

HURRICANE ELEMENTARY PTO

ARTICLES OF ORGANIZATION AND BYLAWS

Revised: 8/01/2020

Mission Statement: To create a fun and inviting organization that acts as a liaison between students and their families, teachers, staff and the community in order to support education and the mission of Hurricane Elementary School.

Hurricane Elementary School Parent-Teacher Organization (PTO), desiring to establish a not-for-profit organization in the state of Utah, does hereby certify:

Article I: Name

The name of this organization is the Hurricane Elementary School Parent-Teacher Organization.

Articles II: Articles of Organization

The organization exists as a not-for-profit organization of its members, which include teachers, parents, and other volunteers at Hurricane Elementary. Its "Articles of Organization" comprise these bylaws, and they may be amended from time to time.

Article III: Purpose and Objectives

The Purpose and Objectives of this organization are to...

- a) Encourage parents to assist with various school activities, functions and services, while fostering a community atmosphere.
- b) Assist the school faculty in providing support as may be deemed beneficial.
- c) Secure for all students the highest advantages in physical, mental, social and cultural education.
- d) Promote the welfare of children and youth, in the home, school and community.

e) Serve as a liaison between parents and teachers and provide a forum to discuss and meet the needs of the students at Hurricane Elementary.

f) The purposes of this PTO are promoted through advocacy and educational programs directed towards parents, teachers, and the HES community; developed through conferences, committees, projects, activities, and programs; and governed and qualified by the basic policies set forth in Article IV.

g) 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 future federal tax code.

Article IV: Basic Policies

The following are basic policies of this organization:

a) The HES PTO shall work with the school to provide quality education for all children and shall seek to support the mission and vision of the school, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.

b) The HES PTO shall be noncommercial, nonsectarian, and nonpartisan.

c) The HES PTO shall not in any way participate or intervene in any political campaign.

d) The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.

e) No part of the net earnings of the organization shall benefit, or be distributable to, its members, 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, reimbursements and distributions in furtherance of the purposes set forth in Article III hereof.

f) Further, no preference shall be given to PTO members or their children, board members or their children, officers or their children, HES faculty or their children, in the distribution of prizes, gifts, or donations given to the PTO or purchased using PTO funds. Hurricane Elementary School students who are children of the previously mentioned groups may win prizes, as long as it was done through a method that does not favor members or their families.

g) Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization

exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

Article V: Membership

Membership in this organization: Any parent, guardian, grandparent or other adult standing in loco parentis for a student at Hurricane Elementary school may be a member and shall have voting rights. The principal, any teacher or staff member employed at the school may be a member and have voting rights. Members have one vote per household.

Article VI: Board Members

Section I: The Hurricane Elementary School PTO Board shall consist of no less than five (5) members and as many as is deemed necessary.

- a) Two board members must be HES staff members, preferably teachers. These teachers can either be volunteers or appointed by the principal. Preferably, one teacher would represent grades K-2 and one teacher would represent grades 3-5. If teachers are unable to participate, then the principal may appoint whom he/she finds suitable. School representatives shall:
 - i) Act as a liaison between HES staff, students and the HES PTO members.
 - ii) Assist the Principal in the presentation of funding requests on behalf of the staff.
 - iii) Communicate HES PTO activities to other staff members.

- b) The principal of HES is a standing board member.

- c) Two board members must include:
 - i) The elected Secretary
 - ii) The elected Treasurer

- d) The remaining board members may consist of the committee chairs (or activity organizer) of the following committees:
 - i) White Ribbon Week (Internet Safety) organizer
 - ii) Cougar Creations (Art Fair) organizer
 - iii) Fun Run (Weekly running program) organizer
 - iv) Book Fair organizer

- v) Fundraising organizer
- vi) Teacher appreciation organizer
- vii) Dr. Seuss week organizer
- viii) Communications Chair/Social media coordinator

e) All board members have equal voting rights

Section II: Committees may be added, eliminated or changed as the activities supported by Hurricane Elementary School changes without requiring a formal vote or changes to be made to the bylaws. The board will nominate and vote one (1) of its members as the Speaker.

Article VII: Officers, Board members, Elections and Duties

Officers, board members, their election and duties. The officers must be nominated and voted upon.

