

**Bylaws of the
HUNTINGTON SCHOOL
PARENT TEACHER ORGANIZATION
DRAFT for review December 2018**

SIGNIFICANT PROPOSED EDITS ARE HIGHLIGHTED

Article I Name

This organization shall be called the Huntington School Parent Teacher Organization (PTO).

Article II Purpose of the organization

1. Provide educational support for families and increase family involvement in their child(ren)'s education.
2. Serve as an avenue of communication between the school administration, teachers, and families.
3. To enhance the educational facilities and supply resources that are not provided for in the school budget.
4. To provide enrichment opportunities such as extracurricular activities through organizational and financial support.
5. Organize events to benefit the school community as well as the neighboring community.

Article III Organization

1. This organization shall be non-sectarian and non-partisan in its views.
2. This organization shall at no time interfere in the administrative policies of the school.
3. This organization shall make no provisions in the budget for donations to any organization which shall not directly benefit our children.
4. This organization shall be governed by an Executive Board consisting of: President, Vice-President, Secretary, and Treasurer.

Article IV Membership

1. Those eligible for membership in Huntington School Parent Teacher Organization are:
 - 1.1. All parents or guardians who have children attending the school, or will have the following fall.
 - 1.2. All teachers and administrators in the school.
2. All members may hold office, make motions, and vote.
3. There are no dues required for membership.

Article V Meetings

1. This organization shall meet on a recurring basis throughout the school year.
 - 1.1. The Executive Board, in consultation with the building administration, will set the calendar for the upcoming school year prior to the start of school.
 - 1.2. To the extent possible, meetings will be scheduled monthly on the same relative day of the month (e.g. second Thursday), avoiding school breaks and other conflicts.

- 1.3. The meeting schedule for the year will be publicized at the start of school through various avenues, including, but not limited to: building website, PTO website, social media, principal's newsletter, printed copies available at events and in main office.
2. The meeting agenda will be posted to the PTO website at least 3 days prior to the meeting. A copy of the agenda will be distributed at the beginning of each meeting to all members present.
3. A request for any additional items (new business) that any member would like added will be made prior to the start of the meeting. The items will then be added to the agenda. Members may also submit additional agenda items via email no later than the day prior to the meeting.
4. The president will preside over the meeting and endeavor to keep the discussion on topic and to a reasonable time limit.
5. If the discussion for an agenda item exceeds a reasonable time, the president or vice-president will notify the members and may make a motion to table the discussion to go back to at a later time or at a subsequent meeting.
6. A motion (or request for a vote) on an agenda item may be made by any member at the appropriate time.
7. The president shall call for a vote of the general membership to approve or deny motions or requests when the discussion is completed.
8. The vote will be taken by a show of hands. Each member in attendance is entitled to one vote. Absentee and proxy votes are not allowed.
9. Half the number of Executive Board members plus one constitutes a quorum.

Article VI Executive Board

1. The Executive Board shall be comprised of the PTO officers: President, Vice-President, Secretary, Treasurer.
2. Any of the PTO offices may be filled by up to two individuals that mutually agree to share the duties of the office. Such positions will be referred to as "Co-officers" (i.e. Co-President, etc.).
3. The duties of the Executive Board shall be:
 - 1.1. To review the President's preliminary agenda and add any necessary agenda items prior to the general meeting.
 - 1.2. To transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the organization or committees requiring or needing assistance.
 - 1.3. To create standing and temporary committees necessary to carry out the purpose of this organization.
 - 1.4. To present a report of plans, projects, activities, etc., at regular meetings.
 - 1.5. To approve routine bills.
 - 1.6. To approve or deny expenditure requests in accordance with the procedures outlined herein.
4. This organization shall meet at least one week prior to each scheduled general membership meeting. The dates will be set by the Executive Board prior to the start of the school year.
5. An annual planning meeting with the building principal shall be held in July or August of each calendar year, the exact date to be decided upon by the Executive Board members and the principal.
6. Executive Board Member Participation.

With election to any executive board position comes a responsibility to commit to one year of active participation in the functioning of the PTO as stated in the duties of each officer.

