

Hemmeter Parent Teacher Council Bylaws

Article 1: Name

The name of the organization in Hemmeter Parent Teacher Council, herein after called HPTC.

Article 2: Purpose

This non profit is organized for the purpose of supporting the education of students at Hemmeter Elementary School by fostering relationships among the school, parents and teachers; encouraging parent, staff, and public involvement; encouraging pride, enthusiasm, and support. We will provide service for school functions, engage in fundraising, encourage administration in providing educational opportunities that support or enrich the curriculum for the students.

Article 3: Members

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. Any teacher employed at the school full time may have voting rights.

Section 2. The executive board, if any, will establish dues. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights. The membership year shall be from the first day of school through the last day of summer break of that school year.

Article 4: Officers and Elections

Section 1. Officers. The officers shall be president, vice president, secretary, and treasurer.

- a. *President.* The president shall preside over the meetings, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, along with treasurer sign all checks, submit article to monthly newsletter, cast deciding vote in a tie, and execute decisions of the executive board.
- b. *Vice president.* The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve and coordinate the volunteers and committees in order that objectives may be accomplished.
- c. *Secretary.* The secretary shall keep all records of the organization, take and record minutes, prepare the agenda and handle correspondence. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to the meetings.
- d. *Treasurer.* The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, pay out funds in accordance with the approval of the executive board and sign checks with the president. He or she will present a financial statement at every meeting and, when requested by the executive board, and make a full report at the end of the year. Funds shall be deposited within 3 days and

checks shall be written within 7 days. The treasurer also agrees to be audited at any time by up to three people assigned by the president.

Section 2. Nominations and Elections. Elections will be held at the second to last meeting of the school year. Anyone can nominate him or herself or be nominated by anyone. At the meeting, nominations may be made from the floor. Voting shall be by voice if a slate is presented, if more than one person is running for an office, a ballot vote shall be taken. Officers shall be elected by a majority of the voting members present.

Section 3. Terms of Office. Officers are elected for two consecutive years. Each person elected shall hold only one office at a time. An officer shall not serve more than one consecutive term (two years) in the same office unless no one is elected to the office and the officer is willing to continue that office.

Section 4. Removal from Office. Officers can be removed from office with cause by two-thirds vote of those present (assuming a quorum) at a regular meeting when notice has been given. Causes are: gross incompetence, intentional neglect, misconduct and unexcused absences from three consecutive meetings.

Section 5. Vacancies. If there is a vacancy of the presidency, the vice president will assume the office. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Article 5. Meetings

Section 1. Regular Meetings. The president, with input from the executive board, will establish the day and time of the monthly general membership meetings. These will be open to all members and listed on the school calendar.

Section 2. Special Meetings. The president, any two members of the executive board, or five general members submitting a written request to the secretary, may call special meetings. Notice of the special meeting shall be made known to all general members prior to the meeting.

Section 3. Quorum. The quorum shall be 6 voting members of the organization.

Article 6. Executive Board

Section 1. Membership. The executive board shall consist of the officers: president, vice president, secretary, and treasurer.

Section 2. Duties. The duties of the executive board shall be to transact business between meetings, create standing rules and policies, prepare and submit a budget, approve routine bills, and create committees. They shall be responsible for submitting the taxes and filing the necessary yearly papers with the state.

Section 3. Executive Board Meetings. Meetings of the executive board members can take place at any time during the school year. A majority of the voting members of the executive board (3 out of 4) shall constitute a quorum.

Article 7: Committees

Section 1. Standing Committees. Standing committees shall be appointed by the president and approved by the executive board. The term of the chair shall be one year with no member serving more than two consecutive terms as chair of the same committee. There shall be the following Standing Committees:

- a. Finance Committee-- The Finance Committee shall be responsible for making all recommendations to the HPTC and the Executive Board for expenditures over the limit established by the bylaws for the Executive Board. The Finance Committee shall also be responsible for considering requests for expenditures not included in the approved budget. This committee shall be appointed by the president and approved by the executive board. It shall include two parent representatives from each class and may include members of the executive board.

Section 2. Program Committees. Program committees are those representing activities that are ongoing in the HPTC. They may be created and dissolved as the need indicates. Program committees are responsible for planning, implementing and evaluating the programs and projects of the HPTC. The chair of all committees shall present a report at the general membership meeting.

Section 3. Special Committees. The executive board or President, to perform particular functions not otherwise carried out by existing committees, may form special committees. They shall be dissolved when their tasks are completed.

Article 8. Finances

Section 1. A budget shall be approved at the end of the school/fiscal year for the following year.

Section 2. The treasurer shall keep accurate records of any disbursements, income and bank account information.

Section 3. The board shall approved all expenses of the organization.

Section 4. Two authorized signatures (treasurer and president) shall be required on all checks.

Section 5. The treasurer shall provide a financial statement at the end of the year to be reviewed by the finance committee.

Section 6. The fiscal year shall run from July 1 to June 30.

Section 7. All personnel handling the HPTC funds shall be bonded.

Section 8. Upon dissolution of the organization, any remaining funds should be used to pay outstanding bills and with the membership's approval, spent for the benefit of the school.

Section 9. Federal law requires that a nonprofit tax-exempt organization's IRS forms for the most recent three years be available for public review when requested.

Section 10. Financial Reimbursements. All requests for reimbursement should be submitted in a timely manner to the treasurer on the appropriate form and accompanied by the purchase receipt. They need to be submitted two weeks before the end of the fiscal year.

Section 11. No loans shall be made by the organization to any office or its members.

Section 12. A designated fund is money set aside for a specific purpose. Any money put into that designated fund shall only be used for that purpose and not other activities.

Section 13. The organization shall not use funds to influence legislation or anything political.

Article 9. Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article 10. Amendments and Bylaws

Section 1. These bylaws may be amended at any general meeting or special meeting providing there was written notice prior to the meeting. Notice may be by fax, email, postal mail, school correspondence or texting. Amendments will be approved by two-thirds vote of those present, assuming a quorum.

Section 2. These bylaws may be reviewed and/or revised by the Executive Board as necessary to meet changing conditions in the school and community and brought to a vote of the general membership.