

Hammond Hill Elementary School Parent Teacher Organization Bylaws

ARTICLE I Name

The name of the organization shall be the Hammond Hill Elementary PTO, INC., hereinafter referred to as either PTO or organization.

ARTICLE II Description

The PTO is a nonprofit organization that exists exclusively for charitable and educational purposes, within the meaning of section 501(c)(3) of the Internal Revenue Code.

ARTICLE III Purpose

The purpose of the PTO is to:

1. Enhance and support the overall educational experience of our children at Hammond Hill Elementary School (HHE) through the collaborative efforts of parents/guardians, teachers, staff and administrators.
2. To develop a closer connection between school and home by encouraging parent/guardian involvement while improving the school environment through volunteer and financial support.
3. Foster a community atmosphere by fostering relationships among the school's students, parents/guardians, administration, staff, and teachers.
4. Support the mission and vision of the school and school district.

ARTICLE IV Membership, Dues & Voting

1. Membership - Any parent or guardian of a student at the School, the Principal, or any teacher currently employed at the School may become a PTO Member.
2. Dues - Each member shall pay annual membership dues of FIVE DOLLARS (\$5.00) to the PTO. Only members in good standing (who have paid their annual dues at least 14 calendar days prior to a PTO meeting) shall be eligible to vote or serve on the Executive Board. Dues paid shall be good through the current fiscal year of the PTO which shall end on June 30th.
- 3: Vote - Each individual, paying member shall have one vote. Voting may take place by voice or, upon request, by written ballot.

ARTICLE V Basic Policies

1. The PTO shall be noncommercial, nonsectarian, and nonpartisan. No commercial enterprise or candidate shall be endorsed by it.
2. The PTO shall not in any way participate or intervene in any political campaign. The PTO may, however, seek to educate people concerning school issues, such as school bond issues and similar concerns.
3. The name of the PTO or the names of the officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any other purpose that does not directly benefit the PTO as a whole and appropriately related to promotion of the PTO objectives.
4. The PTO shall be supportive of the educational program and shall be developed through volunteer services, supplemental educational programs and fundraising projects.
5. No profits shall proceed to any officer or member of the PTO. Officers and other members of the Executive Board shall not receive a salary. They may be reimbursed for actual expenses incurred for PTO related activities upon proper accounting for such expenses.
6. The PTO shall work with the school to provide quality education for all children, and shall seek to support the mission and vision of the school, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.
7. The PTO shall direct any grievances pertaining to the faculty, staff or educational programs through the proper channels of communication as established by the Board of Education (BOE).
8. The PTO may cooperate with other organizations and agencies active in child education and welfare, such as conference groups or coordinating councils, provided no commitments are made that bind the PTO.

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9. The PTO officers shall work with the principal to plan and set dates for Parent Teacher Organization programs and meetings.
10. The PTO shall not distribute any material (newsletters, memos, etc.) without the approval of the Principal.
11. All proposed fundraiser activities shall be submitted to the principal for submission to the District for approval prior to undertaking any activity for such fundraiser. The principal, when necessary, shall present a fundraising request to whoever is in charge of such approvals and report to the PTO Executive Board the official reply to each request.
12. No commitments shall be made on behalf of the PTO unless specifically approved by the PTO's Executive Board. Authority to sign contracts is limited to the President or President's designee.
13. Notwithstanding any other provision of these articles, the PTO shall not carry on any activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) if the internal Revenue code, or (ii) by an organization, contributions to, which are deductible under Section 170(c)(2) of the Internal Revenue Code.
14. The PTO shall not seek to direct the administrative activities of the school, nor control school policies.
15. The PTO recognizes the principal's right to approve or disapprove decisions being placed before the Executive Board.
16. If any part of these bylaws shall conflict with the decisions, policies or procedures adopted by the BOE, they shall be deemed null and void and the decision of the BOE shall in all cases take precedence.

ARTICLE VI Confidentiality

1. All officers and members of the PTO are required to abide by the confidentiality policies outlined in the Aiken County Board Of Education (BOE) policies and in these bylaws. It is the goal of the PTO to respect all student information and to maintain a high degree of integrity with students, parents, staff and administration.
2. Executive Board members are permitted access to certain protected information during the course of the year, on an as-needed basis. Executive Board members are entrusted with student, school and district information that is not public information and are expected to treat this information with the same confidentiality as outlined in the BOE policies.
3. PTO Parent Volunteers and Committee Chairs/members may also come into contact with confidential information, i.e. class lists, student addresses, phone number(s) and personal/medical information, etc., all of which is considered confidential information and protected under BOE policies.
4. Any written, spoken or otherwise translated 'protected' information, without proper consent, is a breach of the BOE policy and PTO bylaws and should not occur.