In recognition of this obligation, if an officer should be absent for a total of three scheduled Executive Board meetings, general meetings, or any combination thereof, the elected officer may be removed from the office by a majority vote of the other board members.

With prior notice, the president may accept an excused absence to be determined at the discretion of the president. If the Executive Board member asking to be excused happens to be the president, the vice president may accept an excused absence to be determined at the discretion of the vice president.

Any officer removed from Executive Board due to inactivity, as defined herein, may appeal once during the year at a scheduled general meeting.

Article VII Election of Executive Board Officers

1. Any member of the PTO is eligible to run for an Executive Board office.
2. Requirements for Offices of President and Treasurer: In recognition that both the offices of president and treasurer require a degree of knowledge and familiarity with the PTO and the operations of a member based non-profit organization, it will be required that all nominees for the office of president or treasurer have held another elected Executive Board position for at least one year prior to being nominated and holding the office of either president or treasurer.
3. Elections of the officers shall be held each year at the May PTO meeting as follows:
 - 3.1. Nomination forms will be sent home with all students with adequate time before the May PTO meeting.
 - 3.2. The forms must be returned on or before the May PTO meeting to the designated representative from the Executive Board.
 - 3.3. The representative will be someone not holding an elected office and, therefore, will have no conflict of interest (for example: principal, vice principal, teacher representative).
 - 3.4. A written ballot including all the nominations made will be prepared by the secretary or designated volunteer. Ballots will be available at the May PTO meeting.
 - 3.5. The ballot can be sent home with students whose parents/guardians request that one be sent to them so they may fill it out and return it prior to the May PTO meeting if they desire a vote but will be unable to attend.
 - 3.6. Any member of the PTO is eligible to cast one vote for each office. Any nominee may vote for him/herself
 - 3.7. The ballots are to be returned anytime prior to or earlier that same day of the May PTO meeting to the designated representative. If the PTO member is not able to attend the meeting, it should be returned in a sealed envelope with the following information on the outside of the envelope: Printed name and signature of the voting member; child(ren)'s name, grade and classroom if applicable.
 - 3.8. The ballots will then be collected and counted by the designated representative.
 - 3.9. A majority vote will win and, in case of a tie, a coin toss will decide.
 - 3.10. The results will then be announced.
 - 3.11. Officers serve for a one-year term, beginning July 1 and ending June 30 of the following calendar year. There are no term limits.
4. Vacancies that occur during the year shall be filled by requesting a volunteer. If more than one person volunteers, the position will be decided by a majority vote of the remaining Executive Board members.

Article VIII Duties of the Officers

1. President

- 1.1. Shall prepare a preliminary agenda for the Executive Board and monthly meetings.
- 1.2. Shall preside over meetings – Executive Board and general membership.
- 1.3. Shall endeavor to keep the discussion on topic and to a reasonable time limit.
- 1.4. Shall call for a vote of the general membership to approve or deny motions or requests when the discussion is completed.
- 1.5. Shall present Executive Board recommendations to the members at the regular meeting.
- 1.6. Shall review and evaluate meetings, programs, projects and fundraisers and bring forth to the Executive Board any recommended changes, problems or reports that will require a change for improvement to better serve the PTO.
- 1.7. Shall oversee representation at district and community meetings or events.
- 1.8. Shall approve all contractual agreements.
- 1.9. Shall coordinate all school permits needed for PTO functions.

2. Vice-President

- 2.1. Shall assume responsibility for conducting the meetings in the absence of the president.
- 2.2. Shall assist the president in planning monthly general meeting.
- 2.3. Shall assist the president with duties as designated by the president.

