

Hales Corners Elementary School

Parent Teacher Organization Bylaws

Article I – Name:

The name of this organization is the **Hales Corners Elementary Parent-Teacher Organization (PTO)**.

Article II – Purpose:

The purpose of the PTO is to enhance and support the educational experience at Hales Corners Elementary School, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Hales Corners Elementary through volunteer efforts and financial support.

Article III – Basic Policies:

The following are the basic policies of this organization:

- **Section 1:** The organization shall be non-commercial, non-sectarian, and non-partisan.
- **Section 2:** The name of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern, with any partisan interest, or for any purpose not related to promoting the objectives of the organization.
- **Section 3:** The organization 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, nor shall it devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- **Section 4:** In the event of the dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code, as amended.

Article IV – Membership:

- **Section 1:** Membership shall automatically be granted to any parent, guardian, or other adult standing in loco parentis for a student at Hales Corners Elementary. The principal and any teacher employed at Hales Corners Elementary shall also automatically be granted membership. Each household is entitled to one vote.
- **Section 2:** Membership in this organization shall be available without regard to age, race, religion, color, disability, sex, sexual orientation, marital status, or national origin.
- **Section 3:** There are no membership dues.

Article V – Officers and Duties:

- **Section 1:** The Executive Board shall consist of the elected officers.

- **Section 2: Executive Board Responsibilities**
 - Create and uphold standing rules and policies.
 - Establish and oversee committees to conduct the work of the PTO.
 - Establish fundraising programs.
 - Prepare reports and recommendations for the membership.
 - Develop and submit the PTO’s annual budget to the membership.
 - Vote on routine bills and unbudgeted expenses.
 - Transact business between meetings in preparation for general meetings.

- **Section 3 - Meetings:** Meetings shall be held as needed and determined by the Executive Board. Special meetings may be called by any two board members, with a minimum of 48 hours’ notice.

- **Section 4 - Executive Board Officers:** The Executive Board consists of the following officers: **President or Co-Presidents, Vice President, Secretary, and Treasurer.** The school principal, or a designee, is also a voting member of the Executive Board.

- **Section 5 - Duties of the Executive Board Officers:**
 - **President(s):** The President(s) shall preside over all meetings of the organization and the Executive Board, serve as the primary contact for the principal, represent the organization, serve as an ex officio member of all committees (except the Nominating Committee), and coordinate the work of all officers and committees to ensure that the organization’s purpose is fulfilled. Ideally, the President shall have served on the board or as a committee chair within the past three years.

 - **Vice President:** The Vice President shall assist the President and assume the President’s duties in their absence or inability to serve. The Vice President is responsible for ensuring quorum before each meeting and for all communication with the Hales Corners Elementary School community, including social media updates.

 - **Secretary:** The Secretary shall maintain all records of the organization, including taking and recording meeting minutes. The Secretary shall also keep copies of the minutes book, bylaws, rules, membership lists, and any other necessary documents, and bring them to meetings.

 - **Treasurer:** The Treasurer shall receive all funds of the organization, keep accurate records of receipts and expenditures, and disburse funds in accordance with the approval of the Executive Board. The Treasurer shall file taxes annually in November, present a financial statement at every meeting and at other times upon request, and provide a full financial report at the end of the year.

