

Highland Hill Middle School PTO BYLAWS

Article I: Organization's name

The name of the organization shall be the Highland Hills Middle School Parent Teacher Organization (HHMS PTO, here after).

Article II: Mission Statement/Purpose

The mission of the HHMS PTO is to enhance the educational experience of all students by:

1. Supporting academic and enrichment activities through volunteer and financial assistance.
2. Encouraging parental involvement.
3. Providing a channel of communication between parents and teachers, administrators and staff.

Article III: Policies

A. This organization shall be nonprofit, noncommercial, nonsectarian and nonpartisan. Any commercial enterprise not specifically contracted with the organization will not be sponsored by the organization.

B. The organization endeavors to keep school officials and administration informed of legitimate concerns affecting quality education.

Article IV: Membership

A. Any person who is a legal/custodial guardian of a student enrolled at Highland Hills Middle School, and/or any person who is a member of the educational support staff of the school, is interested in the objectives of the HHMS PTO, is willing to uphold its policies and subscribe to its bylaws shall be considered a member of the HHMS PTO.

B. Any person who is a legal/custodial guardian of an incoming fourth grade student shall be considered a member of the HHMS PTO and have full voting privileges as of the April meeting during their student's fourth grade year, may chair any committee or event and/or run for any board position except for President. One may not be elected President until the following spring (April of child's 5th grade year).

C. These members will have the right to attend, provide input and vote on all motions with the exception of Bylaw changes, at any meeting for the HHMS PTO. Members are encouraged to volunteer for the organizational fund-raisers, functions, any and all events sponsored by school and/or the HHMS PTO. Members shall also participate in electing of Officers of the HHMS PTO who are to serve their one (1) fiscal year term. See Article VI (E).

Article V: Structure of the Organization

A. A Board of Officers, (called "Officers" hereinafter) shall manage and administer the business of the organization with all meetings of the Officers open to the members of the organization except in the case of Executive sessions. Executive sessions are meetings of solely the board to plan and organize the events and undertakings of the organization.

B. Officers are nominated and elected to their office by members of the organization.

C. The Officers by a majority consent will appoint chairpersons who will be responsible for gathering and organizing information to bring before the organization for approval and/or votes at the next

available meeting. Such committees automatically go out of existence when the work is done and final report is received. See Article X

D. Three Advisors shall act as consultants to the PTO for the purpose of providing information on behalf of the administrators and teachers. These roles will consist of one (1) 5th or 6th grade teacher; (1) 7th or 8th grade teacher; and (1) Principal or Vice Principal.

Article VI: Officers, and their Elections

A. Officers of the HHMS PTO shall consist of President, Vice President, Treasurer, Secretary, At Large Programs Director, At Large Fundraising Director, At Large Communications Director, and At Large Hospitality Director.

B. A Nominating Committee will be appointed by the Officers in the month of February. The committee will accept final nominations during the March meeting. A list of candidates will be published on the HHMS/PTO website prior to the April meeting. At the April meeting the nominees will be voted upon. Incoming Officers shall be trained by current Officers during the month of April, with installation of Incoming Officers in May.

C. Outgoing and Incoming Officers shall conduct a “dual” meeting in May.

D. New Officers shall assume their duties on June 1st and conclude their term on May 31st of the following fiscal year.

F. Officer vacancies shall be filled with a temporary appointed member, decided by majority vote by the remaining officers. The temporary term shall expire when the next election is held.

1. President- If there is a vacancy in the office of President during the school year, the Vice President will become the “Interim” President. If both the Presidency and Vice Presidency is vacant, an interim President shall be nominated from the existing board members and receive a majority vote of the officers.

2. Other Officers- If there is vacancy in any other office, it will be filled by election of the members at the next regular meeting. Officers and members shall nominate members from the floor to fill such vacancies.

Article VII: Duties of Officers

A. The duties of the Officers are as follows:

1. Hold and attend all regular monthly meetings to manage the business of the PTO.
2. Appoint members to committees and oversee the functioning of committees.
3. Approve the plans of the committees.
4. Appoint replacements to temporarily fill vacancies in offices and committees.
5. Each officer is to be responsible for the completion of their duties as described in duties below.
6. Appoint a competent impartial person to audit the books of the Treasurer prior to filing the current fiscal year end tax forms.
7. Officers shall be required to follow all state and federal tax laws and comply with the nonprofit status rules.

B. The President will:

1. Preside at all meetings of the HHMS PTO.
2. Act as ex-officio member of all committees except the Nomination Committee.
3. Serve as acting Treasurer if needed and assemble Officers for a fiscal budget planning meeting prior to May HHMS PTO meeting.
4. Work with Treasurer to compile and file necessary tax form to State and Federal government.
5. Prepare a tentative agenda prior to meeting. Send to appropriate parties, so to be included on the HHMS PTO website.
6. Maintain a job binder to be given to successor. (See job binder for duties).

