

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

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 parents and increase parental involvement in the child(ren)'s education.
2. Serve as an avenue of communication between the school administration, teachers, and parents or guardians.
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.

Article V Meetings

1. This organization shall meet on a recurring basis throughout the school year.
 - 1.1. The Executive Committee, 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. A copy of the agenda will be distributed at the beginning of each meeting to all members present. The meeting agenda will be posted to the PTO website at least 3 days prior to the meeting.
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.

Article VI Executive Board

1. The Executive Board shall be comprised of the PTO officers (President, Vice-President, Secretary, Treasurer), plus the School Principal, School Vice-Principal(s), and two Teacher Representatives (one elementary and one middle school).
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 objectives and aims 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. The annual planning meeting shall be held in July or August of each calendar year, the exact date to be decided upon by the Executive Board members.
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 and the executive board 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:
 - 1.4. Nomination (volunteer) forms will be sent home with all students with adequate time before the May PTO meeting.
 - 1.5. The forms must be returned on or before the May PTO meeting to the designated representative from the Executive Board.
 - 1.6. 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).
 - 1.7. 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.
 - 1.8. 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.
 - 1.9. Any member of the PTO is eligible to cast one vote for each office. Any nominee may vote for him/herself
 - 1.10. 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.
 - 1.11. The ballots will then be collected and counted by the designated representative.
 - 1.12. A majority vote will win and, in case of a tie, a coin toss will decide.
 - 1.13. The results will then be announced.
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 Committee.

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 fund-raisers 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 Facebook page 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 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 1st.

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. These are some examples of committees that may be advantageous:
 - Individual fundraising events
 - Individual PTO-sponsored programs
 - Individual PTO-run programs
 - Publicity
 - Membership

Article X PTO accounts

1. The PTO shall maintain a “General PTO Account.”
 - 1.1. The PTO membership shall vote on expenditures of funds from the General PTO Account at a general membership meeting.
 - 1.2. Any building staff member may make a request for funds from the General PTO Account, provided it benefits the students, staff, and/or community of Huntington School.
 - 1.3. Requests for funds from the General PTO Account 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.
 - 1.4. Fund request forms must be received by 2:00 p.m. on the day of an Executive Board meeting for consideration at the upcoming general membership meeting.
 - 1.5. The Executive Board shall review all requests received 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.
 - 1.6. 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.

- 1.7. 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.
 - 1.8. 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.
 - 1.9. 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.
 - 1.10. The results of the vote shall be documented on the fund request form, and the completed form will be provided to the treasurer.
 - 1.11. The treasurer shall notify those submitting requests of the outcome of the vote and, for requests that are approved, the treasurer shall provide the requestor with a check for the approved amount.
 - 1.12. Receipts for expenditures of PTO general funds must be submitted to the PTO Executive Board as soon as possible.
 - 1.13. All fund request forms, whether approved or denied, will be kept by the treasurer for the record.
 - 1.14. 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.
2. The PTO will also hold all funds for individual grade levels at Huntington School. Each grade level shall have a single account, unless teachers in the grade request individual classroom accounts and this request is approved by the Executive Board. The PTO may also hold other specific accounts as requested and approved by the Executive Board, such as clubs and activities.
 - 2.1. The PTO shall not vote on expenditures of funds from grade-level or other specific accounts. However, the PTO recommends that all funds shall be used to enrich the educational experience of the students.
 - 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.
 - 2.3. The treasurer shall review the request and confirm that there are adequate funds in that specific account.
 - 2.4. If adequate funds are available, the treasurer shall provide the requestor with a check in the amount requested. If adequate funds are not available, the treasurer will notify the requestor. A revised request may be submitted.
 - 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.
 - 2.6. It is strongly recommended that all grade-level or other specific account funds be expended within the school year that these funds are raised, and that these account funds are depleted before students and families are asked to contribute, financially, to the cost of a field trip, activity, event, etc.

Article XI 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 XII 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.

DRAFT