

**Bylaws**  
**Hamilton Heights Elementary School**  
**Parent Teacher Organization**

## **Table of Contents**

<b>ARTICLE I: NAME.....</b>	<b>3</b>
<b>ARTICLE II: ARTICLES OF ORGANIZATION.....</b>	<b>3</b>
<b>ARTICLE III: PURPOSES.....</b>	<b>3</b>
<b>ARTICLE IV: BASIC POLICIES.....</b>	<b>3</b>
<b>ARTICLE V: MEMBERSHIP AND DUES.....</b>	<b>4</b>
<b>ARTICLE VI: OFFICERS AND THEIR ELECTION.....</b>	<b>5</b>
<b>ARTICLE VII: DUTIES OF OFFICERS.....</b>	<b>5</b>
<b>ARTICLE VIII: EXECUTIVE BOARD.....</b>	<b>7</b>
<b>ARTICLE IX: MEETINGS.....</b>	<b>7</b>
<b>ARTICLE X: COMMITTEES.....</b>	<b>8</b>
<b>ARTICLE XI: FISCAL YEAR.....</b>	<b>9</b>
<b>ARTICLE XII: FINANCES.....</b>	<b>9</b>
<b>ARTICLE XIII: PARLIAMENTARY AUTHORITY.....</b>	<b>9</b>
<b>ARTICLE IX: AMENDMENTS.....</b>	<b>9</b>

# **Bylaws**

## **Article I: NAME**

The name of the organization shall be the Hamilton Heights Elementary School Parent Teacher Organization. Throughout this document the name Hamilton Heights PTO and PTO refers to this organization.

## **Article II: ARTICLES OF ORGANIZATION**

The articles of organization of the Hamilton Heights Parent Teacher Organization includes

- a. the bylaws (this document) and
- b. the certificate of incorporation or articles of incorporations for Hamilton Heights PTO, Inc. a non-Profit 501 (c) (3) corporation.

## **Article III: PURPOSES**

**Section 1.** The purpose of this organization shall be to work in partnership with the parents, guardians, teachers, staff and administration of Hamilton Heights Elementary School of the Chambersburg Area School District of Pennsylvania to:

- a. assist in implementing the mission of the Hamilton Heights Elementary School and the Chambersburg Area School District,
- b. promote the general welfare of Hamilton Heights Elementary School students,
- c. provide appropriate assistance to students at Hamilton Heights Elementary School for their educational, emotional, physical and recreational needs,
- d. create mutual support and cooperation between administration, teachers, staff and parents through open and respectful communication.

**Section 2.** The purposes of this organization are promoted through respectful and open communication between parents, teachers, administrators, and staff to achieve the general and specific goals of the PTO. The activities are governed and qualified by the basic policies described and set forth with Article IV.

**Section 3.** The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any Federal tax code (hereinafter "Internal Revenue Code").

## **Article IV: BASIC POLICIES**

The following are basic policies of the Hamilton Heights Elementary Parent Teacher Organization.

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purposes of the PTO.
- c. 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.
- d. The PTO shall work with the CASD to provide quality education for all children and youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to Chambersburg Area School District School Board.
  - e. The PTO shall remain independent from other organizations and shall not enter into membership with other organizations. The PTO may cooperate with other organizations and agencies but a PTO representative shall not be empowered to make binding commitments on behalf of the PTO.
  - f. No part of the net earnings of the organization shall inure to the benefit of, or may be distributed to, its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions to further the purposes set forth in Article III.
  - g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code, or by an organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code.
  - h. Upon the dissolution of the Hamilton Heights PTO, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

## **Article V: MEMBERSHIP AND DUES**

**Section 1. Participating Membership** Membership in the Hamilton Heights PTO shall be made available without regard to race, color, creed or national origin. All parents and/or legal guardians of students who are currently enrolled in Hamilton Heights Elementary School and all current faculty and administrative staff of Hamilton Heights Elementary are members.

**Section 2.** There are no annual dues that need to be paid in order to be a member of the PTO.

**Section 3. Voting Membership** Members have the right to attend and participate in all General Membership Meetings and General Membership Activities of the PTO. Members shall be designated as Voting Members. Voting Members shall have the right to vote on all issues before the membership, to elect officers and to hold office.

**Section 4.** The final deadline for receipt of membership in order to qualify for voting privileges at annual officer elections shall be April 1 of each year.

**Section 5.** The membership year for the Hamilton Heights PTO shall be September 1 through August 31.

**Section 6.** A new member's rights and duties shall be active as early as the July prior to the beginning of the membership year.

## **Article VI: OFFICERS AND THEIR ELECTION**

**Section 1.** Each officer shall be a voting member of the PTO.

**Section 2.** The officers of this organization shall consist of a President, Vice-President, Secretary, and Treasurer.

**Section 3.** Officers shall be elected by ballot no later than May 15. Ballots shall only be distributed to voting members of the membership list as of April 1. If there is one nominee for any office, election for that office may be by voice vote or show of hands.