C. The Vice President will:

1. Act as an aide to the President and shall perform the duties of the President in the absence of that officer.
2. Compile and keep a working file of volunteers for various events that have been supplied by data received at annual registration and 5th grade parent orientation.
3. Make copies of volunteer lists and distribute to appropriate chairperson.
4. Perform such other duties as may be delegated to the office of the Vice President.
5. Maintain a job binder to be given to successor. (See job binder for duties)

D. The Secretary will:

1. Keep accurate records of the meetings and attendance of the organization.
2. Prepare proofed minutes of the meetings for review and approval of the Officers no later than ten (10) days before the next month's meeting.
3. Maintain and compile bylaw changes to be sent to the appropriate government agency.
4. Maintain a job binder to be given to successor. (See job binder for duties)

E. The Treasurer will:

1. Personally receive and document all moneys of the organization, custodian of the funds of the organization, and deposit the funds in depositories approved by the Officers.
2. Disburse the funds of the organization as directed by vote of the organization.
3. Present a monthly financial report (Balance Sheet, up-dated Budget and/or Profit and Loss) to Officers and members.
4. Adhere to written guidelines for all reimbursements, deposits or management of funds. (Treasurer's Guidelines attached)
5. Compile, file and sign annual IRS and IN DOR tax forms prior to the following fiscal year October 15th deadline with the Incoming Treasurer.
6. Organize a group consisting of the Incoming President, Outgoing President, Incoming Treasurer and Outgoing Treasurer and an impartial member who will review and proof documents.
7. Be available until tax forms are mailed to the State and Federal Government.

8. Prepare a cover letter with signature of all five(5) members of this group which will be placed in Officer's binder and official Tax Binder
9. Copy tax forms to be placed in storage.
10. Be available for “public” viewing of tax forms by interested parties up to three (3) years. Appointments are mandatory and no less than two (2) Officers (including Treasurer) must be present with viewer. Treasurer will always keep a 2 to 1 ratio of Officers to interested parties, and tax forms will not leave the room or be copied during viewing.
11. Perform such other duties as may be delegated to the office of Treasurer.
12. Maintain a job binder to be given to successor. (See job binder for duties)

F. At Large Program Director:

1. Delegate, train, and oversee chairpersons that have program events, which consist of any PTO sponsored events that are for purposes other than raising funds for PTO.
2. Directors may chair any or all events.
3. Prepare a final report given to the Board at the end of any personally chaired events.
4. Maintain a job binder to be given to successor. (See job binder for duties)

G. At Large Communications Director:

1. Responsible for general communications with the membership and other communications as directed by the Officers.
2. Maintain the organization’s official website and keep the site updated with current information for the members and the general public.
3. Maintain a job binder to be given to successor.
4. Manage the email system and social media platforms in use by the organization.
5. Use the website, email system, social media platforms, and other similar systems to communicate with members in a timely fashion.
6. Maintain the organization’s accounts for web domain name, email, website, etc. and inform the treasurer if there are fees to be paid for these accounts.

H. At Large Hospitality Director:

1. Delegate, train, and oversee chairpersons that have hospitality events.
2. Directors may chair any or all events.
3. Prepare a final report given to the Board at the end of any personally chaired events.
4. Maintain a job binder to be given to successor. (See job binder for duties)

I. At Large Fundraising Director:

1. Delegate, train, and oversee chairpersons that have fundraising events, which consist of any PTO sponsored events that are specifically for the purpose raising funds for PTO.
2. Directors may chair any or all events.
3. Prepare a final report given to the Board at the end of any personally chaired events.
4. Maintain a job binder to be given to successor. (See job binder for duties.)

Article VIII: Meetings

A. Meetings:

1. All meetings that include voting on any issue(s) must have a quorum, which is a simple majority of the Executive Board in attendance.
2. Regular meetings shall be held on a monthly basis and communicated to the members in advance. The time and place for the meetings shall be mutually agreed upon prior to the beginning of the school year by the current year Officers and Administration of HHMS PTO.
3. A special meeting may be called by the Board or at the request of at least five (5) members of the organization. The time and place of all special meetings shall be announced at least seven (7) days prior to the meeting and will be held within fourteen (14) days.
4. Emergency meetings of the Board may be called with twenty-four (24) hour notice to the membership and may only be held to decide issue necessitating the emergency meeting.

