in the MMS community
 - (d) Enhance the partnership and communication between families and the school
- D) Organization consists of:
 - 1) General Membership (also known as "Members"): all educators, staff, and parents/guardians/families of the children currently enrolled at MMS
 - 2) The Executive Board (also known as "Officers"): President, Co-President, Treasurer, Secretary, Fundraising Manager, and Volunteer Coordinator
 - 3) Advisors to the General Membership and Executive Board: MMS Principal and Assistant Principal, as well as the Member-at-Large, as needed, in which the position will follow the election process as defined in Article II
- E) Year: The fiscal year will run from Jul 1st through Jun 30th
- F) Insurance: The organization shall provide liability insurance to protect MMS PTG Board members and officers from any judgment resulting from suits brought against them. The insurance shall cover claims in such matters as civil rights actions, negligence or other acts resulting in accidental injury to any person or property damage in or out of the school buildings while the above-named insured are acting within the scope of their duties and/or under the direction of the Officers.

Article II: Officers and their Election

- A) Elected Officers, Coordinators, and Advisors must be Members; see Article II:F:4 when special circumstances apply as Officer positions must be filled for the majority of the term (as defined in Article I:E).
- B) Elected Positions:
 - 1) For the 2025-2026 school year: the Executive Board Officer positions elected are: President, Co-President, Treasurer, Secretary, Fundraising Director, and Volunteer Director; the Advisor position to be elected is: Member-at-Large

- 2) For the 2026 – 2027 school year: the Executive Board Officer positions to be elected are: President, Treasurer, Secretary, Fundraising Director, and Volunteer Director; the Coordinator position to be elected is: Media/Communication Coordinator; the Advisor position to be elected is: Member-at-Large
- C) Term of Office will consist of one (1) fiscal year (as defined in Article I:E) for each officer, coordinator, and advisor. Note that a minimum of five elected executive board officers is required for each term.
- D) Nomination of Positions:
- 1) Notice of nomination process and election timelines will be presented to the Members, as well as sixth grade families, on or before March 15 of the given school year.
 - 2) Solicitation of nominees via electronic nomination forms will occur between April 1 - April 15 of the given year to include current sixth and seventh grade families.
 - 3) Only those persons whose consent has been secured may be nominated. An officer will verify consent with the nominee within two days of the nomination period conclusion.
- E) Elections:
- 1) If there is only one nominee for each elected position, the full slate of Officers/Coordinator(s)/Advisor(s) will be elected by acclamation at the May General Meeting.
 - 2) If there are multiple nominees for any given position, the General Membership will elect all Officers, and Coordinator(s)/Advisor(s), by electronic ballot vote no later than May 15 of the given school year.
 - (a) An electronic ballot will be sent to current sixth and seventh grade families via Administration PowerSchool distribution lists and/or social media pages. One vote per family will be accepted.
 - (b) A simple majority of votes will determine the election.
 - 3) The President and/or Co-President will announce the results via standard communication tools.
 - 4) Both the outgoing and incoming Officers shall attend the June General Meeting.
 - 5) Should an Executive Board member position be filled by a MMS staff member, said member shall excuse themselves from all voting with regards to financial matters.
- F) Vacancies:
- 1) A vacancy of an Executive Board position may be defined as an Officer that has:
 - (a) Become inactive for at least one-third of their term
 - (b) Takes a leave of absence of 4+ months; leave of absences will be acknowledged in writing by the Officer and presented to the President, Co-President and Principal/Assistant Principal
 - (c) Resigned from their current position; resignations will be acknowledged in writing by the Officer and presented to the President, Co-President and Principal/Assistant Principal.
 - 2) In the event of a vacancy in the office of the President, the Co-President (2025-2026)/Fundraising Director (2026-2027) will immediately assume the position until filled; in the event of a vacancy in the office of the Co-President (2025-2026)/Fundraising Director (2026-2027), the President will immediately assume the position until filled.
 - 3) In the event of a vacancy in the office of both the President and Co-President (2025-2026)/President and Fundraising Director (2026-2027), the Treasurer will immediately assume the position until at least one/both position(s) is filled.
 - 4) In the event of a vacancy on the board, the remaining Officers will appoint a replacement no later than 30 days within the vacancy of the position. The President/Co-President will assume the duties of the vacant position until an appointed replacement is named. Reference Article II:C for minimum number of Officers required to operate the Executive Board during the term of office.