3. Secretary

- 3.1. Shall keep minutes of all general and Executive Board meetings.
- 3.2. Shall provide written minutes of the previous meetings.
- 3.3. Shall be responsible for all notices going home with children in regard to general PTO information.
- 3.4. Shall keep a copy of all flyers and correspondence (both hard-copy and electronic).
- 3.5. Shall at times write letters or notes requested by the president.
- 3.6. Shall maintain the Huntington School PTO website with timely updates regarding upcoming events and fundraisers and any other pertinent information.
- 3.7. Shall maintain and update as needed the email distribution list, including parents and staff. Annual updates to the staff information shall be provided to the secretary by the building administration.
- 3.8. Shall retain sign-in sheets from meetings and events on which existing and new members have provided email addresses for the purpose of being added to or updating information in the email distribution list.
- 3.9. Shall produce a monthly email newsletter, which will include a link to the most recent meeting minutes on the PTO website as well as information about upcoming school and PTO events.
- 3.10. Shall post updates to the PTO's social media accounts regarding upcoming events and other pertinent information. (This duty may also be shared with other Executive Board members.)
- 3.11. Shall check the PTO's email account on a regular basis and either respond to emails or forward to the appropriate person for response.

4. Treasurer

- 4.1. Shall prepare a financial report for each Executive Board meeting indicating the current balance in each grade-level and other specific account as well as the general PTO fund, as well as any income and expenditures incurred since the previous statement was prepared. Copies will be made available electronically or in print to all Executive Board members. Once reviewed by the Executive Board, copies will be prepared for distribution at the general meeting.
- 4.2. Shall prepare an annual budget, in cooperation with other Executive Board members.
- 4.3. Shall provide the appropriate funds for all approved expenditures requests.
- 4.4. Shall provide the appropriate funds for PTO committees and events.
- 4.5. Shall maintain records of all expenditure request forms.
- 4.6. Shall maintain receipts for all expenditures.
- 4.7. Shall attend money-making events to handle monies unless designated otherwise by the president or committee chairperson in charge of the event.
- 4.8. Shall make all bank deposits and keep the associated records.
- 4.9. Shall maintain and balance the checkbook.
- 4.10. Shall keep records of all bills.
- 4.11. Shall have books ready for audit by August 1.
- 4.12. Shall maintain a record of all durable goods purchased by the PTO, as described in Article X.

Article IX Standing and Special Committees

1. Standing and special committees shall be determined annually at the first meeting of the organization, or throughout the year as needed.
2. Committee chairperson(s) shall be issued committee guidelines by the Executive Board.
3. Examples of committees include but are not limited to:
 - Individual fundraising events
 - Individual PTO-sponsored programs
 - Individual PTO-run programs
 - Publicity
 - Membership

Article X Finances

1. The fiscal year for the organization begins on July 1 and ends on June 30 of the following calendar year.
2. The PTO shall maintain a checking account in the name of “Arria S Huntington School Parent Teacher Organization” at a local financial institution. The President and the Treasurer shall be authorized signers on the account. The President and the Treasurer may each be issued a debit card for the account. No other Executive Board members or other PTO members shall make purchases using the PTO debit card.
 - 2.1. The Treasurer will maintain a record of funds allocated to the “General PTO Account” and to individual grade-level accounts. Each grade level shall have a single account, unless teachers in that grade request individual classroom accounts and this request is approved by the Executive Board. Other specific accounts may be maintained as requested (e.g. athletics, music), with approval of the Executive Board.