B. Voting:

1. The majority of attending members and Board that are present decide issues.
2. Issues may be brought before the board but not voted upon unless there is a quorum. Any issue shall be tabled until next meeting if there is a lack of quorum.
3. Non-members may not vote or serve in an office or be a chairperson; however, they may attend and speak at any meeting.
4. Veto Power – a majority vote of a quorum board present will constitute a veto vote on any issue.
5. Approval of new funding requests outside of the approved budget may not occur without a current Treasurer's budget and are contingent on current available funds.
6. When necessary, board voting may be completed via email, **in executive session** or by phone conference outside of a regular meeting. All officers must respond with a yea or nay vote within 48 hours of the call for a vote. **Motions can be approved or denied via email if there is at least a simple quorum that responds. Officers that do not respond will be considered as 'abstained.'** Email and phone voting is only to be used for matters that cannot wait until the next monthly meeting, must be posted to the HHMS PTO website 24 hours in advance of the vote, and the results of such vote must be reported in the next monthly meeting minutes.
7. **All votes are open to members and officers except for Bylaw changes, which are to be voted on by officers only. Budget votes must be taken at a regular meeting after posting for 30 days with no exception.**
8. **In the event of a tie vote, the President shall cast the tie-breaking vote. If the President is not available, the tie shall be broken by the Vice President.**

Article IX: Removals

A. Removal of Officers:

1. Any Officer who misses two (2) consecutive meetings without notification or resigns within a school year will be considered to have vacated his or her position, and the vacancy will be filled by special election.
2. Any Officer may be removed from the office by a majority affirmative vote from the organization's membership for:

- a. Failure or inability to fulfill the duties of his or her office as prescribed in the Bylaws.
 - b. Engaging in conduct that is injurious to the organization or its purposes.
3. Prior to removal from office, the Officer shall be given ten (10) days prior written notice by an Officer of the proposed action, the reason for the action and the date of the meeting when a vote on the removal is scheduled. At this meeting, the Officer shall be given an opportunity to address the membership prior to the vote to remove.

Article X: Committees

- A. Committees are to be organized by the Officers to accomplish specific tasks.
- B. The Officers by majority consent shall appoint the chairperson of each Committee.
- C. The Committee chairperson, from a list of active volunteers, shall form the committees.
- D. All Committees will be listed on agenda until dissolved or completion of directives.
- E. Existence of committee is described in Article V (C).

Article XI: Budget

- A. Every year the current Officers will provide a proposed budget at the May meeting for the upcoming school year. This budget can be amended at any meeting during the fiscal year based on current Treasurer's budget and contingent on available funds.

Article XII: Correspondences

- A. A disclaimer will be put on every e-mail signature line for official communications, excepting regular email blasts to the membership, and the website.
 1. E-mail Signature—This message is from an Officer of the HHMS PTO and may contain confidential or privileged information. If you are not the addressee of this e-mail or received by you in error, you are not authorized to read, copy, or distribute this e-mail or its attachments. Any error in addressing or delivery of this e-mail does not waive confidentiality or privilege. If you received this e-mail in error, please notify the sender by return e-mail and delete it. This e-mail message may not be copied, distributed, or forwarded without this statement and the permission of the sender.
 2. Website—The HHMS PTO Website is a volunteer product and meant to be informational for parents, teachers or other interested parties. The ideas or opinions expressed are those of the authors and not necessarily reflect the views of the organization.

Article XIII: Parliamentary Authority

Robert's Rules of Order shall govern the HHMS PTO in all cases whereby they are applicable.

General Guidelines:

*Motion/Issue is made.

*Motion/issue is seconded.

*Motion/Issue is discussed.

*President restates the motion/issue and calls first for the affirmative, then the negative vote.

Article XIV: Amendments

A. These Bylaws may be amended at any regular meeting of the HHMS PTO by a majority of the **officers** present provided that notice has been given of the proposed Bylaws at least one month in advance. This advance shall be placed on the HHMS PTO website and via email blast.

Article XV: Directed by IRS

A. Said organization Highland Hills Middle School PTO is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organization under section 501 C(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

B. Upon the dissolution of Highland Hills Middle School PTO, assets shall be distributed for one or more exempt purpose within the meaning of section 501 C(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization in then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operate exclusively for such purpose.

ARTICLE XVI:

A. The Organization shall establish a separate bank account to be delineated as the "Canteen Account". This account shall be funded by the School. A monthly check from the school bookkeeper to the organization treasurer shall be deposited to this account. The Account is for use by the school for teacher expenditures only. The Principal and Bookkeeper of the school shall have access to the account for teacher expenditures. This Article may not be amended, deleted or altered in any way by the organization without thirty (30) day's notice to the Principal of the school. If said Article is amended, deleted or altered in any way by the organization, all funds in the Canteen account shall revert to the school.

Adopted 8/18/2004

Revised 1/18/2005

Revised 3/1/2007

Revised 8/3/2006

Revised 1/23/2017

Revised March 6, 2018