**Section 4.** Officers shall assume their official duties following the close of the annual meeting in June and shall serve for a term as described under Article VII: Duties of Officers.

**Section 5.** A person shall not be eligible to serve more than two consecutive terms in the same office

### **Section 6. NOMINATING COMMITTEE**

- a. There shall be a nominating committee composed of three (3) voting members who shall be elected by the PTO at a regular meeting at least two (2) months prior to the election of officers. No member of the nominating committee may be a serving board member nor may be selected for the ballot. The committee shall elect its own chair.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the general meeting in April, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

**Section 7. VACANCIES** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, notice of such election having been given. In case a vacancy occurs in the office of President, the first Vice-President shall serve notice of the election.

## **Article VII: DUTIES OF OFFICERS**

**Section 1.** The President shall:

- a. Preside at all meetings of the association;
- b. Appoint and remove chairs of standing and special committees and parliamentarian, subject to the approval of the elected officers;
- c. Be a member ex officio of all committees except the nominating committee;
- d. Coordinate the work of the officers and committees of the association in order that the purposes and goals of the PTO are achieved.
- e. Shall vote only in the case of a tie in a vote of the Executive Committee of the Membership;
- f. Serve a one year term, following a one year term as Vice-President.

**Section 2.** The Vice-President shall:

- a. Act as an aide to the President;
- b. Perform the duties of the president in the absence or inability of that officer to act;
- c. Serve a one year term leading into a one year term as President.

**Section 3.** The Secretary shall:

- a. Record the minutes of the proceedings of the Membership at all regular meetings and Executive Committee Meetings;
- b. Have a current copy of the bylaws;
- c. Maintain a membership list;
- d. Perform any duties incident to the office of Secretary and such other duties as may be assigned by the President or Executive Committee;
- e. Serve a two year term commencing on each even numbered school year.

**Section 4.** The Treasurer shall:

- a. Have custody of all the funds of the association;
- b. Keep a full and accurate account of receipts and expenditures;
- c. Make disbursements as authorized by the President, Executive Board or association in accordance with the budget adopted by the association;
- d. Make disbursements from the funds of the PTO as authorized by the Executive committee through a formal vote;
- e. Present a financial statement at every meeting of the association and at other times as may be requested by the Executive Board;
- f. Make a full report at the meeting which new officers officially assume their duties (the annual meeting)
- g. Be responsible for the maintenance of such books of account and records as conform to the requirements of state and federal government, of these bylaws; and standard accepted accounting practice.
- h. Submit the records annually, upon resignation, or upon the request of the Executive Board; and
- i. Serve a two year term commencing on each odd numbered school year.

**Section 5.** The Teacher Representatives (Primary/Secondary) shall:

- a. Represent the faculty and staff. One teacher from the Primary grades and one from the Secondary grades;
- b. Be members of the Executive Committee; and
- c. Oversee and advise the Executive Committee and communicate with faculty and staff regarding PTO matters.

**Section 6.** The Head Teacher shall:

- a. Be a member of the Executive Committee;
- b. Represent the Principal of Hamilton Heights Elementary at all board meetings;
- c. Advise the Executive Committee; and
- d. Communicate with the Principal, faculty and staff regarding PTO matters.

**Section 7.** No two members of the same family may preside on the signature card for the PTO bank account.

**Section 8.** Upon the expiration of the term of office or a resignation, out-going officers shall promptly turn over to the President, all funds, records, books and other materials belonging or pertaining to the PTO within ten days of the resignation or election of new officers.

## **Article VIII: EXECUTIVE BOARD**

**Section 1.** The Executive Board shall consist of the officers of the association and the chair of standing committees

**Section 2.** The Executive board shall have their first meeting within 30 days of installation as officers.

**Section 3.** The Executive Board shall:

- a. Transact necessary business in the intervals between association meetings and such other business as may be referred by the association;
- b. Create standing and special committees;
- c. Approve the plans of work of the standing committees;
- d. Present a report at the regular meetings of the association;
- e. Prepare and submit to the association for adoption of a budget for the year;
- f. Approve routine bills within the limits of the budget; and
- g. Appoint an Auditing Committee to examine accounts and financial statements the results of which are presented back to the Executive board at the start of the school term in the next fiscal year. The Treasurer shall not have a vote in the appointment of the Auditing Committee.

**Section 4. Membership.** The membership of the Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, Teacher Representatives, Head Teacher, Principal of the school and the Chairperson(s) of each Standing committee. All members of the Executive Committee are entitled to one vote.

**Section 5. Regular Meetings.** Regular meetings of the Executive Board shall be held during the year, the time to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Executive Board. Adequate notice of all meetings shall be given to all members of the Executive Board and, in the absence of an emergency, at least seven (7) days in advance. When possible, notice of the meetings should be announced to all Regular members of the organization. Any Member may attend a meeting of the Executive Board, but shall not be entitled to vote on matters before the body.

