

Hingham High School Parent Teacher/Guardian Organization (HHS PTO)

By-Laws

Article I – Name

The name of this organization shall be the Hingham High School Parent Teacher/Guardian Organization (HHS PTO)

Article II – Purpose

The HHS PTO, a volunteer organization, shall endeavor to strengthen and support the relationship between home and school. It shall create and support programs and events to enrich the academic and social experiences of the High School community. HHS PTO activities shall be developed and advanced through conference and communication with educators, staff, parents and guardians.

Article III – Membership

Membership in the HHS PTO shall include all parents and guardians of children enrolled at the High School and all teachers, administration, and staff who are interested in the objectives of the HHS PTO and are willing to uphold its policies and subscribe to its bylaws. All members shall have the right to attend, participate, and vote in all HHS PTO meetings and activities.

Article IV – Due

There is a voluntary membership fee, the amount of which shall be determined by the Executive Committee.

Article V – Executive Board

1. Shall consist of the following members:
 - a) **President** – shall preside over all HHS PTO meetings; shall work with all committees as needed; shall perform all other duties as usually pertaining to the office.
 - b) **Vice President** – shall assist the President and perform the duties of the President in his/her absence as needed; shall perform other duties as may be delegated.
 - c) **Secretary** – shall keep minutes of all meetings; shall perform other duties as may be delegated.
 - d) **Treasurer** – shall have charge of all funds; receive and give receipts for monies due and payable; make disbursements in accordance with the Annual Budget and other distributions that are otherwise approved by the Executive Board; present a financial report at each HHS PTO meeting; make a full report at the end of the year; be the

primary signatory authority for all monies expended, and file appropriate registrations, forms, and tax returns as required by law.

- e) **School Principal** - shall be an active voting member of the Executive Board.
2. Shall transact business meetings in preparation for the general meetings, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, make changes to the budget as necessary, determine the amount for dues, approve routine bills, prepare reports and recommendations to the membership, approve the plans and work of the committees.
3. Executives shall use June, July and August to fully transition their responsibilities, knowledge, and materials to the incoming members.
4. Any of the Executive Board positions may be filled by two persons acting as co-chairs. The co-chairs shall share one vote.
5. Shall meet on an as-needed basis.
6. Discussions and votes may be made via group emails in which all executive members are copied.
7. May ask for a decision from the Board of Directors via email voting.
8. Executive Board members can remove any board member from office with or without cause by a two-thirds vote.

Article VI – Board of Directors

1. The Board of Directors shall consist of the Executive Board, committee chairs, and class parents.
2. Shall be asked to vote for an expenditure or a resolution on an issue as deemed necessary by the President or Executive Board (discussions and votes may be made via group emails in which all directors are copied).

Article VII – General PTO Meetings

1. Meetings will be held regularly September through June (the dates will be set by the President and the Principal);
2. Shall be announced to all HHS PTO members;
3. Shall include a report from the principal and teacher representatives, a treasurer's report on finances, committee updates, and liaison updates. Other appropriate speakers may make presentations with prior approval from the Executive Board.
4. Those persons present at a properly called General HHS PTO meeting shall be designated as a quorum. If a decision is requested by the Executive Committee for an expenditure or resolution on an issue, a majority vote of the members present shall be required for action to be taken.
5. Robert's Rules of Order shall govern meetings when they are not in conflict with these by-laws.

Article VIII – Volunteer Recruitment

1. In February the Executive Board shall commence recruitment for open positions for the following year.
2. Board members may not serve more than two consecutive years in the same office, unless approved at the May meeting.
3. All appointments must be approved by majority vote at the May meeting.
4. If more than one person is running for an office, a vote shall be taken at the May meeting.
5. Any appointments made after the May meeting shall be approved by majority vote of the current Board of Directors. Voting may be done via group email.

Article IX – Finances

1. The Executive Board shall propose an Annual Budget for the following fiscal year at the May meeting for approval by majority vote.
2. The Executive Board may approve changes to the Annual Budget.
3. A Reserve Fund shall be carried over from year to year, which may be used to fund the difference between approved expenses and received revenues and cover any insurance policy deductibles held by the organization.
4. The Fiscal Year shall coordinate with the school fiscal year.
5. Only a Treasurer and the President shall be signatories on the HHS PTO account. Two authorized signatures (the President and a Treasurer) shall be required on each check over \$2500.
6. Any collections of funds (cash, gift cards, in-kind gifts, etc.) by any PTO committee shall be approved by the Executive Board and accounted for in writing.
7. Any gift to a Hingham Public School employee from the HHS PTO shall not violate the Gifts to Public School Teachers and Staff policy as stated in the States Ethics Commission.
8. Requests for reimbursement from the HHS PTO shall be submitted in writing on the appropriate form and shall be accompanied by a printed receipt with the name and address of the vendor, items purchased, total sale price, and date.
9. Upon dissolution of the organization, any remaining funds and assets should be used to pay any outstanding bills, and for the benefit of the school as voted by the Board of Directors.

Article X – Compensation

The directors, officers and members of the HHS PTO participate on a voluntary basis. No director or officer shall receive monetary or other compensation for any work they may do on behalf of the HHS PTO. Provided, however, the Board of Directors may approve compensation for any member who is asked or chosen to perform extraordinary services for or on behalf of the HHS PTO.

Article XI – Policies

1. The HHS PTO shall be noncommercial, nonsectarian, and nonpartisan. The HHS PTO shall not endorse any commercial enterprise or candidate. The HHS PTO shall bring issues which may affect the school to the attention of its membership, but neither the name of the HHS PTO nor the names of its officers in their official capacities shall be used in any connection with a commercial concern, or with any partisan interest, or for any purpose other than the regular work of the HHS PTO.
2. The HHS PTO shall not seek to direct the administrative activities of the school or control the school's policies.
3. The members of the HHS PTO may cooperate with other PTOs, schools, and agencies provided they make no commitments that bind the HHS PTO.
4. A Director who is (or has a family member who is) a member, stockholder, trustee, director, officer or employee of any entity with which the HHS PTO contemplates contracting or transacting business shall disclose such person's relationship or interest to the other Directors acting upon or in reference to such matter. Such disclosure shall include any relevant and material facts known to such person about the matter which might reasonably be construed to be adverse to the HHS PTO's interest or which might compromise or create the appearance that such Director is compromised. No Director so interested shall vote on such matter nor use such person's personal influence on, nor participate (other than to present factual information or to respond to questions) in, the discussions or deliberations with respect to such matter. However, such Director may be counted for purpose of determining a quorum. The affirmative vote of a majority of the disinterested Directors shall be required before the HHS PTO may enter into such contract or transaction. In case the HHS PTO enters into a contract or transacts business with any firm, corporation or association of which one or more of its Directors is a member, stockholder, trustee, director, officer, or employee, such contract or transaction shall not be invalidated solely by the fact that such Director or Directors have or may have interests therein which are or might be adverse to the interests of the HHS PTO.

Article XII – Dissolution

The organization may be dissolved at a regular or special meeting of the HHS PTO with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XIII – Amendments

These bylaws may be amended at any regular or special meeting, providing that notice of the proposed amendment has been given at the previous regular meeting or by means of a notice emailed to members, posted on the school website or otherwise distributed to members at least two weeks prior to the meeting. Amendments will be approved by a two-thirds vote of those present.

Voted on and approved May 5, 2016