

Bylaws of
Hatherly Elementary School Parent Teacher Organization, Inc.
A Massachusetts Corporation

(Approved by vote at the May 12, 2009, PTO meeting)

Article I ~ Name

The name of the corporation shall be the Hatherly Elementary School Parent Teacher Organization, Inc.

Article II ~ Purpose

The corporation is organized for the purpose of enriching and supporting the education of the students at Hatherly Elementary School, in Scituate, Massachusetts by fostering relationships among the school, parents, and teachers. This includes but is not limited to providing enrichment programs, special events, material and supplies necessary to support quality education for our students. We are able to provide such programs and materials as a result of various fundraising efforts.

Article III ~ Members

Section 1. Membership: Any parent, guardian or other adult standing in loco parentis for a student at the Hatherly Elementary School may be a member and shall have voting rights. The Principal and any teacher, specialist or aide employed at the school may be a member and have voting rights.

Section 2. Dues: Hatherly Elementary School PTO, Inc. has not established annual dues. If dues were to be established by the Executive Board, it would require an amendment to the Hatherly Elementary School PTO, Inc. bylaws which would need to pass with a vote by the membership of the Hatherly Elementary School PTO, Inc.

Article IV ~ Officers and elections

Section 1. Officers/Executive Board: The Hatherly Elementary School PTO, Inc's Executive Board will consist of President (or Co-Presidents), Vice President (or Co-Vice Presidents), Secretary, and Treasurer (or Co-Treasurers).

- a. President/Co-Presidents. This position shall preside over meetings of the organization and Executive Board, serve as the primary contact for the principal, represent or designate a representative to attend meetings

outside of the organization, and coordinate the work of the officers and committees in order that the purpose of the organization be served.

- b. Vice President/Co -Vice Presidents. This position shall assist the President and carry out the President's duties in his or her absence or inability to serve.
- c. Secretary. This position shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, and other necessary supplies and brings them to meetings for reference if necessary.
- d. Treasurer/Co-Treasurer. This position shall receive all funds of the organization, keep an accurate record of receipts and expenditures and pay out funds in accordance with agreements made by the Executive Board or, when necessary, the vote of the membership. This position shall present a financial statement at every meeting and at other times of the year if requested by the Executive Board. This position shall make a full report of the prior fiscal year at the first meeting of the new school year. See Article XIII.

Section 2. Nominations and Elections: Elections will be held at the last meeting of the year (typically June). The Executive Board shall present a candidate for each office and present the list at a meeting held up to one month prior to the election meeting date. At this nominating meeting, nominations may also be made from the floor. Voting shall be by voice if there is only one nominee, if there is more than one person running, a ballot vote shall be taken.

Section 3. Eligibility: All members of the Hatherly Elementary School PTO, Inc. are eligible for office. Family members shall not serve simultaneously on the Executive Board.

Section 4. Terms of Office: Officers are elected for a minimum of one year. No officer shall hold the same office for more than three terms.

Each person elected shall hold only one office at a time. All officers shall meet with and deliver to their successors all official material by July 1st

Section 5. Vacancies: If there is a vacancy in the office of President the Vice President will become the President. At the next regularly scheduled meeting, an election shall be held. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regularly scheduled meeting.

Section 6. Removal from office: Officers can be removed from an office by a two-thirds vote of those present at a regular meeting where previous notice has been given.

Article V ~ Meetings

Section 1. Regular Meetings: The regular meeting dates, times and location of the Hatherly Elementary School PTO Inc. shall be determined at the start of each school year and shall be communicated in written form to the membership by September 15. There will be no less than five (5) meetings and no more than ten (10) meetings annually.

The final annual meeting will be held in June with the purpose of electing new officers, approving the new budget and any other business that shall arise.

The Secretary will notify the members of the meetings in an email (and flyer for those without email access) at least five (5) days prior to the meeting.

All members (defined in Article III, Section 1) are welcome to attend all regular meetings.

Section 2. Special Meetings: Special meetings may be called by the President or any two (2) members of the Executive Board, or five (5) members submitting a written request to one of the Executive Board members. Notice of the special meeting shall be sent to the members at least seven (7) days prior to the meeting by email or flyer when no email access is available.

Article VI ~ Executive Board

Section 1. Membership: The Executive Board shall consist of all officers and the principal.

Section 2. Duties: The duties of the Executive Board shall be to conduct business between meetings, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve and pay routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings: Executive Board members shall attend regular meetings as noted in Article V, Section 1. Executive Board Meetings may be called by any two (2) board members, with 24 hours notice.

Section 4. Quorum: A quorum consists of half the number of the Executive Board members plus five [4] additional members of the Hatherly School PTO, Inc as referenced in Article III, Section 1.

Section 5. Removal and vacancies: See Article IV, Sections 5 and 6.

Article VII ~ Committees

Section 1. Membership: Committees may consist of members of the Hatherly Elementary School PTO, Inc. and Executive Board members, with an Executive Board member acting as liaison to all committee chairpersons.

Section 2. Standing committees: Committees are typically established by the board in September. A list of committees and chairs should be in place no later than September 30. Committee chairs should be in attendance for regular meetings and may be asked to report before, during and after an event. Committees are disbanded upon completion of the specific event or duty.

Section 3. The board may establish additional standing committees or special committees as needed.

Article VIII ~ Finances

Section 1. A tentative budget shall be drafted in May for the following school year. This will be voted on and approved by a majority vote of the members present at the last Hatherly Elementary School PTO, Inc. meeting of the year (typically held in June).

Section 2. The Treasurer or Co-treasurers shall keep accurate records of any disbursements, income, and bank account information.

Section 3. Two authorized signatures shall be required on each check over the amount of \$3,000. Two authorized signers shall be in place and consist of at least one treasurer and one other Executive Board member.

Section 4. Overrides and Funding requests: A vote is required for a new funding request (over \$150) that does not fall within the working budget. A funding request for less than \$150 may be granted without a full membership vote provided there are funds available and the Executive Board is in agreement by a two-thirds vote.

Section 5. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school or other charitable purposes.

Section 6. The fiscal year shall begin on July 1st and end on June 30th.

Article IX ~ Parliamentary Authority

“Robert’s Rules of Order” shall govern meetings when they are not in conflict with the organization’s bylaws.

Article X ~ Standing rules

Standing rules may be approved by the Executive Board, and the Secretary shall keep a record of the standing rules for future reference.

Article XI ~ Conflict of Interest

This organization cannot participate or intervene in any political campaign on behalf or, or in opposition to, any candidate for public office.

Article XII ~ Dissolution

The organization may be dissolved with previous notice (14 calendar days) and two-thirds vote of those present at a meeting.

Article XIII ~ Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given at the prior meeting in writing and then sent to all members of the organization by the Secretary. Notice may be given by email or flyers. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.