- 5) In the event of a vacancy in the coordinator or advisor roles, the Officers will assume the duties of the vacant role until an appointed replacement is named.
- 6) In the event no person from the existing General Membership is willing to serve as an Elected Officer at the time of a resignation/vacancy and/or the start of a new term, a past Officer(s) or past General Member(s) of the MMS PTG who no longer have children attending Merrimack Middle School may fill the role until a current General Member is identified and fills the position.

Article III: Meetings

- A) General Meetings:
 - 1) Are open to all Members.
 - 2) Are typically held on a monthly basis, and as needed.
 - 3) Will have a quorum when four (4) Members, of which at least three (3) Officers are present.
 - 4) No Member shall have the right to vote at a General Meeting unless that member has attended at least one prior General Meeting of that school year, with the exceptions of:
 - i) the first General meeting of the school year, at which time any member present may vote
 - ii) the MMS staff representatives that may rotate meeting attendance. Said representatives will be allowed to vote regardless of prior attendance
- B) Executive Board Meetings:
 - 1) Should be held at least every other month, or as needed
 - 2) Any Officer can request the President to call an Executive Board Meeting to discuss issues pertinent to the General Membership
 - 3) Will have a quorum when three (3) Officers are present
 - 4) Items requiring an executive decision can be submitted during Executive Board Meetings or an electronic vote shall suffice
- C) Conflict of Interest per State of N.H. RSA's 7:19a and 7:21: At such time as any matter comes before the organization in such a way as to give rise to a conflict of interest, the affected Officer(s) or Member(s) shall make known the potential conflict, whether disclosed by written statement or not, and after answering any questions that might be asked of him/her, shall withdraw from the meeting for so long as the matter shall continue under discussion. Should the matter be brought to a vote, no Officer or Member with a financial or material gain transaction shall vote on it. The Board shall comply with all the requirements of New Hampshire law where conflicts of interest are involved, including but not limited to the requirement of a two-thirds vote of a quorum of disinterested Directors and, if the financial benefit exceeds \$5,000 in a fiscal year, publication in the required newspaper, and disclosure to the Charitable Trusts Unit.

Article IV: Duties of Officers

- 1) President/Co-President:
 - a) Maintains a working relationship with the Executive Board, Coordinators, Advisors, School Administration and Staff
 - b) Runs General Meetings and Executive Board Meetings in an orderly manner, referring to Roberts Rules of Order, should the need arise
 - c) Prepares the agenda for the General Meetings and Executive Board Meetings
 - d) The President may only vote to break a tie
 - e) May disburse funds in the absence of the Treasurer
 - f) Will inform the Members of pertinent news and events
 - g) Prepares a calendar of events, in conjunction with Administration, for the upcoming school year, typically in the July/August timeframe

- h) Prepares and/or collaborates with Principal/Assistant Principal and main office staff on required MSD paperwork (i.e., facilities request, custodial support request, etc.)
- i) Responsible for the MMS PTG mailbox in the Main Office
- j) Will have administrative access to post/moderate on MMS PTG social network sites
- k) Will provide weekly emails to Principal for incorporation into Admin newsletters to families
- l) Provides updates, as needed, to MMS Webmaster for the MMS PTG district website

2) Treasurer:

- a) Keeps an accurate and detailed account of funds in an electronic format.
- b) Presents Treasurer's Report at each General Meeting.
- c) Submits a copy of Monthly Bank statements and bank reconciliation to the Executive Board; maintains records within MMS PTG Google Workspace shared drive.
- d) Receives and prepares all money for deposit and/or retains and records all electronic transfers received via online resources (Zeffy, Venmo, PayPal, SquareUp, Benevity, WePay, etc.).
- e) Pays all approved bills by check or online bill pay.
- f) Preserves all vouchers, receipts, treasurer's reports and bank statements; retains annual records/transactions for seven years.
- g) Has ledgers available for review upon General Membership and/or Officer request.
- h) Has books reviewed each year no later than August by the Principal and/or Assistant Principal, and/or professional bookkeeper/tax professional.
- i) Prepares the proposed budget in collaboration with Officers, Principal and Assistant Principal and presents to General Membership at May General meeting.
 - i) Adjusts budget as needed based on approved motions during May General Meeting
 - ii) Presents budget for final approval at June General Meeting
 - iii) Should a budget not be finalized and approved by 30 Jun of prior FY, the Executive Board shall not expend funds in excess of prior year Q1 expenditures, until current year budget is approved.
- j) Presents the final approved budget at the first General Meeting of the school year.
- k) Files all necessary (1) federal (990EZ) and NH Annual State report by November 15, (2) submits information for 1099s to tax firm, as appropriate, by Jan 31, and (3) files NH Nonprofit report with Secretary of State every five years
- l) Will prepare cash boxes for MMS PTG events and functions, as needed.
- m) Responsible for the MMS PTG mailboxes in the Main Office.

