

Revised October 2008

Hunters Bend Elementary School PTO By-Laws

Article 1- Name

The name of this organization shall be Hunters Bend Elementary School PTO. This organization is a local unit affiliated with no other entity.

Article II – Purposes

The purposes of the Hunters Bend Elementary School PTO are: to provide yearly and cumulative funds, supplemental allotments from the Williamson County Board of Education and student fees, for support of the enrichment and enhancement of academic, artistic, athletic and musical excellence, etc.; to enlist financial and moral support within the community for the aforementioned activities in order to achieve excellence for the same as a civic symbol for our community.

Article III – Membership

All parents and guardians of children attending Hunters Bend Elementary School, as well as faculty and administrative staff of the school, who are interested in the purpose for which this organization is established and willing to uphold its policies and subscribe to its by-laws will be a member.

Article IV – Code of Ethics

Members at Hunters Bend will strive to ensure that the highest standard of ethics are met. Members promise to respect the opinions and ideas of fellow PTO members and never be disruptive or use foul language in any meeting. Members promise never to undermine the PTO, Faculty, Staff or Administration of HBES in any way to any group or

individual. Members will direct rumors, false statements or misinformation directly to the Board so that the President and Administration can address and answer any questions. If members are found to be in violation, then members will be subject to possible suspension and/or expulsion under Article IX.

Article V- Policies & Fiscal Procedures

Section 1. This organization is organized exclusively for charitable and educational purposes under section 501 (c) (3) of Internal Revenue Code.

Section 2. Upon 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 shall be distributed to the Federal government, or to a state or local government, for a public purpose. We agree that no part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. 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 a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code.

Section 3. This organization shall appoint and support needed committees to represent the organization in making recommendations to proper authorities for any emergency needs of the school and to urge adequate measures for the improvement of the school.

Article VI – Officers and Their Elections

Section 1. The officers of this organization shall be:

- President
- President – Elect
- Vice President Fundraising

- Vice President Marketing & Communication
- Secretary
- Treasurer
- Volunteer Coordinator
- Room Parent Coordinator
- Member at Large 1
- Member at Large 2
- K-5 Teacher Representative
- Specials/Special Ed. Teacher Representative
- Ex-Officio

Section 2. The elected officers and the principal are allowed one vote by voice or ballot except for the President who votes only in the event of a tie or to cause the necessary 2/3. Quorum is established only when at least 2/3 of voting members are present. No business can be voted on without quorum.

In the case of a vote via e-mail, a motion will carry with a 2/3 vote of all voting members. The motion and results of the vote via e-mail will be recorded in the minutes of the Board meeting immediately following. Use of vote by email will be used on an exception basis and reserved for urgent circumstances only.

Section 3. The new officers for the PTO shall take office on July 1.

Section 4. Once the Nominating Committee (Section 5) of the fiscal year has been dismissed, a vacancy occurring in any office (except the President) shall be filled via nominations from the floor. Candidates nominated and elected by 2/3 vote by voice or ballot shall complete the remainder of the original term of office. In the event of a vacancy occurring in the office of the President, the President-Elect will assume the office. If there is no President-Elect, the office of President will be filled for the remainder of the original term by the method described above. The consent of any candidate must be obtained before the name is placed in nomination.

Section 5. A nominating committee of six members shall be assembled for the purpose of receiving nominations and selecting members to fill Board positions annually. The election committee shall consist of the Volunteer Coordinator and one other member of the Board to be elected by silent ballot, not to include the President and President-Elect. The committee shall also consist of two faculty representatives to be elected by the faculty of Hunters Bend Elementary School, and two parents nominated and elected by parents of children at Hunter Bend Elementary School. The consent of each candidate must be obtained before the name is placed in nomination. The election committee will

then vote by silent ballot on all positions being vacated July 1 of the same year. The President reserves the right to vote in the case of a tie. This process is to take place in the month of March.

Section 6. It is understood that all Board members will attend regular monthly Board meetings and General Membership Meetings.

Article VII- Duties of Officers

The duties of the President shall be:

- to preside at all Board meetings and all general membership meetings.
- to provide general supervision of the affairs of the PTO.
- to insure that the PTO complies with the bylaw and follows the necessary steps to amend them of the need arises.
- to act as a liaison with the Principal, staff and parents of Hunters Bend Elementary School.
- to appoint all special committees.
- to act as Ex-Officio during the succeeding the Presidential term.
- to maintain a binder or folder for the purpose of organization and training of successor.

The duties of the President Elect shall be:

- to assume the office of President at the expiration of term.
- to preside at all Board meetings and general membership meetings in the absence of the President.
- to be responsible for the developing budget and oversee Budget Committee.
- to assist the President as needed.
- to maintain a binder or folder for the purpose of organization and training of successor.

The duties of the Vice President Fundraising shall be:

- to oversee all fundraising efforts and stay in close communication with committee chairpersons.
- to assist the President as needed.
- to conduct one meeting at the beginning of each school year to train committee volunteers and chairpersons.
- to maintain a binder or folder for the purpose of organization and training of successor.

