

Hope Highlands School Parent Teacher Organization, Inc.

“BYLAWS”

ARTICLE I: NAME

The name of the organization is the Hope Highlands School Parent Teacher Organization (PTO), Inc (hereinafter “PTO”).

ARTICLE II: OBJECTIVES

- A. To provide additional educational, cultural, social and recreational experiences for the students of Hope Highlands School.
- B. To assist in providing a safe educational environment.
- C. To encourage a closer working relationship between the home and school.
- D. To work toward any objective with the approval of the principal and in accordance with the Cranston Public School regulations.

ARTICLE III: BASIC POLICIES

- A. The PTO shall be noncommercial, nonsectarian, and nonpartisan.
- B. The PTO shall not endorse a commercial enterprise or a political candidate. The name of the organization or the name(s) of any member(s) in his/her official capacity shall not be used in connection with any commercial concern or with any partisan interest, or for any purpose other than the regular work of the PTO.
- C. The organization may cooperate with other groups and organizations. However, any person(s) representing the PTO in such joint efforts shall not make any commitments that bind the PTO, without the proper authority as approved by the membership.

ARTICLE IV: FINANCIAL POLICIES

- A. The PTO fiscal year shall run from August 1st to July 31st.
- B. The President, with Executive Board approval, shall present a budget on a cash basis for the current fiscal year at a regularly scheduled membership meeting. The budget must be approved by two-thirds (2/3) vote of the members present and voting at or before the November general membership meeting. Necessary revisions shall be made by the President, approved by the Executive Board, and presented at the next general membership meeting for approval by a two-thirds (2/3) vote of the members present and voting.
- C. Expenditures exceeding \$100 that are not included in the approved budget require Executive Board approval. Expenditures exceeding \$500 that are not included in the approved budget require approval of two-thirds (2/3) vote of members present and voting at the next general membership meeting.
- D. The Executive Board may approve such special fundraising activities, as it may deem necessary to promote the purpose and carry on the work of the PTO. Money raised through such activities shall be spent only for its designated purpose, and shall be subject to audit by the Auditing Committee.

- E. To assure the continuance of a solvent PTO, it is incumbent of the membership to leave a minimum of \$3,000 in the treasury at the end of the fiscal year.
- F. Any balance remaining at the end of a fiscal year shall be spent by the end of the following fiscal year, excluding the minimum balance to be left in the treasury. Any budget surplus (monies greater than budgeted expenses) shall be spent as approved by two-thirds (2/3) vote of the members present and voting at any general membership meeting. These monies may be carried over to the next year's general fund after two-thirds (2/3) vote of the members present and voting at any general membership meeting. Monies may also be carried over for a specific purpose so long as it is clearly voted on by two-thirds (2/3) majority of the members present at any general membership meeting and recorded as part of the budget carried forward to the next fiscal year. If two-thirds (2/3) of the voters do not support the vote, then the surplus shall be spent by the end of the next fiscal year.
- G. Dissolution of the PTO requires a two-thirds (2/3) vote of the membership, a quorum being present, as defined below, at any general membership meeting. Upon dissolution of the PTO, it's assets remaining after payment or provisions of payment of all debts and liabilities shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The specific exempt purposes for which the assets will be distributed require two-thirds (2/3) vote of the members present and voting.

ARTICLE V: MEMBERSHIP AND DUES

- A. Membership in the PTO shall be made available to parents/legal guardians and faculty and staff of Hope Highlands School without regard to race, color, creed, or national origin.
- B. The PTO shall conduct an annual enrollment of members, but persons may be admitted to the PTO at any time. Membership shall run concurrent with the school year.
- C. Annual membership dues shall be assessed as voted upon by the Executive Board.
- D. Only members of the PTO whose dues are paid shall be eligible to participate in the general business meetings or to serve in any elected or appointed position. Membership insures all individuals voting privileges at general meetings and the right to speak at any meeting. A list of members shall be available at each general membership meeting to ensure the membership standing of those present.

