

Hinckley Parent-Teacher Organization Hinckley Elementary School

Bylaws

Revised May 1999

Article I: Name

The name of this association shall be the Hinckley Parent-Teacher Organization (hereinafter called the organization).

Article II: Articles of Organization

This organization exists as an unincorporated association of its members. Its "Articles of Organization" comprise these Bylaws, which may be amended from time to time. A copy of these Bylaws shall be kept in the school office at all times, accessible to all persons.

Article III: Objectives

The objectives of the Hinckley Parent-Teacher Organization shall be:

- A. To promote the welfare of children and youth in home, school and community and to secure for every child the highest advantages in physical, mental and social education.
- B. To promote intelligent cooperation between parents and teachers in the training of the child.

Article IV: Basic Policies

- A. The organization shall be noncommercial, nonsectarian and nonpartisan. It shall not endorse a commercial enterprise or a candidate. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work of the organization.
- B. The organization shall not directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office. Or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- C. This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups, provided its representative makes no commitments that bind the group he/she represents.
- D. The fiscal year for this organization shall begin on July 1 and end on June 30.
- E. A budget shall be prepared by the Executive Committee and newly elected officers for approval of the Advisory Board at its May meeting and for the approval of the membership at its May general meeting. A copy of the approved budget shall be distributed at its May general meeting.

- F. The President has the right to authorize spending up to \$200.00. The Executive Committee has the right to authorize spending up to \$500.00. Approval by the Executive Committee, Advisory Board and a majority of the members present is necessary for spending over \$500.00. Any executive board officer has the right to authorize spending up to \$50.00.
- G. In the event of dissolution of this organization, the assets of the organization shall be distributed for one or more of the exempt purposes specified in section 501(c)(3) of the Internal Revenue Code of 1954 as from time to time amended.

Article V: Membership and Dues

- A. Membership in this organization shall be made available to any individual who subscribes to the objectives and basic policies of the Hinckley Parent-Teacher Organization without regard to race, color, creed, or national origin.
- B. Only members of this organization shall be eligible to participate in the business meetings, or to serve in any of its elective or appointive positions.

Article VI: Officers, Executive Committee and Advisory Board

- A. Officers of this organization shall be a President, First Vice-President/Programs, Vice-President/Ways and Means, Secretary and Treasurer.
- B. The Executive Committee of this organization shall consist of the elected officers, the school principal and a teacher representative appointed by the principal.
- C. The Advisory Board shall consist of the Executive Committee, the chairpersons of the Standing Committees and the immediate Past-President. The members of the Advisory Board shall serve until their successors are installed.

Article VII: Duties of Officers, Executive Committee and Advisory Board

A policy sheet is attached to these Bylaws.

- A. The President shall preside at all meetings of the organization, the Executive Committee, and the Advisory Board and shall be a member ex-officio of all committees except nominating committee; and shall perform such other duties as may be prescribed in these Bylaws. Additionally, the President is responsible for producing and distributing an information pamphlet welcoming new families to the school.
- B. The First Vice-President/Programs shall act as an aide to the President and shall perform the duties of the President in the absence of that officer. The Vice President/Programs shall work with the principal to organize and oversee all PTO sponsored programs; also seek volunteers to help with "Family Night" functions.

- C. The Vice President/Ways and Means shall cooperate with the President in overseeing all suitable fund-raising projects (i.e. t-shirts and mugs, and Fall Fund Raiser. The VP/Ways and Means shall chair a committee whose responsibilities will be the Fall Fund Raiser, contact the company with whom we have contracts in May, set up the kick-off assembly and hand out all forms to students and teachers. At the end of the selling period, the committee then collects all forms, places orders, and distributes all goods at the time of delivery. The committee then follows up collecting all monies and handling all correspondence with the fund raising company. The VP shall be responsible for screening all correspondence and interviews relating to fund raising.
- D. The Secretary shall keep an accurate record of all meetings of the organization, of the Executive Committee, and the Advisory Board and shall preside in the absence of the President and Vice Presidents. A copy of the minutes shall be kept in the school office.
- E. The Treasurer shall have custody of all the 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 and at other times when requested by the Executive Committee and Advisory Board.
- F. Executive Committee:
 - 1. The Executive Committee shall prepare and submit to the Advisory Board for approval, a budget for the fiscal year to be submitted for approval at the May general meeting.
 - 2. The Executive Committee shall plan the calendar of PTO sponsored functions for the school year.
- G. Advisory Board:
 - 1. The Advisory Board shall transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
 - 2. The Advisory Board shall approve the plans of work of the standing committees.
 - 3. The Advisory Board shall present a report at the regular meetings of the organization.
 - 4. The Advisory Board shall approve routine bills within the limits of the budget and as further stipulated in Article IV, Section F. Attached are the Advisory Board Committee position descriptions.

Article VIII: Election and Vacancies

- A. Elections:
 - 1. There shall be a board approved nominating committee consisting of any number of volunteers to be chosen at the February PTO Meeting.
 - 2. The nominating committee shall nominate candidates for each office to be filled and report nominees at the general meeting in the month of March, at which time additional nominations may be made from the floor.
 - 3. Only those persons who have signified their consent to serve, if elected, shall be nominated for or elected to such office.

4. There will be no active campaigning for office.
 5. Officers are elected in the month of April. If there is more than one (1) nominee for a position, that officer shall be elected by ballot. However, if there is not one (1) nominee for any office, it shall be in order to move that the Secretary cast the elective ballot of the organization for the nominee.
 6. The new Advisory Board shall assume their official duties at the close of the fiscal year and shall serve for a term of one (1) year and/or until their successors are installed.
 7. No officer shall serve more than two (2) consecutive terms in the same office. If after a diligent search the nominating committee is unable to find a new officer, the present officer may serve an additional term.
- B. Vacancies
A vacancy occurring in any elective position shall be filled by a majority vote of the remaining members of the Advisory Board, due notice of five (5) days of such election having been given. A vacancy occurring in the office of the President shall automatically be filled by the First Vice President/Programs.

Article IX: Meetings

- A. Regular meetings of the Executive Committee shall be held twice a year in May and August. The May meeting shall include newly elected and retiring members.
- B. Regular meetings of the Advisory Board shall be held monthly during the school year, the time to be fixed by the Board at its first meeting of the year. A majority of the Advisory Board shall constitute a quorum. Special meetings of the Advisory Board may be called by the President or by a majority of the members of the Board.
- C. Fifty-one percent of the members present shall constitute a quorum for the transaction of business at any meeting of the organization.
- D. The privilege of holding office, introducing motions, debating and voting shall be limited to members in good standing.

Article X: Standing Committees

- A. Such standing committees shall be created by the Advisory Board as may be required to promote the objectives and interests of this organization. The chairpersons of the standing committees shall be selected by the President of the organization. Their terms of office shall be one (1) year.
- B. The chairpersons of all standing committees shall present plans of work to the Advisory Board and no committee work shall be undertaken without the approval of the Advisory Board.
- C. The Executive Committee shall serve as the program planning committee and finance committee.
- D. Chairpersons of standing committees shall be PTO members in good standing and be in attendance at all Advisory Board Meetings.

Article XI: Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these Bylaws.

Article XII: Amendment Procedure

- A. These Bylaws may be amended at any regular meeting of the organization by a two-thirds (2/3) vote of the members present and voting, providing notice of the proposed amendment shall have been given at the previous meeting.
- B. A committee may be appointed to submit a revised set of Bylaws as a substitute for these Bylaws only by a majority vote at a meeting of the organization, or by a two-thirds (2/3) vote of the Advisory Board.