3) Secretary

- a) Records all business matters at the General and Executive Board Meetings, to include a list of attendees.
- b) Presents the minutes for approval at the next meeting.
- c) Has on hand for reference: current bylaws and previous minutes.
- d) Retains copies of all minutes for the previous and current fiscal years on MMS PTG Google Workspace shared drive.
- e) Conducts all necessary correspondences as requested from the Executive Board.
- f) Will have administrative access to post/moderate on MMS PTG social network sites.

4) Volunteer Director:

- a) Communicates volunteer sign-up electronically to the general membership.

- b) Maintains a list of volunteers (as defined by Article V:A); Provides oversight of volunteer adherence to the MSD policies and protocols (reference Article V: (A)(4), (A)(5), and Article V:B)
 - c) Communicates Volunteer names and contact information to respective Officers and Program and/or Fundraising event coordinators.
 - d) Sends out approved email notifications for requests for volunteers as needed by Officers and Administration.
- 5) Fundraising Director:
- a) Oversees all primary fundraising activities
 - (a) Devises a plan for fundraising events and selects the event coordinator(s), as needed. Presents plans to Officers with pertinent details.
 - (b) Recruits and works with each event coordinator(s) on event planning, execution, and event conclusion/reporting. In the absence of an event coordinator, will act as the event coordinator.
 - (c) Request approval of expenses totaling over \$50.00, budgeted or otherwise, to the Officers.
 - (d) Submit all receipts for reimbursement to the Treasurer within 30 days of the expense
 - b) Refer to Article VIII with respect to notices.
 - c) Acts as an aide to the President (2026-2027).
 - d) Runs the General Meetings in the absence of the President (2026-2027).
 - e) Represents the President upon request (2026-2027).
- 6) Executive Board shall
- a) Track all hours volunteered for organization and provide to Treasurer for use in the annual state report
 - b) Keep pertinent records of their office to transfer to incoming officers.
 - c) Prepare incoming officers to assume their office.
 - d) Utilize respective email addresses & maintains a shared document drive on Google Workspace.
 - e) Review comments on the MMS PTG social networking sites.

Article V: Definitions and Requirements of Volunteers

- A) The definition of a volunteer, per Merrimack School Board (MSB) Policy, IJOC, is as follows: any individual who provides a service to the district without pay or any form of compensation, and includes, but is not limited to, the following: (here and after titled volunteer)
 - 1) Comes in direct contact with students, meeting regularly without the direct supervision of an MSD employee
 - 2) Volunteers who will be involved in extended overnight trips
 - 3) Any other volunteer so designated by the Superintendent or his/her designee
 - 4) It shall be noted that any MSD school volunteer is subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check.
 - 5) No individual shall be considered a volunteer unless they have been approved to serve as a volunteer by a school district administrator.
- B) Per RSA 189:13-a and Merrimack School Board Volunteer Policy – IJOC, a MSD volunteer will complete:
 - 1) A Volunteer Application (MMS PTG Volunteer Interest Form)
 - 2) Sign a Confidentiality of Student/Employee Information Agreement (Appendix IJOC-R)
 - 3) Risk Management courses as directed by the MSD (and/or other training identified by the Superintendent). Volunteers will provide their certificate of completion with the Volunteer Coordinator.

- C) The MMS PTG will not tolerate any confidentiality infractions. Any breach of the MSD confidentiality agreement will result in immediate release of duties/assignments. Volunteers will be removed from participating in any event/program run by the MMS PTG and/or relieved of Coordinator or Executive Board Membership by either an Elected Officer and/or MMS Administration.

Article VI: Duties of Coordinators and Advisors

- A) Coordinators and Advisors are strongly encouraged to attend each General and Executive board meeting to their fullest extent possible; should the case arise where the coordinator and/or member-at-large is unable to attend a meeting(s), it will be the responsibility of each member to communicate with the President such, as well as, communicate with the Officers post-meeting and read the meeting minutes to stay abreast of all pertinent information and actions.
- B) Media/Communication Coordinator
- 1) is knowledgeable with Facebook and Instagram platforms
 - 2) will be granted access to MMS PTG social media and Canva accounts, as well as have an established MMS PTG Google Workspace account
 - 3) Utilize the MMS PTG Canva account to develop content for any communication(s)
 - 4) Posts in accordance with guidance from the Executive Board; all social media posts should be prepared at least three days in advance to present to the President/Co-President for approval (2025-2026)
 - 5) Will respond to comments/posts on MMS PTG and/or Class of 20XX pages on behalf of the MMS PTG; should coordinate responses through Officers and/or Principal/Assistant Principal prior to responding.
- C) Member-at-Large
- 1) Will have access to MMS PTG Google Workspace account
 - 2) Responsibilities/duties will be defined by the Officers and may vary depending on the board's needs along with the individual's experience
 - i) Examples could include, but are not limited to: committee assignments, serve as a liaison to Members, take on special projects as needed, and/or provide mentorship to new board members.
 - ii) May be requested to fill an Officer vacancy (as defined in Article II: (F)(1), (F)(4)) for the remainder of the term, or until the Officers appoint another person to the vacant position.