ARTICLE VI: OFFICERS AND ELECTIONS

Section 1 – Officers

- a. The officers of the PTO shall consist of a President, Vice- President, 2nd Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary (also known as the Executive Board).
- b. The incumbent Principal of the school shall maintain the position of 2nd Vice President and shall remain 2nd Vice President for the duration of his/her Principalship.
- c. All other officers shall be members of the PTO at least one school year and have attended at least half of the prior year's PTO meetings. Officers shall be elected for a term of one (1) year, not to exceed two (2) consecutive terms in the same office. After one (1) year the Executive Board may be extended for a second year by notifying the general membership. Any given position on the Executive Board may

- be challenged by a qualified PTO member. If no one steps forward the Executive Board will remain for a 2nd term. After the 2nd term if no candidate comes forward to accept the office, the present officer may continue in that position for one (1) additional year.
- d. Two persons may share the office of President so long as the conditions listed above are met; however, the two must run as a single slate for election purposes and count as one (1) vote for all Executive Board decisions taken to vote.
 - e. An officer may be removed from office for failure to perform duties by a two-thirds (2/3) vote of the remaining Executive Board members. The officer shall be given advance notice of the impending vote by means of written notice delivered to the officer in person or to his/her home address no less than fourteen (14) days prior to the meeting, and the officer shall be given the opportunity to speak on his/her behalf during the meeting and prior to the vote.
 - f. Any Executive Board member who is absent from three (3) consecutive meetings without just cause may be terminated from serving on the Executive Board.
 - g. Any vacancy or leave of absence occurring in any office may be filled, at the discretion of the Executive Board, for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

Section 2 - Elections

- a. There shall be a Search Committee appointed by the President which shall consist of no more than five (5) members: one (1) from the PTO Executive Board (not seeking office for the next school year) and four (4) from the general membership (two from grades K-2 and two from grades 3-6). If all Executive Board members are seeking office for the next school year, a member shall be appointed from all Standing Committees Chairpersons and PTO Correspondents.
- b. The Search Committee must submit a list of all interested candidates to the PTO by the April general business meeting.
- c. The officers shall be elected from the list of interested candidates submitted by the Search Committee. The election shall take place under the direction of the Search Committee, at the May general membership meeting and shall be a closed ballot election.
- e. During an election a husband and wife may each vote. Teachers may vote during school hours of the given day of the election. Only paid members will be allowed to vote.
- f. An installation of the new officers shall take place at the June general business meeting. Newly elected officers shall assume their duties at the end of the current school year.

ARTICLE VII: DUTIES OF OFFICERS

Section 1 – President -Duties

- a. Preside and conduct, as chairperson, all meetings of the Executive Board and of the general PTO membership meetings.
- b. Establish a budget with the Executive Board's assistance and presents it to the general membership.
- c. Oversee PTO responsibilities.
- d. Ensure compliance with these bylaws and all policies of the PTO.
- e. Serve as point person for the PTO; a liaison to the community and represent the PTO at various meetings.

- f. Work with the Principal on ways the PTO and school staff can work together to improve Hope Highlands Elementary School.
- g. Deliver to successor in office, all records in his/her possession by fiscal year end.
- h. Perform any other duties deemed necessary depending on the needs of the school.

Section 2 – Vice President –Duties

- a. Assist President in all areas.
- b. Assume the duties of the President in the event of that officer’s absence or inability to serve.
- c. Oversees all fundraising activities.
- d. Serve as a liaison to the community and represent the PTO at various meetings.
- e. Deliver to successor in office, all records in his/her possession by fiscal year end.
- f. Perform any other duties deemed necessary depending on the needs of the school.

Section 3 – Treasurer –Duties

- a. Maintain a complete and accurate account of all receipts and disbursements.
- b. Prepare financial statements on a cash basis for all PTO meetings and as requested by the Executive Board.
- c. Make disbursements in accordance with the budget adopted by the general membership.
- d. Prepare accurate and file timely all corporate tax returns and corporate documentation as may be required by law.
- e. Deliver to successor in office, all records in his/her possession by fiscal year end.
- f. Perform any other duties deemed necessary depending on the needs of the school.

Section 4- Recording Secretary –Duties

- a. Record the minutes of all PTO meetings.
- b. Maintain a current copy of the bylaws and General Policy Guidelines of the PTO.
- c. Distribute copies of all meeting minutes to Executive Board members and committee chairpersons, as well as, post copies on the PTO board for general membership to view.
- d. Organize the membership drive, maintain the membership list and prepare a member sign-in attendance sheet for all general PTO meetings.
- e. Deliver to successor in office, all records in his/her possession by fiscal year end.
- f. Perform any other duties deemed necessary depending on the needs of the school.

