

HARDY ELEMENTARY SCHOOL

PARENT TEACHER ORGANIZATION BYLAWS

ARTICLE 1: Name

1. The name of this organization is the Hardy School Parent Teacher Organization. It shall hereinafter be referred to throughout these By-Laws as the “PTO.”

ARTICLE 2: Objectives

The objectives of the PTO are

- 2.1 To promote the welfare of children in home, school and community and to strengthen the relationship between home and school.
- 2.2 To foster and promote cooperation and understanding between parents, school and students.
- 2.3 To assist the staff in providing for the educational needs of students.
- 2.4 To develop and pursue goals that are aligned with the goals of the school.

ARTICLE 3: Basic Policies

- 3.1 The PTO shall be noncommercial, nonsectarian and nonpartisan.
- 3.2 The name of the PTO or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern in connection with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the PTO.
- 3.3 The PTO shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- 3.4 The PTO shall seek neither to interfere with the administration of the school nor to control administrative policies.
- 3.5 The PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO.

- 3.6 Criticism of individual teachers, administrators, parents or students shall not be voiced in open meetings.
- 3.7 No Member (as defined in Article 4.1 herein) of the PTO shall contract for or incur any debt or enter into any agreement or otherwise obligate the PTO except by authority of the Executive Board (as defined in Article 5.1 herein).

ARTICLE 4: Members and Membership

- 4.1 Membership in the PTO shall be available to any Hardy School parent, guardian, adult family member, teacher, administrator or staff member who subscribes to the Purposes and Basic Policies of the PTO.
- 4.2 Membership shall be automatically granted to all parents and guardians of Hardy Elementary School students, plus all staff at Hardy Elementary School. There are no membership dues.**
- 4.3 Members are encouraged to attend meetings and to voice their opinions and ideas openly at the meetings.
- 4.4 Meetings are open to the entire Hardy community and notice shall be made to the community of the time and place that the meeting shall be held.

ARTICLE 5: The Executive Board, Officers and Their Duties

- 5.1 The Officers of the PTO, individually known as the “Officers” and collectively known as the “Executive Board” shall consist of a President or Co-Presidents; Vice President(s) of Committees; Vice President(s) of Fundraising; Treasurer(s); Secretary(ies); two Teacher Representatives; At-Large Representatives; and the Principal of Hardy School, who shall serve ex-officio and without vote.**
- 5.2 The (Co) President(s) shall preside at all meetings of the PTO, shall perform such other duties as may be prescribed in these By-Laws or assigned to them by the PTO or by the Executive Board and shall coordinate the work of the Officers and committees of the PTO.
- 5.3 The Vice Presidents shall act as aides to the President(s) and shall work with the volunteer coordinator(s) to organize PTO events.**
- 5.4 The (Co) Treasurer(s) shall have custody of the financial information of the PTO and at all times shall keep an accurate record of receipts and expenditures and shall pay out funds as allowed by his/her own authority or as authorized by the Executive Board. She/he shall make reports at each meeting and shall present a financial statement when requested by the Executive Board and at the first and last meeting of the membership year.
- 5.5 The Teacher Representatives shall be responsible for bringing all staff topics/concerns to the Executive Board and communicating PTO concerns to the staff. Teacher Representatives shall enjoy all voting rights accorded to PTO Officers.

- 5.6 The At-Large Representatives shall serve as voting members of the Executive Board and shall perform such other duties as may be delegated to her/him.
- 5.7 The privilege of introducing motions and voting shall be granted to all members in good standing.
- 5.8 The (Co)-President(s) or other presiding Officer of the PTO may order the postponement of a vote on any issue until the next scheduled PTO meeting when more research is necessary. The person postponing the vote may appoint the Executive Board or a special committee to review the proposal, and analyze its impact if any on the PTO budget. The Executive Board will make a recommendation on the proposal after being informed about the results of the research at the next scheduled meeting.
- 5.9 Disputes and disagreements shall be resolved in the following manner: 1) any Member in good standing may bring a dispute to the PTO Executive Board for resolution by describing the dispute to and requesting a special meeting from the (Co) President(s). The (Co) President(s) shall call a special meeting of the Executive Board. The disputing parties shall present their grievance(s) to the Executive Board at the special meeting. The Executive Board shall then discuss the grievance in closed session without the disputing parties present, come up with one or more fair and equitable solutions and vote upon a final, binding resolution to the dispute. The Executive Board shall be bound by the resulting solution and shall not take any further action on the disputed matter(s).
- 5.10 In general meetings, ten (10) members in good standing shall constitute a quorum, a quorum being the number of members necessary to transact business. On any vote, a majority of those present carries the motion. In the case of a tie vote, the motion shall be considered denied.**