- a) Elected positions and their duties: The elected positions will be Speaker, Secretary and Treasurer.
 - b) Any parent, guardian, grandparent or other adult standing in loco parentis for a student at Hurricane Elementary school may run for any elected PTO position.
 - c) Elections shall be by ballot except when there is but one nominee or volunteer for that position, at which time the vote for that position may be by voice. A majority vote, of those members attending, shall be necessary to elect.
 - d) Elections shall take place in the April general meeting.
 - e) Outgoing officers will meet with newly elected officers to discuss responsibilities of the office and turn over any records and/or pertinent information regarding the position and/or organization by the final day of school.
 - f) The newly elected officers shall take office at the close of the current school year.
 - g) No officer shall serve more than two (2) consecutive terms in the same office, except there are no other volunteers to fill the position.
-
- i) **Speaker:** The board shall nominate & elect their speaker from among the board members. A new speaker will be chosen by the board yearly at the first PTO meeting of the school year. Responsibilities include:
 - 1) The speaker is responsible for calling meetings to order on time.
 - 2) Leading meetings as laid out in the agenda.
 - 3) Be the point of contact for all committee members and the school.

- 4) Maintaining parliamentary procedure using Robert's Rules of Order.
- 5) The speaker will serve as the primary contact for the principal and represent the organization at meetings outside the organization.

ii) Secretary: Responsibilities include:

- 1) The secretary shall keep all records of the organization.
- 2) Take and record minutes.
- 3) Prepares the agenda.
- 4) Handles correspondence.
- 5) Send notices of meetings to the membership.
- 6) The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.
- 7) Forwards minutes/agendas to the Communications Chair/Social Media Coordinator.
 - (a) If there is not a Communications Chair, then post the agenda to the PTO social media sites.

iii) Treasurer: Responsibilities include:

- 1) Has custody of all funds of the HES PTO.
- 2) Keeps a full and accurate account of receipts and expenditures.
- 3) Presents a yearly proposed budget to the Board for approval.
- 4) Make sure a budget has been approved by the Board before making any disbursements.
- 5) Makes disbursements as authorized by the Board or organization in accordance with the budget adopted by the HES PTO.
- 6) Has checks signed by the treasurer and one other designated Board member.
- 7) Forwards the approved budget to the Communications Chair/Social Media Coordinator.
 - (a) If there is not a Communications Chair, then post the approved budget to the PTO social media sites.
- 8) Presents a financial statement at every meeting of the organization and other times when requested by the Executive Board.
- 9) Files all appropriate documents and taxes with the IRS as required.

Section VIII: Meetings

Section I. Regular Meetings.

- a) The regular meeting of the organization shall be monthly at a time and means that accommodates most members, to be determined by the board.
- b) Any parent, guardian, grandparent or other adult standing in loco parentis for a student at Hurricane Elementary school who wants to participate are invited to regular meetings.

Section II. Special Meetings.

- a) Special meetings may be called by any two members of the board, or five general members submitting a written request to the secretary. Prior notice of the special meeting shall be sent to all members.
- b) Individual committees may meet at other times as necessary.

Section III. Notification of Meetings: The secretary or communications committee chair member will notify the members of the meetings via email and PTO social media sites at least one week prior to the meeting.

Section IV. Quorums: A quorum of not less than five (5) people is needed to vote on any matter of business.

Section IX: Finances and budget

Section I: Finances

- a) The board shall approve all expenses of the organization.
- b) Two authorized signatures shall be required on all checks expensed on the PTO bank account. Authorized signers shall be the Treasurer and one (1) other designated Board member.
- c) All reimbursement requests must be accompanied by the original receipt. All Reimbursements that have been approved must be dispersed no later than the next PTO meeting following the request for reimbursement.
- d) The fiscal year shall coordinate with the school year.

Section II: Budget

- e) A tentative budget shall be drafted in spring for the following school year and approved at the September meeting by a majority vote of the members present.

- f) Enough funds must be retained at the end of each school year to cover the tentative budget for the following school year.
- g) The remaining money earned through fundraising shall be donated to Hurricane Elementary School in a manner that is consistent with the purposes and objectives of this organization; such as programs, events and items that directly benefit the students and staff.
- h) A copy of the budget will be given to the Treasurer, Secretary and Communications Chair to be posted on the PTO social media sites.
- i) Committees are required to stay within allocated budgets. If additional funds are necessary, prior Board approval is required.

Section X: Vacancy & Removal From Office

Section I Vacancy: A vacancy occurring in any office shall be filled for the unexpired term by a person nominated by the Board a majority vote of the Board with ratify the nomination.

Section II Removal From Office: Officers or Board members may be removed from office with cause for any reason of immoral, inappropriate, unethical, unlawful conduct or behavior that is not approved of per school district policy by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Section XI: Dissolution

- a) The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.
- b) Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to Hurricane Elementary School.

Section XII: Parliamentary Authority

ROBERT'S RULES OF ORDER NEWLY REVISED shall apply on all questions of procedure and parliamentary law not specified in these bylaws.

Section XIII: Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given at the prior meeting. Amendments will be approved by a majority vote by the attending members. Bylaws will be reviewed yearly.

Adopted: 8/14/20