**Section 6. Special Meetings.** Special meetings of the Executive Board may be called by the President or by three (3) members of the board, three (3) days notice having been given.

**Section 7. Quorum.** A majority of the regular members of the Executive Board shall constitute a quorum for the transaction of business.

**Section 8. Voting.** The act of the majority of the Regular and ex-officio member of the Executive Board present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Board.

## **Article IX: MEETINGS**

**Section 1.** Regular meetings of the association shall be held monthly during the school year, unless otherwise scheduled by a vote of the membership. Seven (7) days notice must be given of a change in meeting dates or times.

**Section 2.** Special meetings of the association may be called by the President or by a majority of the Executive Board, seven (7) days notice having been given.

**Section 3.** The final reports of the committee chairpersons and the installation of new officers shall be presented at the annual meeting which shall be held in May or June.

**Section 4.** Members present shall constitute a quorum for transaction of business in any meeting of this association.

## **Article X: COMMITTEES**

**Section 1.** The Executive Board may create such standing committees as it may deem necessary to support the activities and carry on the work of the PTO. Some committees are defined here since they are essential and necessary to accomplish the goals and objectives of the Hamilton Heights PTO.

**Section 2.** Only voting members of the association shall be eligible to serve as voting members of a committee.

**Section 3.** The chair of each standing committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

**Section 4.** The President shall be a member ex-officio of all committees except the nominating committee.

**Section 5.** All standing committees shall be appointed at the first meeting of the Executive Board. The Chairpersons of the standing committees shall recruit the members. The Chairpersons shall report the plans and activities of the standing committee to the Executive Committee which must approve all such reports. Sections 6 & 7 highlight the standing committees of the PTO.

### **Section 6. Fundraising Committee:**

- a. There shall be a Fundraising Committee composed of at least two (2) voting members who shall be appointed by the Executive Board.
- b. The Fundraising Committee shall be responsible for developing fund raising activities and shall assist the Executive Board in managing the funds of the PTO.
- c. No member of the Fundraising Committee shall receive any compensation or incentives whatsoever from any fund raising organizations or vendors that the PTO may work with from time to time.
- d. The Fundraising Committee shall coordinate input from other committees and coordinators and assist the Executive Board in preparing the annual operational budget of the PTO.

### **Section 7. Special Committees:**

- a. The President and or the Executive Board may create Special Committees
- b. These committees are created for a specific time and or task and shall cease to exist when that time or task has been completed, or on June 30<sup>th</sup> of each year....whichever comes first.
- c. The President shall appoint the Chairpersons of all Special Committees.



- d. The Chairpersons shall report the plans and activities of the Special Committee to the Executive Board which must approve all such reports.

#### **Article XI: FISCAL YEAR**

The fiscal year of the Hamilton Heights PTO shall begin July 1<sup>st</sup> and end on June 30<sup>th</sup>.

#### **Article XII: FINANCES**

**Section 1.** The Executive Board shall present to the Membership, at the first Regular General Meeting of the year, a budget of anticipated expenses for the current school year.

**Section 2.** This budget shall be used to guide the activities of the Executive Board during the year.

**Section 3.** Any deviation from the budget in excess of 30% of the total budget must be approved in advance by the Membership.

**Section 4.** The PTO shall make no loan agreements, loan advances, temporary or permanent, to Officers or Members.

**Section 5.** All checks drafts or other orders for the payment of money on behalf of the PTO shall be approved and signed by the Treasurer and/or President.

**Section 6.** All receipts that need to be reimbursed by the Treasurer MUST be submitted by June 30<sup>th</sup> of that school year due to the auditing process. No receipts submitted after that date can be reimbursed.

#### **Article XIII: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Hamilton Heights PTO and its committees in all cases in which they are applicable and in which they are not in conflict with these bylaws.

#### **Article IV: AMENDMENTS**

**Section 1.** These bylaws may be amended at any regular meeting of this association occurring during the school year by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous general meeting.

**Section 2. General Revisions.** A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a general meeting of the association, provided that notice of the revision has been given at the previous general meeting.

The corporation is incorporated under the Nonprofit Corporation Law of the Commonwealth of Pennsylvania for the following purpose or purposes:

- A. The corporation is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations under Section 501(c) (3) of the Internal Revenue Code (or corresponding section of any future Federal tax code.)
- B. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, director, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501( c)(3) purposes. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation 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.
- C. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code (or corresponding section of any future Federal tax code) or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code (or corresponding section of any future Federal tax code.)
- D. Upon dissolution of this corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code, i.e. charitable, educational, religious or scientific, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government for a public purpose.

These Bylaws replace all previous drafts of Bylaws of the Hamilton Heights and Portico Parent- Teacher Organization.

Amended on June 10<sup>th</sup>, 2008