Article VI – Nominations and Elections

- **Section 1 - Timeline:**
 - **March PTO Meeting:** A call for nominations for new PTO officers will be made, outlining qualifications and the responsibilities of each role. Prior to the March meeting, the Nominating Committee will review candidates' eligibility and vote to designate nominees.
 - **May PTO Meeting:** Voting for the nominated officers will take place. If there is only one nominee for a role, a vote of endorsement will occur. If there are multiple nominees for a role, a ballot vote will be held.
 - Officers shall assume their official duties on **July 1**, coinciding with the start of the fiscal year.
- **Section 2 - Eligibility:** Members are eligible for office if they have been in good standing for at least **14 days** prior to the Nominating Committee presenting its slate of candidates. All elected board members must pass a background check before their official start date. Re-elected board members must complete a background check every **two (2) years**.
- **Section 3 - Terms of Office:** Officers are elected for a **one (1) year** term and may serve for no more than **four (4) consecutive years** in the same office. Each elected officer may hold only **one (1) office** at a time. If no candidates come forward for a specific office, and the Nominating Committee has made reasonable efforts (through email and flyers) to find a candidate, an officer who has previously served **one (1) year** in that office may return for an additional year.
- **Section 4 - Vacancies:** If there is a vacancy in the office of the President, the Vice President will assume the role of President. At the next regular meeting, a new Vice President will be elected. If a vacancy occurs in any other office, the members will fill the vacancy at the next regular meeting. A vacancy occurring in any office shall be filled for the remainder of the term by a person selected by the President and elected by a majority vote of the remaining Executive Board members.
- **Section 5 - Nominating Process:** A general notification of open board positions will be posted in the January or February meeting minutes. Any active member or current officer may serve on the Nominating Committee. Only those who have expressed their consent to serve if elected shall be nominated for or elected to an office. All nominees will be announced at the March meeting, and elections will take place at the May meeting.
- **Section 6 - Removal:** Officers may be removed from office for failing to fulfill their duties, after reasonable notice has been given. Removal requires a majority vote of the Executive Board, or a two-thirds vote of the members present (assuming a quorum) at a regular meeting where prior notice has been given.

Article VII – Meetings

- Section 1 - General Meetings: The Executive Board will determine the dates of meetings, with a minimum of **two (2)** general meetings per school year. Meetings shall be open to the public, but only members in good standing may hold office, make motions, debate, or vote.
- Section 2 - Special Meetings: Special meetings may be called by the Executive Board, the President(s), or by a written request of **ten (10)** members. Due notice shall be given for all general and special meetings.
- Section 3 - Notification: The Vice President will notify members of upcoming meetings via the Hales Corners Elementary newsletter (**HCE Happenings**) at least one week prior to the meeting. Meeting minutes will be posted to the Hales Corners Elementary PTO website within **14 days** after the meeting, following approval by the Executive Board.

Article VIII – Committees

- Section 1: Committees may consist of both general members and board members, with the President(s) serving as an ex officio member of all committees.
- Section 2: The following are examples of standing committees: **Eat and Earn Programs, Scripts Fundraising, Box Tops for Education, Movie Nights, School Dances, Artist in Residence (AIR), Spirit Wear, Knowledge-A-Thon, Student Reward Carnival, Sunshine, Staff Appreciation, and Parent/Teacher Conferences.** The Executive Board may add or remove standing committees by a majority vote.

Article IX – Finances

- Section 1 - Bank Signatures: One signature is required for all checks (Treasurer or President(s)). Whenever there is a change in board members, the bank account must be updated to remove outgoing board members and add the appropriate new board members (recommended signers: Treasurer and President or Co-Presidents). Two signatures are recommended on each check.
- Section 2 - Budget: A tentative budget for the school year shall be drafted in the fall and approved by the Executive Board.
- Section 3 - Financial Records: The Treasurer shall keep accurate records of all disbursements, income, bank account information, and any related **Venmo** transactions.
- Section 4 - Expense Approval: The Treasurer and President(s) must jointly approve all organizational expenses.
- Section 5 - Dissolution: Upon the dissolution of the organization, any remaining funds shall be used to pay outstanding bills and any surplus shall be spent for the benefit of the school.
- Section 6 - Fiscal Year: The fiscal year shall run from **July 1 to June 30**, in alignment with the school year.

Article X – Parliamentary Authority

Robert’s Rules of Order Newly Revised shall govern the organization in all cases where they are applicable.

Article XI - Dissolution

The organization may be dissolved with **14 calendar days' notice** and a two-thirds vote of the members present at the meeting.

Article XII - Pack 598

The organization holds the charter for Pack 598

Article XIII - Amendments

These bylaws may be amended at any regular or special meeting, provided that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the Secretary. Notice may be given by postal mail, e-mail, fax, or flyer. Amendments will be approved by a two-thirds vote of the members present, assuming a quorum.

Amended May 13, 1986
Amended August 19, 1991
Amended July 1, 1997
Amended April 10, 2003
Amended April 2007
Amended February 2008
Amended March 2009
Amended September 2013