- 2.2. Proceeds from PTO-run fundraisers may be allocated to the General PTO Account or to specific accounts, or split between the accounts. The PTO Executive Board will determine the fundraisers for the upcoming year and how the proceeds will be allocated prior to commencing any fundraiser.
- 2.3. Individual grade levels or other groups may run their own fundraisers and, with approval from the PTO Executive Board, the proceeds may be deposited in the PTO checking account and allocated to that grade level or group. The Treasurer will maintain a record of the amount deposited and the source of the funds.
3. All funds held by the PTO (whether in the general account, grade-level accounts, or other specific accounts) should be used to support the purpose of the organization as described in Article II.
 - 3.1. The Executive Board, in cooperation with the building principal (or vice-principal if designated by the principal), shall review all requests for funds and determine if the request supports the purpose of the organization as stated in Article II.
 - 3.2. Requests should be made following the current procedures in Article XI.
 - 3.3. Requests for funds from the General PTO Account shall then be brought to a vote at a general membership meeting.
 - 3.4. Requests for funds from grade-level or other specific accounts do not require a vote of the general membership, provided that the request meets the purpose of the organization as described herein.
4. Examples of intended use of funds include, but are not limited to, transportation costs or admission fees for field trips (including trips considered educational as well as celebratory or “community-building”), costs associated with class celebrations or community-building activities (such as end-of-year celebrations or field days), and classroom supplies beyond the budget provided by the district. This is not an exhaustive list of the allowable use of funds.
5. No "smart" technology that can provide access to the Internet or to cellular data including, but not limited to, tablet computers, laptop computers, and cell phones shall be purchased unless approved by the SCSD Technology Department.
6. All durable goods purchased with funds held by the PTO shall be considered the property of the Huntington School Parent Teacher Organization.
 - 6.1. The Treasurer shall maintain a record (inventory) of items owned by the PTO, which shall include a description of the item(s), the date purchased, the cost, the original requestor of the funds, and the current location of the item(s).
 - 6.2. When items have been purchased with grade-level funds, the items shall remain in use by that grade level regardless of any staff changes that may occur.
 - 6.3. If no longer needed by that grade level, the items should be returned to the PTO or, with approval from the PTO Executive Board, transferred to another grade level. The record of PTO-owned items should be updated to reflect the transfer.
 - 6.4. “Durable goods” are items not intended for immediate consumption; examples include furniture and electronics.
7. If the funds, which were earned through PTO-sponsored fundraisers, remaining in a grade-level account at the end of the organization’s fiscal year (June 30) exceed \$100, the excess above \$100 will be moved to the general PTO account. If the grade-level account balance from PTO-sponsored fundraisers on June 30 is less than \$100, the entire balance will remain in that grade-level account. This shall not apply to funds raised by individual grade-levels or other groups pursuant to Article X Section 2.3 of these bylaws.
8. Authority to sign contracts is limited to the President, or the President’s designee.

9. In the event of dissolution of the organization, all remaining funds, after paying any outstanding bills, will be donated to the SCSD Educational Foundation.

Article XI Fund Request Procedures

1. The PTO membership shall vote on expenditures of funds from the General PTO Account at a general membership meeting. This applies to expenditure requests both from staff and from the Executive Board. Any building staff member or Executive Board member may make a request for funds from the General PTO Account, provided it supports the purpose of the organization as described in Article II.
 - 1.1. Requests for funds from the General PTO Account shall be made by completing the current fund request form and submitting it to the PTO Executive Board. Forms may be completed and submitted electronically, or completed in hard-copy form and placed in the PTO mailbox or given to an Executive Board member.
 - 1.2. Fund request forms from staff must be received by 2:00 p.m. on the day of an Executive Board meeting for consideration at the upcoming general membership meeting.
 - 1.3. The Executive Board shall review all requests received to ensure they meet the purpose of the organization, and recommend an amount to be granted for each request. The Executive Board may recommend that no amount (i.e. \$0) be granted in response to a request. No funding requests may be brought to a general meeting without the prior review of the Executive Board.
 - 1.4. A summary of the Executive Board recommendations will be prepared by the treasurer for the next general meeting. The treasurer will notify those that submitted a request of the Board's recommendations.
 - 1.5. The person making the request is strongly encouraged, though not required, to attend the general PTO meeting at which the request will be considered to answer any questions from PTO members. When questions arise that cannot be answered at the meeting, fund requests may be tabled until the following meeting.
 - 1.6. The entire Executive Board's recommended amounts for all fund requests received shall be brought up as a single slate at the general PTO meeting and voted on as a single entity. Though, with a single motion made and seconded to amend the recommended slate, any single item on the slate may be removed from the slate, and voted on as a separate item motioned at the same general PTO meeting.
 - 1.7. The slate of requests, as well as any requests that are removed to a separate motion, will be approved or denied by a simple majority vote of all members present at the general meeting.
 - 1.8. The results of the vote shall be documented on the fund request form, and the completed form will be provided to the treasurer.
 - 1.9. The treasurer shall notify those submitting requests of the outcome of the vote and, for requests that are approved, the treasurer shall either provide the requestor with a check for the approved amount or complete the purchase with the PTO debit card.
 - 1.10. Receipts for expenditures of PTO general funds must be submitted to the PTO Executive Board as soon as possible.
 - 1.11. All fund request forms, whether approved or denied, will be kept by the treasurer for the record.
 - 1.12. If, due to unforeseen circumstances, funds in the amount of \$200 or less are required prior to the next general PTO meeting, such requests may be submitted to the Executive Board for consideration. The requestor shall complete the fund request form, and should also clearly indicate the need for expedited consideration of the request. Such requests may be approved by majority vote of the Executive Board,