Section 5- Corresponding Secretary- Duties

- a. Create and distribute monthly newsletter after approval of President and Principal.
- b. Deliver to successor in office, all records in his/her possession by fiscal year end.
- c. Perform any other duties deemed necessary depending on the needs of the school.

**ARTICLE VIII: STANDING AND SPECIAL COMMITTEES; PTO
CORRESPONDENTS**

Section 1 - Standing Committees

- a. The Executive Board may create such Standing Committees, as it may deem necessary to promote the purpose and carry on the work of the organization. The chairperson of each Standing Committee shall be appointed by the President and approved by the

Executive Board. Such chairpersons may hold that position for as long as the Executive Board feels the work is being completed and done well.

- b. The chairpersons of each Standing Committee shall present an initial plan of action to the Executive Board no later than the general business meeting held in October. No work shall be undertaken by a Standing Committee without the consent of the Executive Board. In addition, each committee chairperson shall maintain a binder on their committee that shall be handed over to the next committee chair by the end of the school year.

Section 2- Special Committees

- a. An Auditing Committee of no more than three (3) PTO members shall be appointed by the President at the end of each school year and shall examine the Treasurer's accounts and those of any special fundraising activities. The Auditing Committee, satisfied that the records are correct, shall sign a statement to that effect. The Auditing Committee shall make its report at the first general business meeting held in September.
- b. The Executive Board may create such temporary committees, as it may deem necessary to promote the purpose and carry out the work of the organization. The chairperson of each temporary committee shall be appointed by the President and approved by the Executive Board. No committee work shall be undertaken without the consent of the Executive Board. The Executive Board may dissolve such temporary committees once the work of the committee is complete.

Section 3- PTO Correspondents

- a. Correspondents and alternates to outside organizations may be selected from the general membership by the President and approved by the Executive Board. The correspondent or alternate shall not speak on behalf of the PTO at outside meetings unless so directed; nor is the correspondent or alternate required to stay beyond 10:30pm.
- b. The correspondent or alternate shall attend all outside meetings and report to the general membership the business conducted at said meetings.

ARTICLE IX: MEETINGS

Section 1- Frequency

- a. General membership meetings shall be held while school is in session; the time being fixed by the Executive Board at its first meeting of the fiscal year.
- b. General membership meetings of the PTO shall be scheduled by the Executive Board. Notification of said meetings shall be given to the general membership no less than ten (10) days in advance, except if September's meeting is less than ten (10) days after the start of school, in which case notification shall be given as soon as possible after the school year starts.
- c. A special meeting may be called by the Executive Board or upon written request of one fifth (1/5) of the members of the PTO. Notification of said special meetings must be given no less than ten (10) days in advance.

Section 2- Quorum

- a. Twelve (12) members shall constitute a quorum for the transaction of business at any general meeting of the PTO.

Section 3- Attendance

- a. It is the responsibility of all members of the Executive Board, Standing Committee Chairpersons, and PTO Correspondents to attend all meetings held during the year.
- b. Any Executive Board member, Standing Committee Chairperson, and PTO Correspondent who is unable to attend a meeting shall notify the President prior to the meeting.

ARTICLE X: PARLIMENTARY AUTHORITY

- A. Robert’s Rules of Order Revised shall govern the PTO in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or the Articles of Incorporation.

ARTICLE XI: CONFLICT OF INTEREST

- A. The PTO, officers, agents and/or other representatives shall abide by the Conflict of Interest Policy attached hereto as **Exhibit 1**, and incorporated by reference into these Bylaws.

ARTICLE XII: AMENDMENTS

- A. These bylaws may be amended at any general membership meeting of the PTO by two-thirds (2/3) vote of the members present and voting. General membership must be notified prior to the next PTO meeting that a vote will be taken at that meeting to amend the bylaws.
- B. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a two-thirds (2/3) vote of the Executive Board. The requirements for the adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- C. These bylaws must be reviewed for possible revisions at least once every five (5) years by a committee appointed by the President.

Adopted : _____