

BY-LAWS

HANCE ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION (HPTO)

ARTICLE I -- NAME

The name of the organization is the Hance Elementary School Parent Teacher Organization, hereinafter referred to as the HPTO. Hance Elementary School is in the Pine-Richland School District, Richland Township, Allegheny County, Pennsylvania.

ARTICLE II -- DEFINITION

The HPTO is a volunteer organization of parents and teachers and shall be non-commercial, non-sectarian and non-partisan. The name of the Organization or the names of any members 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 than the regular work of the Organization. The Organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

ARTICLE III -- PURPOSE

The purpose of the HPTO is to promote the well-being of students through HPTO sponsored activities that stimulate children's growth physically, emotionally, and culturally at Hance Elementary School by:

- A. Creating and promoting service projects to benefit the students;
- B. Developing united efforts between teachers and parents;

- C. Fostering a closer relationship between home and school life;
- D. Creating an enriched learning environment.

ARTICLE IV – MEMBERSHIP

All Parents and/or Guardians of Hance Elementary students, and teachers and administrators at Hance Elementary School (herein referred to as “the School” or “Hance”) are members of the HPTO if they are willing to uphold its basic policies and subscribe to its by-laws.

ARTICLE V -- OFFICERS

A. Composition

1. President or Co-Presidents
2. Vice-President or Co-Vice-Presidents
3. Secretary
4. Treasurer or Co-Treasurers

B. Qualifications

Any member in good standing may serve as an officer.

C. Terms of Office

The Officers shall be elected for a term of two years, commencing on May 1 and running until April 30, two years later. No member shall be elected to the same office for more than one term. For example, a member may hold the office of President for two years in a row (one term), but must relinquish the office for at least one year before being elected as President again.

D. Duties of Officers

1. President/Co-Presidents

- a. Preside over all meetings of the HPTO and the Executive Board;
- b. Oversee and guide assigned HPTO committees;
- c. Act as ex-officio member of all committees;
- d. Act as official spokesperson for the HPTO;
- e. Co-sign HPTO checks with the Treasurer/Co-Treasurer;
- f. Preside over the annual transition of power to newly elected officers of the HPTO by overseeing the collection of committee files each April for review prior to their storage with other HPTO information and the distribution of copies of relevant files to newly elected and appointed officers and committee chairpersons;
- g. Document information in President's binders for future use;
- h. Prepare agenda and attend monthly liaison meetings;
- i. Regularly attend quarterly Key Communications meetings;
- j. Regularly attend monthly PTO President's meeting with Wexford Elementary and Richland Elementary;
- k. Stay informed about committee matters, prepare well for meetings and review and comment on minutes and reports as appropriate.

2. Vice President/Co-Vice-Presidents

- a. Perform all duties of the President in the event that the President is absent, unable, or unwilling to fulfill such duties;
- b. Assist the President in the discharge of his/her duties;
- c. Oversee and guide assigned HPTO committees;
- d. Document and update Vice President's binder;
- e. Regularly attend monthly HPTO meetings;
- f. Regularly attend monthly HPTO Board meetings;

- g. Organize and coordinate classroom party/events lists;
- h. Stay informed about committee matters, prepare well for meetings and review and comment on minutes and reports as appropriate.

3. Secretary

- a. Regularly attend and take minutes at all meetings of the HPTO and Executive Board meetings and make minutes available for review at the next monthly HPTO meeting or upon request of members of HPTO;
- b. Keep an accurate roster of Officers and committee chairpersons;
- c. Act as custodian of records, books, and papers belonging to the HPTO;
- d. Submit all records and books at the end of the term of office;
- e. Send correspondence as directed by Board (i.e., get well, sympathy, etc.).