ARTICLE VII Officers and Elections

1. **Officers.** The officers shall be a president, vice president of fundraising, vice president of hospitality, events coordinator, secretary and treasurers.
 - a. **President.** The president shall preside over all meetings of the organization and executive board, and see that all motions, orders, and resolutions of the Board are promptly carried out. The president shall serve as the primary contact for the principal, represent the PTO at meetings outside the organization, serve as an ex officio member of all committees except a nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
 - b. **Vice President of Fundraising.** The Vice President of Fundraising shall be responsible for coordinating fundraising activities, along with other duties as may be required by the Board. The major responsibility of the VP of Fundraising is to raise the amount needed to meet the proposed annual budget. In the event the President is unable to preside at a particular meeting, the Vice President of Fundraising shall preside at such meetings in the President's absence. The VP of Fundraising shall assist the president and carry out the president's duties in his or her absence or inability to serve.
 - c. **Vice President of Hospitality.** The Vice President of Hospitality will acts as the official host of the PTO in creating welcoming atmosphere at meetings and events. The VP of Hospitality will work with committee and other chairman to organize and set up refreshments, food, decorations, registration and greeters for

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PTO meetings and events. They will maintain hospitality supplies and equipment and an updated inventory for them. VP of Hospitality will presents hospitality budget for approval at executive board meeting at start of the PTO year and monitor authorized budget and reports on hospitality plans at board meetings for forthcoming PTO events.

- d. **Events Coordinator.** The Events Coordinator is responsible for working with a committee to provide a safe, healthy, legal and supervised recreational event for students and parents in cooperation with the community. The event committee members can include other members of the board, the principal, a faculty member, the president (ex officio) and other PTO members appointed by the president. A secondary responsibility may be to raise necessary funds to host the event along with other duties as may be required by the Board.
 - e. **Secretary.** The secretary 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, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. Newsletters, web site, and flyers will also be the responsibility of the Secretary along with other duties as may be required by the Board.
 - f. **Treasure.** The Treasures shall: Act as custodian of funds and perform all banking activities of the PTO. Maintain up-to-date, accurate financial records of the PTO. Receive all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions. Provide a written and oral financial report of the receipts and expenditures at each PTO and Executive Board meeting and at other times upon request of the Executive Board. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the Executive Board. Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501(c)3 status, as applicable; and maintain accurate records of such. Complete all financial updates by the close of the Fiscal Year and provide a full year-end report. Submit all requested/required financial data relating to PTO operations to the Finance Audit Committee Chair within two weeks prior to the close of the fiscal year, for the purposes of the Treasurer's accounts being audited by the Finance Audit Committee.
2. **Nominations.** Nominations for open Officers' positions can be submitted at any time. A nomination committee will be formed to fill open Officer's positions. The nominating committee shall select a candidate for each open office and present to the executive board for a vote. Voting can take place at in person or via email to elect new officers to the executive board.
 3. **Officers.** The Officers shall consist of an elected President, Vice President of Fundraising, Vice President of Hospitality, Events Coordinator, Secretary, and Treasurers. Any of the Officer's positions, may be a shared position between two individuals, thus acting equally as Co-Officer's.
 4. **Eligibility.** Only Members in good standing (who have paid their annual dues at least 14 calendar days prior to a PTO voting) shall be eligible to serve in any Officer position.
Terms of Office. Officers are elected for a term of two years and/or until their successors are elected. No individual shall serve for more than two consecutive terms in the same office. All terms shall begin on July 1st or following the annual meeting at which they were elected. Each person elected shall hold only one office at a time. The outgoing officers will serve in a capacity as advisors for the new officers for a mutually agreed upon period of time.
 5. **Vacancies.** The Executive Board, by majority vote, assuming a quorum is present, shall fill a vacancy occurring in any office other than that of the President. In the event of a vacancy in the office of the President, the Vice President shall become the president, for the remainder of the unexpired term. For those filling vacancies, if the unexpired term of office is less than 1 year, this period shall not count towards that individual's consecutive term limit.
 6. **Removal from Office.** Officers can be removed from office with or without cause by a two-thirds vote of the membership present (assuming a quorum) at a regular general meeting where previous notice has been given.

ARTICLE VIII Meetings

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1. **General Meetings.**

- a. At least four general meetings of the membership shall be held during the school year (August thru May).
- b. Whenever possible, such meetings shall be scheduled to coincide with educational activities and events conducted by the school, so as to promote and facilitate attendance and cooperation between faculty, administration, and parents.
- c. The annual general meeting will be held at the April/May general meeting. The annual general meeting is for receiving reports, accepting nominations, and conducting other business that should arise.