The duties of the Vice President Marketing & Communication shall be:

- to compile and distribute weekly news via email
- to oversee inside and outside sign boards
- to maintain HBES PTO website
- to oversee the following committees: School Directory and Teacher of the Month
- to be responsible for the compilation, creation and distribution of the school directory
- to be responsible for correspondence, minutes in absence of Secretary
- to assist the President as needed.
- to conduct one meeting at the beginning of each school year to train your committee volunteers and chairpersons.
- to maintain a binder or folder for the purpose of organization and training of successor.

The duties of the Secretary shall be:

- to record the minutes of all Board and general membership meetings and distribute them to all Board members including to the VP of Marketing and

Communications for posting to the PTO website and to the faculty webmaster to post to the school website.

- to be responsible for notifying the Board members of dates, times, locations, etc. of all Board meetings.
- to receive and write correspondence pertaining to the organizations activities
- to assist the President as needed.
- to maintain a binder or folder for the purpose of organization and training of successor.

The duties of the Treasurer shall be:

- to have custody of all funds of the PTO.
- to keep a full and accurate account of receipts and expenditures.
- to make disbursements as authorized by the President of PTO Board in accordance with the budget as adopted by the PTO.
- to present a financial statement at every meeting of the Board and at other times when requested.
- to be responsible for the maintenance of such books of account and record. The Treasurer's accounts will be examined annually by an auditor or an auditing committee of not less than three members , who, satisfied that the Treasurer's annual report is correct, shall sign a statement of the fact at the end of the report.
- to obtain a tax account for the purposes of filing a general tax return in a timely manner.
- to insure sufficient reserves are held in account.
- to assist the President as needed
- to maintain a binder or folder for the purpose of organization and training of successor.

The duties of the Volunteer Coordinator shall be:

- to work with the PTO and staff to determine volunteer needs.
- to keep record of all volunteer hours.
- to oversee committees as needed
- to assist the President as needed.
- to conduct one meeting at the beginning of each school year to train your committee volunteers and chairpersons.
- to maintain a binder or folder for the purpose of organization and training of successor.

The duties of the Room Parent Coordinator shall be:

- to oversee the following committees: Boxtops 4 Education, Room Parents, Teacher Luncheons, Hospitality Committee, Teacher Appreciation Week to work with room parents to coordinate Teacher Luncheons 3 times yearly
- to assist the President as needed
- to conduct one meeting at the beginning of each school year to train your committee volunteers and chairpersons.
- to maintain a binder or folder for the purpose of organization and training of successor

The duties of Member at Large 1 shall be:

- to assist other officers with their duties and responsibilities as needed
- to assist the President as needed
- to maintain a binder or folder for the purpose of organization and training of successor

The duties of Member at Large 2 shall be:

- to assist other officers with their duties and responsibilities as needed
- to assist the President as needed

- to maintain a binder or folder for the purpose of organization and training of successor

The duties of the K-5 Teacher Representative shall be:

- to act as a liaison between the Board and the K- 5 staff.
- to assist the President as needed.

The duties of the Specials/Special Education Teacher Representative shall be:

- to act as a liaison between the Board and the Specials and Special Education staff.
- to assist the President as needed.

The duties of the Ex-Officio shall be:

- to act as a mentor to the President and Board.
- to assist the President as needed.

Article VIII – Terms of office

Section 1. An officer of the organization is limited to a term of two consecutive years in the same position with the exception of the President-Elect, President, and Ex-Officio. The President-Elect serves a one year term before serving as President for one year followed by service as Ex-Officio for one year.

Because the Board must include at least one representative from the school faculty, teacher representatives may continue beyond the 2-year term in increments of 1 additional year (with 2/3 vote) if the positions would be otherwise vacant once the Nominating Committee has been dismissed.

Section 2. The Board shall have the authority to add or delete standing committees as the need arises.

Section 3. The chairperson of all standing committees shall present their plan of action to the Board and no work shall be undertaken without approval of the Board.

Article IX – Expulsion

Removal from the Board or PTO requires a two thirds majority vote of the Board. If removal of a Board or PTO member results in a vacancy on the Board, such vacancy shall be filled according to the procedures described in Article VI- section 4.

Article X – Fiscal Policies

Section 1. The fiscal year of the PTO shall begin on July 1 and end on June 30.

Section 2. Check signing privileges are limited to the President, Treasurer and President-Elect. Checks must be accompanied by an approved check request or receipt.

Article XI – Parliamentary Procedure

The most recent edition of Robert’s Rules of Order shall be the authority in any parliamentary question not covered in the bylaw.

Article XII – Amendments

These by-laws may be amended at any regular meeting of the organization by two thirds vote of the members present, provided the proposed amendments have been read at the previous meeting of the organization.

These by-laws shall be effective September 2000

Revised August 2004

Revised November 2005

Revised April 2006

Revised May 2006

Revised January 2007

Revised October 2008