4. Treasurer/Co-Treasurer

- a. Keep a complete record of HPTO income and expenditures;
- b. Receive and account for all monies of the HPTO;
- c. Pay all HPTO bills incurred;
- d. Co-sign all HPTO checks with the President/Co-Presidents;
- e. Give a financial report at all monthly HPTO meetings;
- f. Prepare a budget, preliminary annual balance sheet, year-to-date income statement, and a final Treasurer's report for the preceding fiscal year end to be presented at the next succeeding September general meeting;
- g. File and remit sales tax to Pennsylvania, if applicable;
- h. Make all deposits at the bank;

- i. Obtain cash advances for all committees;
- j. Regularly attend monthly HPTO meetings;
- k. Regularly attend monthly HPTO Board meetings.

E. Vacancies

A vacancy occurring in any office, except the Presidency, shall be filled until the next Annual election, pursuant to Article VII, by a person appointed by a majority vote of the Officers. In case a vacancy occurs in the office of the President, the Vice President shall serve as President for the remainder of the term. In the event that the Vice President cannot serve as President, a special election will be held to select a new President. In the case of Co-Presidents, if one Co-President resigns, the remaining Co-President may serve the term to completion, may ask the Vice President to fill the position of Co-President, or may request a special election to fill the Co-President vacancy.

ARTICLE VI – EXECUTIVE BOARD

A. Composition

The Board shall consist of the President or Co-Presidents, Vice-President or Co-Vice-Presidents, Secretary, and Treasurer or Co-Treasurer.

B. Duties of the Executive Board

1. Carry out the policies and resolutions of the HPTO as determined by the membership.
2. Create, appoint and direct such special committees as it deems necessary to carry on the business of the HPTO.
3. Discuss and, if necessary, revise the proposed budget and present a final proposed budget to the September general meeting of the members of the HPTO for approval.

4. Divide committees between the President/Co-Presidents and Vice President/Co-Vice Presidents to oversee as Board contacts for fielding questions or problems from committee chairpersons or members.
5. Stay informed about committee matters, prepare well for meetings and review and comment on minutes and reports as appropriate.

C. Meetings

The Executive Board shall meet prior to each general meeting and at any other time deemed necessary by the President/Co-Presidents. A majority shall constitute a quorum.

ARTICLE VII – NOMINATIONS AND ELECTIONS

A. Nominations

Nominations of those interested in serving on the Executive Board shall be presented at the February or March general HPTO meeting. It is the responsibility of the Board to solicit participants to fill the following year's board.

B. Elections

The Elections will be held during the April General Meeting, or when necessary. The Executive Board will preside over the elections and will present a ballot with the slate of Officers, *if a vote must occur*. Nominations will also be accepted from the floor provided the nominee is present and accepts the nomination. Two members of the Board not running for office shall tally the votes and announce the new Officers by the end of the General Meeting. Ballots will be available prior to the General Meeting for those needing to cast an absentee ballot as stated in Article VIII, Section B. If there is only one name per office then voting can be done by show of hands.

ARTICLE VIII – MEETINGS, VOTING AND QUORUM

A. Meetings

1. There shall be monthly meetings of the HPTO during the school year (“general” meetings).
2. Members shall be notified of a General Meeting at least three days prior to such a meeting via the *Friday Flash* e-newsletter.
3. Special meetings may be called by the President, as necessary.

B. Voting

The voting body shall be the members in good standing. Voting may take place by members present at any general or special meetings properly called by the President and at which a quorum of members exists. Voting may also be held by email ballot via the *Friday Flash* e-newsletter.

C. Quorum

A majority vote of the members present is required to pass a motion, unless absentee ballots were submitted. At this point, present votes and absentee votes will be tallied together.

ARTICLE IX – COMMITTEES

A. Appendix A

1. Attached in Appendix A is a list of standing committees which the Board believes should exist from year to year.
2. Such committees may participate in discussion and debate at Executive Board meetings, but committee members and Chairpersons shall not have the right to vote.

B. Duties of Chairpersons of standing and special committees

1. Attend the General PTO meetings as voting members or assign a replacement member;

2. Make a report to the Board and at general meetings as needed or provide that report to their Executive Board representative;
3. Submit a written report to the Board by the end of each fiscal year in which they serve;
4. Document their event/activity in their provided committee binder and return the binder to the Executive Board after their event has occurred.
5. Submit all receipts and reimbursement forms to the Treasurer within 30 days of their event.