2. **Special Meetings.** Special meetings may be called by the president, any two members of the executive board, or twenty (20) general members submitting a written request to the secretary. Previous notice of the special meeting shall be posted to the membership at least 10 days prior to the meeting.

3. **Meeting Guidelines.**

- a. Meetings shall be open to the membership.
- b. Notice of meeting dates and meeting agendas shall be posted to the entire PTO membership no less than 10 days prior to a meeting. Posting may be thru a notice read at the prior General meeting, a flyer sent home with the students, email, or other means to ensure notification of the general membership.
- c. Agenda items and motions may be submitted by any member of the PTO. To guarantee placement on the agenda, items and motions shall be submitted no later than 7 days prior to the next PTO meeting. Agenda items and motions may be submitted in writing to the PTO mailbox in the office or via e-mail to the PTO Secretary.
- d. Agenda items and motions should provide background information helpful to the Membership in determining cost and relevance to the Mission Statement and Goals.
- e. Untimely agenda items and motions may be included in the agenda as time allows at the discretion of the Executive Board.
- f. The use of voting by proxy or mail ballot is prohibited.
- g. The Secretary shall keep a record of discussion of all agenda items, motions and vote outcomes for publication available to all PTO members.
- h. If a member objects to the exclusion or inclusion of an agenda item, motion or any other vote outcome, they may submit such objection into the official minutes of the general meeting.
- i. The order of business for regular general meetings shall be:
 - Welcome to members
 - Call to Order
 - Secretary's Report
 - Treasurer's Report
 - Committee Reports
 - Principal's Report
 - New Business
 - Unfinished Business
 - Announcements
 - Adjournment
- j. The Order of the Meeting shall follow the guidelines set forth by Robert's Rules of Order. In the event of a procedural question not covered by the PTO bylaws, the guidelines set forth in Robert's Rules of Order shall prevail. The Vice President shall have the responsibility of ensuring the Order of the Meeting is followed accordingly.

4. **Quorum.** The quorum for general membership meetings shall be 20 members of the organization present, for the transaction of business, provided a minimum of one half the sitting PTO officers plus one are in attendance. The use of voting by proxy or mail ballot is prohibited. All special meetings require a minimum 10 day prior notice.

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ARTICLE IX **Executive Board**

1. **Membership.** The Executive Board, hereinafter referred to as the Board, shall consist of the officers, standing committee chairs and the principal (as a non-voting member).
2. **Duties.**
 - a. The Board shall have general supervision over the affairs of the organization between business meetings and shall transact business between meetings, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, prepare the calendar of meetings, events and functions, prepare reports and make recommendations to the membership.
 - b. The Board shall appoint Chairpersons for other suggested committees and for special events or functions.
 - c. The Board shall appoint an auditor whose duty it shall be to audit the Treasurer's account at the close of the fiscal year and to report to the organization. The auditor may be a member of the organization but shall not be a member of the Board at the time of the audit.
3. **Meetings.** Regular Board meetings shall be held no less than quarterly, preferably monthly, at a time and place designated by the Board. Every effort will be made to schedule them on the same day and time. All regularly scheduled meetings of the Board shall be considered a public meeting and proper notice of these meetings may be provided through the appropriate media. Special Board meetings may be called by the president or any two officers, with 48 hour notice. The privilege of making motions, debating and voting at the Board meeting shall be limited to the Executive Board membership.
4. **Quorum.** The quorum shall be one half of the sitting officers plus one. The use of voting by proxy or mail ballot is prohibited. The board shall meet and confer before making decisions, unless all board members agree.

ARTICLE X **Committees**

1. **Membership.** Committees may consist of members and board members, with the president acting as an ex officio member of all committees.
2. **Standing Committees.** Examples of current standing committees are: Volunteer Coordinator, Box Tops/Labels for Education, Coupon Book Sales, Yearbook, Hospitality, Fall & Spring Carnivals, Santa Shop, Spirit Nights, and Pod Parents. Established committees may vary each school year based on the needs of the school. Committee chairs will be established at the start of each school year. There are no term limits for committee chairs
3. **Additional Committees.** The Executive Board may appoint additional committees as needed.

ARTICLE XI **Fundraising**

In an effort to coordinate and balance the various fundraising activities, the PTO will be responsible for organizing and supervising all school-wide fundraising activities. Therefore, school-wide solicitation should not be undertaken by individual grade levels or classes without the consent of the Board. All fundraising will be conducted in accordance with BOE policy/procedure.

ARTICLE XII **Finances**

1. All financial activity shall be recorded in a computer-based or manual accounting system.
2. The PTO's fiscal year shall align with the school year and begin on July 1st and end the following June 30th.
3. A tentative budget shall be drafted in the summer/fall for each school year by the President & the Ledger Treasure and approved by the Executive Board.
4. No commitments shall be made on behalf of the PTO unless specifically approved by the Board. Authority to sign contracts is limited to the President or President's designee.
5. The Ledger Treasurer shall keep accurate records of any disbursements, income, and bank account information.