without being brought to a general PTO meeting for consideration.

If the request is approved the information will be presented at the next scheduled meeting.

If the request is denied, the requestor will be notified immediately, and the information will be presented at the next scheduled meeting.

2. Requests for funds from grade-level or other specific accounts shall only come from staff members in that grade or department. The PTO general membership does not vote on expenditures from the grade-level or other specific accounts; however, the Executive Board and the building principal will review these requests as described in Article X.
 - 2.1. No funds shall be provided from a grade-level account for classroom supplies until the grade-level, department, or group requesting the funds has expended all of their annual budget provided by the district through the building principal. The principal may waive this requirement at his/her discretion.
 - 2.2. Requests for funds from grade-level or other specific accounts shall be made by completing the current fund request form and submitting it to the PTO. Forms may be completed and submitted electronically, or completed in hard-copy form and placed in the PTO mailbox or given to an Executive Board member. This applies to reimbursements as well as future purchases. To the extent feasible, all fund requests should be made prior to completing a purchase.
 - 2.3. The Executive Board will review the request to determine whether the request supports the purpose of the organization and the treasurer will confirm whether adequate funds are available in that specific account.
 - 2.4. The treasurer shall notify those submitting requests of the outcome of the Executive Board's review and, if the request is approved, the treasurer shall either provide the requestor with a check for the approved amount or complete the purchase with the PTO debit card.
 - 2.5. Receipts shall be submitted to the PTO as soon as possible. If no receipt is available, a note shall be submitted explaining how the funds were expended.

Article XII Parliamentary Procedure

Roberts Rules of Order shall govern this organization in all cases which they are applicable and in which they are not inconsistent with these bylaws.

Article XIII Amendments

These bylaws may be amended at any general meeting of the organization by a majority vote of the general membership. The proposed changes should be distributed one month prior to voting to assure adequate time for review.

Article XIV Conflict of Interest Policy

1. Purpose. The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.
2. Definitions.
 - 2.1. Interested Person. Any director, principal officer, or member of a committee with governing board-

delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

- 2.2. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - 2.2.1. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;
 - 2.2.2. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
 - 2.2.3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3.2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

3. Procedures.

- 3.1. Duty To Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board-delegated powers who are considering the proposed transaction or arrangement.
- 3.2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.
- 3.3. Procedures for Addressing the Conflict of Interest.
 - 3.3.1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - 3.3.2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - 3.3.3. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - 3.3.4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
- 3.4. Violations of the Conflict of Interest Policy.
 - 3.4.1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - 3.4.2. If, after hearing the member's response and after making further investigation as warranted by the

circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

4. Records of Proceedings. The minutes of the governing board and all committees with board delegated powers shall contain:
 - 4.1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
 - 4.2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.
5. Compensation.
 - 5.1. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
 - 5.2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
 - 5.3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.
6. Annual Statements. Each director, principal officer, and member of a committee with governing board-delegated powers shall annually sign a statement which affirms that such person:
 - Has received a copy of the conflict of interest policy;
 - Has read and understood the policy;
 - Has agreed to comply with the policy; and
 - Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
7. Periodic Reviews. To ensure that the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
 - 7.1. Whether compensation arrangements and benefits are reasonable, are based on competent survey information, and are the result of arm's length bargaining.
 - 7.2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.
8. Use of Outside Experts. When conducting the periodic reviews as provided for in Section 7, the organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.