

Hanson PTO By-Laws

Article I: Name

The name of the organization shall be the Hanson Parent Teacher Organization (Hanson PTO)

Article II: Objective/Mission

The Hanson PTO is organized exclusively for charitable purpose under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code. The organization strives to provide the following to Indian Head Elementary school.

- a. Enrichment: To sponsor a variety of enrichment programs and services.
- b. Parent Involvement: To sponsor family-oriented activities and/or events which support and enhance the involvement in the school.
- c. Communication: To inform parents and/or guardians of PTO related programs and activities occurring in the Elementary school.
- d. Fundraising: To raise funds for the school in order to provide support for the activities, services, and school equipment needed.

Article III: Policies

- a. This organization will support the improvement of education in ways that will not interfere with the administration of the school.
- b. This organization shall not be affiliated with a national parent-teacher organization.
- c. This organization may partner with other organizations and agencies that work with schools, but the individual representing this organization in such matters shall make no commitments that bind the organization.

Article IV: Funding Policies

- a. The Hanson PTO will review all requests submitted from principals, teachers, and other school personnel for financial support of curriculum enhancing materials, enrichment programs, field trips, and supplies on a monthly basis. These requests will be voted on at the end of the monthly meetings by the board and members of the PTO attending that meeting. If finances allow and the vote is favored to sponsor the requests, the funds will be provided to requester when required per form.
- b. Additional funding from outside sources (scholarship funds, community requests, etc.) can be brought to the board's attention and added to monthly meeting for discussion with all members.

- c. The members of the Board can approve spending of up to a total amount of \$750.00 between the last meeting of the school year and the first meeting of the following school year. Majority vote of the Board is necessary.

Article V: Tax-Exempt Status Policy

The policies have been established to maintain a tax-exempt status as defined in section 501(c)(3) of Internal Revenue Code.

Article VI: Membership

- a. Any parent or guardian with a child enrolled in Indian Head Elementary School.
- b. Any member of the teaching or administrative staff working in Indian Head Elementary School.
- c. Every member shall have the privilege of making motions on sub-committees for events or fundraisers.
- d. There are no dues for this organization's membership.

Article VII: Board members and Elections

- a. The board will consist of the following positions- President, Vice President, Secretary, and (2 if possible) Treasurers.
- b. Board members shall serve a term of two (2) years.
- c. Board members assume duty at the end of school year of their election year. This will start July 1st.
- d. Board positions will be posted in the March meeting and election will take place in the May meeting. Members interested in a posted position can email the current president to be added to the voting ballot.
 - 1. Voting will be done by members at the May meeting. Each member will be provided a ballot to vote.
 - 2. President of the board will add all votes and announce new board member at close of May meeting.
- e. If a vacancy is unfilled, the remaining board members will fill the position by becoming acting officers until a member comes forward to fill the position.
- f. Any board member may resign by delivering his or her written resignation to the corporation at its principal office or to the President or Secretary, and such resignation shall be effective upon receipt unless it is specified to be effective at some other time or upon the happening of some other event.
- g. Board members selected by the Members may be removed from office with cause by a vote of a majority of the Members.

1. "Cause" shall mean : 1) failure to reasonably and competently perform the duties of the office and/or 2) conviction of a crime. Vacancies so created may be filled by the members at a special meeting. Successors so elected shall hold office for the unexpired term subject to the provisions of these By-Laws.

Article VIII: Meetings

- a. The first monthly meeting of the board members shall be held in July or August of each calendar year.
- b. Monthly meetings during the school year shall be on the second Thursday of the month unless the date needs to be changed for a conflict. If this is the case, the board will publish the new date to notify the members in advance.
- c. Special meetings may be called by a board member. Appropriate notification will be given to school and members by the President or Vice President.
- d. Agenda will be provided to all members at the monthly meetings along with a copy of the finance report.
- e. A majority vote is required to pass any seconded motion or ballot vote.
- f. Motions resulting in a tie shall not be passed but may be re-opened for re-discussion and re-voting that night or at a later time.
- g. Teacher request results will be voted on by written ballot and results announced by the Vice President.

Article IX: Subcommittees

- a. Subcommittees may be formed with larger fundraisers/events. The chairperson of any particular subcommittee shall be determined during monthly meetings when these events/fundraisers are determined.
- b. The chairperson of these subcommittees will work in conjunction with the board President and Vice President to help with completion of required approvals and questions that may come up during the planning process.

Article X: Fiscal Year

The fiscal year for the Hanson PTO shall begin July 1st and end June 30th.

Article XI: Expenditures and Disbursements:

- a. Treasurer is responsible to deposit all checks and money retrieved from fundraisers or events. This money is counted by two (2) members of the board prior to deposit.
- b. Treasurer shall write and sign all checks required for payment of materials/items approved by vote during monthly meetings.
- c. Board approval is required before any merchandise is purchased.

- d. President and Vice President will be responsible for all merchandise purchased to ensure inventory is correct.
- e. Members that may have purchased inventory or product for an event upfront must provide a receipt in order to get a check for reimbursement.

Article XII: Dissolution:

The organization may be dissolved in the following manner:

- a. The board members shall give notice to the entire membership during a monthly meeting that dissolution is being considered.
- b. At least two weeks following the notice, a special meeting shall be called to discuss the dissolution proposal and to vote.
- c. Dissolution requires approval by two-thirds of the members present by written vote.
- d. Dissolution shall take effect on a given date specified during the special meeting.
- e. All pending and outstanding balances shall be resolved before final balance is recorded.
- f. Upon dissolution, remaining funds shall be distributed to the elementary school.

Article XIII: Amendments:

- a. By-Laws will be available for all members to view if requested.
- b. A copy of the By-Laws will be provided to the principal of the school to be available in the main office.
- c. These By-Laws shall be reviewed as needed and amended for changes as required.
- d. Board members shall be responsible to review and approve these By-Laws into effect.

Version	Adopted	Modifications
1.0	June 1996	Original Version
2.0	June 2004	2004 Revisions
3.0	May 2006	Major rewrite under the direction of the Executive Board and supported by the Bylaw Committee
4.0	September 2017	Major rewrite- Updates related to being a PTO for only the elementary schools. Clean up of board positions and the members.
5.0	September 2021	Update to specify Indian Head Elementary. Addition of emergency spending in off-season by board vote.

Board Committee Signatures:

Joel Jocelyn

10/14/2021

Principal- Joel Jocelyn

Date

Kate DeLue

10/14/21

President- Kate DeLue

Date

Tina Arsenaault

10/14/21

Vice President- Tina Arsenault

Date