

## **Hartford Memorial Middle School PTO Bylaws**

**Finalized, approved, and accepted by a vote on October 15, 2019**

### **Article 1: Name**

The name of this organization is Hartford Memorial Middle School PTO (herein called HMMS PTO). The mailing address is % Hartford Memorial Middle School, 245 Highland Ave, White River Jct, VT 05001. It is a local PTO unit organized within and for the families and staff at Hartford Memorial Middle School.

### **Article 2- Purpose**

The purpose of the HMMS PTO is to support educational enrichment and a sense of community among the Hartford Memorial Middle School students, families, and staff by sponsoring, organizing, and nurturing additional opportunities for all members of that community to learn, socialize, and communicate to expand our students' educational experiences. The organization seeks to establish positive relationships between home, school, and community, and serve as a forum to address issues of general interest and concern that affect Hartford Memorial Middle School.

### **Article 3- Basic Policies**

- This group will be nonprofit, noncommercial, nonsectarian, and nonpartisan.
- The name of the organization or the names of any members of the organization in their official capacities shall not be used to endorse or promote a commercial concern or be connected with any partisan interest or for any purpose not appropriately related to promotion of the purposes of the organization.
- This organization shall work with the school to provide quality education for all students. The organization shall not seek to direct the administrative activities of the school or to control its policies or curriculum.
- The organization may cooperate with other organizations and agencies concerned with child welfare, but an organization representative shall make no commitments that bind HMMS to any of these organizations or agencies in terms of financial support or resources of any kind without express consent from the executive board of officers.
- No part of the net earnings of the organization shall inure the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above.
- Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or (b) by an organization, or organizations which have established their tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.
- Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue

Code, or corresponding section of any future federal tax code, or shall be distributed to the Hartford Memorial Middle School, or to a state or local government, for a public purpose.

#### **Article 4- Membership**

- All faculty, staff, and parents and guardians of students in the Hartford Memorial Middle School are members of the HMMS PTO and are welcome at general meetings, encouraged to actively participate, and entitled to all the benefits of membership.
- No monetary dues or fees are required for membership.
- Membership in the HMMS PTO shall be made available without regard to race, color, religion, sexual orientation, gender, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status under such rules and regulations not in conflict with the provisions of this organization.

#### **Article 5- Officers and their Election**

- All officers serve in a volunteer capacity and are expected to attend the majority of meetings.
- The officers of this organization shall consist of a president (or co-presidents), vice-president, secretary, and a treasurer, volunteer coordinator (up to two) and shall serve a one-year term and encouraged to serve on the board for two years for continuity.
- Elections shall be held annually at the organization's May meeting.
- Election of office is made by voice vote or secret ballot as determined by the number of individuals running for office.
- Officers shall assume their duties following the close of the meeting in May and shall serve for a one year term. The end of the incumbent's term may be extended for one month to allow for effective turnover.
- Officers may be re-elected and serve consecutive terms.
- A special election shall be held to fill a vacancy caused by a reason other than the expiration of the annual term.

#### **Article 6- Duties of the Officers**

- Officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office, or in the case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds belonging to the organization.

##### **The president or co-president shall:**

- create meeting agendas and facilitate all meetings of the organization.
- share financial responsibility with the treasurer.
- coordinate the work of the organization in order that the purposes may be promoted.
- serve as the primary contact for the principal

- coordinate with the executive board and principal to set the calendar for the year
- work with the executive board to coordinate all communication.

**The vice-president shall:**

- act as aide to the president(s).
- perform the duties of the president in the absence of or inability of that officer to serve.
- work with executive board to assist with duties as needed.

**The secretary shall:**

- record and share the minutes of all meetings of the organization.
- preserve a current copy of the bylaws.
- maintain any necessary correspondence of the organization.
- perform other delegated duties as assigned.

**The treasurer shall:**

- have custody of all the funds of the organization.
- keep a full and accurate account of receipts and expenditures.
- make disbursements as authorized by the executive board of directors in accordance with the budget adopted by the organization.
- have checks or vouchers that may be signed by two persons: the treasurer and the president(s).
- make periodic reports at organization meetings.
- be responsible for the maintenance of such books of account and records as conform to the requirements of Article 3 of these bylaws.
- be responsible for both filling out and filing federal and state tax forms as needed.

**Volunteer coordinator shall:**

- be shared by no more than two people.
- be responsible for sourcing volunteers, and informing them as to their duties, for events as needed.
- create and maintain a volunteer contact information folder which shall be accessible to all Executive Board members.
- help orient any new members and volunteers

**The principal shall:**

- serve as a non-voting officer.
- provide input concerning the needs of the students, faculty, staff, and community.
- provide information regarding school policy and procedure, and inform the Executive Board of any changes relevant to the work of the organization.

### **Article 7- Meetings and Committees**

- Regular meetings of this organization shall be held monthly during the school year from September through May, unless notice of change has been given to the organization members.
- Special meetings may be called by the executive officers to address any issue pertaining to the organization.
- A majority of those attending any regular or specially noticed meeting shall constitute a quorum for the transaction of business of this organization.
- Special committees may be created by the president and/or Executive Board of the organization for a specific time and/or task and shall cease to exist when that time or task has been completed or on the last student school day of the year each year, whichever occurs first. Any member of the HMMS PTO can serve as a committee member. The chairperson shall report plans and activities to the Executive Board at regular meetings. The president shall be ex officio a member of all committees.

### **Article 8- Voting**

- Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.
- The privilege of introducing motions, debating, and voting shall be limited to members of the organization.
- Actions and decisions of the organization shall be approved upon a majority vote of those members voting.
- The officers vote as any other member.
- In the event of a tie vote, the motion will be reopened for discussion and/or tabled until the next meeting.
- Parents/members are encouraged to attend regular meetings and use their vote to make decisions concerning their school.

### **Article 9- Fiscal Year**

- The fiscal year of the organization shall begin on July 1 and end on June 30.

### **Article 10- Amendments**

- These bylaws may be changed at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided notice of changes has been given at the previous regular meeting.
- The organization shall promptly incorporate any changes that have been approved by a vote.