Article VII: Disbursement of Funds

- A) At no time will funds raised by the MMS PTG be contributed to any other organization unless it is in accordance with the Organization Purposes as specified in Article I, Section C.
- B) The President/Co-President (2025-2026) and Treasurer have authority to sign checks for disbursement of funds. All checks require both the President and Treasurer signatures to disburse funds from the MMS PTG bank account(s).
- C) All planned expenditures in excess of \$100 of approved budgeted amounts must be submitted for discussion at the General meeting for approval.
- D) Funding requests for non-budgeted items will be considered at the discretion of the Officers.
- 1) All non-budgeted funding requests must be submitted in writing to the President at least ten days prior to the General Meeting.
 - 2) By simple majority, the Officers may vote to have a non-budgeted funding request determined by vote to the General Membership.
 - 3) Motions on non-budgeted funding requests will be communicated to the requestor and announced at the next scheduled General Meeting.

- E) Items requiring Executive vote, electronic vote shall suffice.
- F) General Membership seeking reimbursement shall submit receipts within 30 days of expense incurred; all expense(s) incurred require prior approval from the President or Treasurer.

Article VIII: Printed/Electronic Materials

- A) All notices must be submitted to and approved by either the Principal and/or Assistant Principal prior to publication.
 - 1) The President/Co-President (2025-2026) must review all notices prior to the Principal and/or Assistant Principal.
 - 2) Examples of printed material includes, but is not limited to:
 - i) Letters and/or announcements from the Executive board and/or event coordinators
 - ii) Email blasts via PowerSchool

Article IX: Bylaw Revisions

- A) The bylaws will be reviewed, biennially, for any necessary changes, by the bylaw committee
- B) The bylaw committee will consist of the President/Co-President (2025-2026) and at least one other Officer, and will be formed no later than May 1 of the year of review. Committee members must be General Members. The bylaw committee will:
 - 1) Meet to discuss updates to current bylaws. Suggested revisions will be documented by Jun 1.
 - 2) Present the report/suggested updates to the Officers, Members, Principal and/or Assistant Principal at the June General Meeting. Any further updates must be presented to Officers and Administration no later than Jun 30.
- C) The MMS PTG President and Co-President (2025-2026) will sign the by-laws on behalf of the bylaw committee upon agreed revisions between the bylaw committee and MMS administration.
- D) Atypical out-of-cycle amendments can be accomplished at general meetings, but no later than the Mar General Meeting, of the given school year; proposed amendments will be accepted with a majority of membership approval.
- E) All approved revisions will become effective on the first day of the new fiscal year, or in the case of out-of-cycle revisions, will become effective on the date of majority approval.
- F) The MMS PTG must operate in accordance with all federal, state and local regulations and said regulations supersede anything represented herein. Revisions to the MMS PTG bylaws may be made outside the biennial time period (see "A" above) in order to stay within the bounds of federal, state and local regulations.


Article X: Dissolution of Organization

- A) Provision for Dissolution: Upon the dissolution of the organization, assets shall be distributed as a gift to Merrimack Middle School or a local organization or organizations for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Service Code, or corresponding section of any future tax code. The assets of a charitable organization may not be distributed to individuals.
- B) Dissolution Process:
 - 1) Vote to dissolve is made by a two-thirds vote of a quorum of the Officers and a two-thirds vote of the General Members. The vote must include a plan for distribution of its assets and payment of its debts. (Reference: RSA 292:10-a, I)

- 2) File a Statement of Dissolution, Form NP-5, with the Secretary of State.
- 3) File a final Form 990 or 990-EZ with the Internal Revenue Service.
- 4) File a final NHCT-12, including Schedule E, with the Charitable Trusts Unit of the Attorney General's office. See N.H. Admin. R. Jus 407 (Withdrawal).

MERRIMACK MIDDLE SCHOOL PARENT TEACHER GROUP
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Kim Desmarais, President



Rachel Paepke, Co-President



Date