C. Tenure

The chairpersons of each standing committee shall serve one year or until a successor is appointed and assumes that position.

ARTICLE X – FINANCES

A. Fiscal Year

The fiscal year shall begin on July 1 and end on the next succeeding June 30.

B. Budget

Each September the Executive Board shall present a proposed budget at the monthly general meeting. The members may review and suggest changes to the Budget, and shall adopt a final budget by a majority vote of the members in attendance.

C. Fiscal Planning

In June, the minimum amount of \$5,000.00 shall be set aside for operating capital for the following school year. A higher amount may be required upon the advice of the Executive Board. Any remaining HPTO funds in excess of this amount may, at the Board's discretion, be deposited into a savings account for use in the next succeeding school year.

D. Expenditures

Any operating expenditures not contained in the final budget in excess of \$500.00 must be approved by a vote of the members of the HPTO.

ARTICLE XI – DISSOLUTION OF THE HPTO

In the event of dissolution or disbandment of the HPTO, no remaining funds shall be disbursed to personally benefit any individual associated with the organization. If the disbandment is temporary, any remaining funds in the Treasury shall be held in an escrow account administered by the Principal of Hance Elementary School, until such time as a new HPTO is established, at which time the funds shall be returned to the control of the HPTO Board. If the disbandment is permanent, the funds shall be spent within two calendar years of disbandment on purchases which directly benefit the students and teachers of the School, at the direction of the Principal.

ARTICLE XII – PARLIAMENTARY AUTHORITY

In the absence of any provision in these by-laws to the contrary, all meetings of the HPTO shall be governed by the parliamentary rules contained in the then current edition of Robert's Rules of Order, Revised.

ARTICLE XIII – BY-LAWS

- A. These by-laws shall become effective as of the date they are adopted by two-thirds (2/3) vote of the members present and entitled to vote at a monthly general HPTO meeting in which a quorum exists.

- B. These by-laws may be amended in whole or part by a two-thirds (2/3) vote of the members present and entitled to vote at a monthly general meeting in which a quorum exists, provided written notice of the proposed amendment is provided 3 days before the vote. A copy of the proposed amendments shall be available for review on the *Friday Flash* e-newsletter or upon request.

- C. Any member in good standing of the HPTO may submit, in writing, to the Executive Board, a proposed amendment to the by-laws.

ARTICLE XIV – REMOVAL FROM OFFICE

Officers or Committee Chairpersons may be removed from office for the following causes:

- Misappropriation of HPTO funds;
- Unwillingness to follow or uphold the policies described in these By-laws;
- Entering into contracts or other legal agreements without prior approval of the Officers;
- Abandonment of duties;
- Improper conduct, violation of school policies or violations of the law.

Requests for removal of Officers or Committee Chairpersons shall be submitted in writing and presented to the Officers by those individuals requesting such action. The Officers not under investigation shall investigate such requests at a special meeting to be attended by the individuals bringing such request and the person being considered for removal. In the event that more than one Officer is under investigation, an Ad-Hoc Committee shall be convened to conduct the investigation. The Officers or Ad-Hoc Committee shall then deliberate in private and vote on the requested removal. Notice of removal shall be made in writing to the individual concerned.

Adopted by vote of members at the general meeting of the Hance Elementary School on

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APPENDIX A

STANDING COMMITTEES

1. After School Programs
2. Annie's Workshop
3. Assemblies

4. Author's Workshop
5. Birthday Board
6. Book Fair
7. Box Tops
8. Campbell's Labels
9. Directory
10. Fantastic Fun Friday
11. Field Day
12. Flower Sale
13. Fall Fundraiser
14. Family Movie Night/Fun Fair
15. Giant Eagle Receipts
16. Grandparents Day
17. Holiday Shop
18. Holiday Staff Luncheon
19. Ice Cream Social
20. Market Day
21. Outreach
22. Popcorn Days
23. School Pictures
24. Skating Party
25. Spirit Apparel Sale
26. Spring Staff Appreciation Lunch
27. Tyson Labels
28. Webmaster