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6. The Board shall approve all expenses of the organization via an approved budget or individually if not part of the approved budget.
7. All funds raised by the PTO shall be placed in a checking account, in the name of Hammond Hill Elementary PTO, INC., at a local financial institution designated by the Board. All funds including cash shall be deposited through the designated account.
8. Designated Funds - A designated fund account/budget line item is for money put aside for a specific purpose. Any money put into a designated fund account shall only be used for that purpose. It cannot be used for other activities or be voted upon to be moved to fund other activities.
9. Scholarship(s) - Annually the PTO will raise funds to award one or two scholarships to former HHE students meeting the criteria outlined in the developed application. Scholarships will be awarded in the amount of \$500 to \$1,000. The number of scholarships awarded annually, and the dollar amount of such scholarships, will depend on the amount of funds raised.
10. Officers and other members of the Executive Board shall not receive a salary. They may be reimbursed for actual expenses incurred for PTO related activities upon proper accounting for such expenses.
11. Any check written from the PTO account must have supporting documentation such as receipts when requesting reimbursement. Failure to supply this documentation may result in denial of reimbursement.
12. Two authorized signatures shall be required on each check. Authorized signers shall be the president and the treasurers. Should a check need to be written for reimbursement to self or family member, a third signature shall be included. The third signature shall be obtained from a fellow Board member.
13. Monthly bank statements should be opened by the treasure and within five days of receipt forwarded to the principal for review. After reviewing the principal shall initial and date the statement and forward to the treasurer for account reconciliation.
14. The treasurer shall reconcile the account(s) monthly and report all financial activity monthly.
15. A treasurer's report and financial statement shall be presented at every meeting (General and Board) and at other times of the year when requested by the Executive Board.
16. For PTO events that require the school be opened outside its normal hours of operation, the PTO will pay the Lead Custodian \$25.00 per hour, with a maximum of \$250.00 per event, for services rendered.
17. An amount of money will be left in the treasury at the end of each year to cover any outstanding checks and unpaid bills plus a reserve amount of at least \$3,500 to begin the next school year. This will be re-evaluated at each Executive Board meeting.
18. The treasurer shall prepare a financial statement at the end of the year.
19. The treasurer is responsible for the filing of annual exempt organization returns, unrelated business income tax filings, and any other returns and reports that an organization may have to file to insure tax exempt status is retained. The organization's ending date tax year is June 30th.
20. The PTO is a nonprofit tax-exempt organization (section 501(c)(3)). Federal law requires that a nonprofit tax-exempt organization's IRS Form 1023 and copies of the organization's annual information returns (IRS Form 990 or 990EZ) for the most recent three years be available for public review when requested.
21. The PTO shall arrange an independent review of its financial records each year
22. Exiting Board will submit treasurer's report and current bank account balance and status with supporting documentation by mid-July for the yearend audit to be performed. Doing so will provides a fresh starting point for the new school year and a control factor for newly appointed financial officers.

ARTICLE XIII Parliamentary Authority

The latest edition of Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws and any special rules of order the organization may adopt

ARTICLE XIV 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.

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ARTICLE XV Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of the membership present (assuming a quorum) at the meeting. The use of voting by proxy or mail ballot is prohibited. Upon the dissolution of the organization, the Board shall, after payment of all liabilities, dispose of all assets of the organization for the benefit of Hammond Hill Elementary School.

ARTICLE XVI Amendments

A committee may be appointed to review, and if necessary, revise/amend the existing set of bylaws. This should be done every year. The bylaws may if needed, be revised/amended by an affirmative vote of two-thirds of the membership present and voting, assuming a quorum, at any regular general meeting of the organization, annual meeting, or special meeting convened for the purpose of amending these bylaws, provided the proposed amendment has been presented at the previous meeting of the organization, or notice thereof has been given to all members of the organization at least 10 days prior to said meeting. The use of voting by proxy or mail ballot is prohibited.

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These bylaws were endorsed by the PTO's elected officers and adopted and approved at the regular meeting of the PTO's general membership on the ninth of March, 2016, and shall take effect immediately.

Laurie Morrison, President

Jennifer Neal, Co-Vice President of Fundraising

Tara Waldhauer, Co-Vice President of Fundraising

Jennifer Powell, Vice President of Hospitality

Sammi Mitchum, Events Coordinator

Ashley Bean, Treasurer

Anna Lori Daniels, Treasurer

Michele Douglas, Treasurer

Abby Ellis, Treasurer

Lee Graybeal, Treasurer

Michelle Stevens, Secretary