ARTICLE 6: Nominations and Elections

- 6.1 **There shall be an Election Committee composed of at least three (3) Members but not more than five (5) Members who shall be appointed by the Executive Board. Election Committee Members shall be Members in good standing. The Election Committee shall solicit nominations for Officers from Hardy School families and staff prior to the June PTO meeting.**
- 6.2 Any Hardy School parent or guardian shall be eligible for nomination. Any individual nominated for more than one office may run for only one office and shall have to indicate which office he/she is running for prior to the voting sessions for the annual election.
- 6.3 **Consent from the nominee shall be obtained by the Election Committee and confirmed one (1) week prior to the voting sessions for the annual election.** In the event of a contested election, the Election Committee shall also obtain a written biographical statement from each nominee one (1) week prior to the voting sessions for the annual election.
- 6.4 Any Hardy School parent or guardian may cast a vote. **Election forms will be sent to the parent community electronically and a paper ballot will be sent home with**

students. The voting process will be kept open for at least seven days to ensure that all community members have had an opportunity to vote. The Election Committee shall count all ballots, and the Officers shall be elected by a majority vote of the ballots cast. The votes shall be counted and the results of the election shall be published within 48 hours of the election.

- 6.5 Any Hardy School parent or guardian who is voted onto the PTO board and who accepts their position shall be required to be a Member in good standing of the Hardy PTO during the year that they serve as an officer of the board.
- 6.6 Officers shall assume their official duties at the end of the current school year in which they are elected and shall serve one year and until their successors are elected.
- 6.7 No one person shall serve in any office for more than two (2) consecutive years, except if accepted by a majority vote of the Executive Board before the elections take place.
- 6.8 A vacancy occurring during the term of an Officer shall be filled for the un-expired term by the person who received the next highest number of votes for the position being filled. If there was no other person running for the position, then the position shall be opened up to any Member of the PTO in good standing. A majority vote by the Executive Board would then determine the person to fill the position.

ARTICLE 7: Personal Liability

- 7.1 The Members and Officers of the PTO shall not be personally liable for any debt, liability or obligation of the PTO. All persons, corporations or other entities extending credit to, contracting with, or having any claim against the PTO, may look only to the funds and property of the PTO for the payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from the PTO.

ARTICLE 8: Budget and Funds

- 8.1 The operating budget for the PTO in any particular calendar year shall come exclusively from fundraising efforts from that same calendar year. The PTO shall keep a minimum of one third of the operating budget in reserve. This reserve shall only be used for emergency situations and to fund ordinary expenses in advance of collecting revenues and shall be replenished before the end of the school year.
- 8.2 Any and all funds requested and approved for spending during a particular school year must be spent on the item or items for which the funds were approved by the end of the last day of that school year unless the original approval specifically allowed the spending to extend into the next school year.. An extension to the spending date can be requested in writing to the PTO board, which shall vote to approve or reject the request.
- 8.3 A budget shall be maintained, shall be kept up-to-date and shall be presented at every monthly board meeting by the PTO Treasurer.

8.4 The budget shall be published and made available to any member of the Hardy community in either electronic or hard-copy format.

ARTICLE 9: Parliamentary Authority

9.1 Roberts Rules of Order shall govern the PTO in all cases to which they are applicable and not in conflict with the By-Laws of the PTO.

ARTICLE 10: Amendments

11.1 These By-Laws may be amended in whole or in part at any meeting of the Executive Board by a majority vote of the Officers present following consideration and proposals by the Co-Presidents and Co-Vice-Presidents. Notice of the amendments must be given to all Members at least 48 hours prior to the meeting or may be presented at any regular meeting to be voted on at the next regular meeting.

11.2 These By-Laws may also be amended by vote of a majority of the Executive Board.

Adopted By the Executive Board, after presentation to the Officers and Members in attendance, July 18, 2017.