Hanlon PTO By-Laws

By-Laws of the Hanlon School

I. **NAME.** The name of the organization shall be the Hanlon School PTO

II. **PURPOSE**. The purpose of the organization shall be to aid the students and staff of the Hanlon School by providing support for their educational, developmental, and recreational needs and to promote open communications among parents/guardians, administration, and teachers. The PTO will act as an aid in handling the needs of the school and children as they arise. Further, the PTO will provide a means for parent/guardians, administration and teachers to communicate regarding matters pertinent to the improvement of the health, education and welfare of the children.

III. **MEMBERSHIP**.

A. Regular Membership. All parents and or legal guardians of students who currently attend Hanlon School and all current faculty and staff of Hanlon School shall be members of the Hanlon School PTO. Regular members shall have the right to attend and participate in meetings and activities of the organization, but shall not have the right to vote, and to hold office.
B. Voting Membership. All regular members who are current in the payment of annual dues, as established pursuant to section X herein, shall be designated as voting members. Voting members shall have the right to have the right to vote on all issues before the membership, to elect officers, and to hold office.

IV. **MEETINGS**

A. Regular Meetings**.** At least three (3) General Membership meetings of the organization shall be held during each school year. The time and place of the meeting shall be announced at least (7) seven days prior to the meeting.
B. Special Meetings. Additional meetings of the organization may be called, either by vote of the Executive Committee or by petition of a majority of the Voting Members. The time and place of all Special Meetings shall be announced at least forty-eight (48) hours prior to the meeting.
C. Quorum. Those persons present at a properly called General Membership or Special Meetings shall be designated as a Quorum and shall be entitled to take action on the behalf of the organization.
D. Voting. A simple majority vote of the voting members present at any meeting shall be required for all action to be taken by the organization.

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V. OFFICERS

A. Positions. The officers of the organization shall consist of at least a President, President Elect, Secretary, Treasurer, and Event Coordinator. Two persons may be nominated and elected to fill any single position. In this instance, both of the persons shall be given all the rights and responsibilities of the office as enumerated herein. The officers of the PTO shall be members of the Executive Committee.

B. President. The President shall be the principal executive officer of the organization and, subject to the control of the Executive Committee and the direction of the membership. The President shall, in general, supervise and direct all of the activities of the organization. The President shall be a member of the Executive Committee and when present, shall preside over all meetings of the Executive Committee and all meetings of the membership. The President shall vote only in the case of a tie in the vote of the membership. The President shall solicit volunteers and receive recommendations for chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the organization.

C. President Elect. The President-Elect shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The President-Elect shall perform such other duties as assigned by the President or Executive Committee. The President-Elect, after having served for one year, shall be automatically become the President of the organization.

D. Secretary. The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership meetings. The Secretary shall receive the list of Regular Members from the Treasurer who have paid dues and prepare the official list of Voting Members (Section IV.A.). The Secretary shall see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President. The Secretary shall also present minutes of previous meetings to the Voting Members at General Membership meetings for approval by a simple majority.

E. Treasurer. The treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected be the Executive Committee. The Treasurer shall make disbursements as authorized by the President, Executive

Committee, or membership in accordance with the budget adopted by the membership. The Treasurer shall collect all membership dues as are established by the organization and shall certify to the Secretary an accurate list of the voting members of the organization. The Treasurer shall present a financial report at each general membership meeting of the membership and at other times as requested by the Executive Committee. The Treasurer shall present a proposed annual budget for the next fiscal year at the last General Membership meeting of the year.

F. Event Coordinator. The Event Coordinator shall be a member of the Executive Committee. The Event Coordinator shall maintain a calendar of all PTO sponsored events and fundraisers throughout the school year. The Event Coordinator shall work with all Committee Chairs to ensure that all events and fundraisers occur without incident. The Event Coordinator shall act as a liaison between the Executive Committee and all Committee Chairs.

VI. ELECTIONS

A. Procedure. The election of officials shall take place at the last meeting each year. All Voting Members of the organization may participate in the election. The Nominating Committee shall present a slate of officers for election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.

B. Term of Office: The term of each officer shall be one year, beginning on July 1 and ending on June 30th of each year. With the exception of the offices of President and Vice President, a person may be elected to the same or other office for a two-year term. There shall be no election for the office of President, as the President-Elect shall automatically assume the position of President at the completion of his or her term. No officer shall serve more than two consecutive terms in the same office unless there are no other interested individuals

C. Nominating Committee. The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as officers. The committee shall prepare a slate of officers to present for election by the membership. The committee shall contact all persons who will be nominated to confirm their willingness to serve. The committee shall ensure that all nominees are Voting Members and are otherwise able to serve in the office.

D. Selection. The simple majority of the votes cast by the Voting Members shall be necessary for election. Should no person receive a majority of the

votes cast, a run-off between the two persons who received the largest numbers of votes shall immediately be held.

E. Vacancies. Any vacancies because of death, resignation, or inability to serve shall be filled by a voting member appointed by the Executive Committee for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the President Elect shall immediately assume the office. Should a vacancy occur in the office of President-Elect for any reason, the vacancy shall be filled by election at the next regular meeting of the membership, consistent with the procedures established herein.

VII. EXECUTIVE COMMITTEE

A. General Powers. The affairs, activities, and operations of the organization shall be managed by the Executive Committee. The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these By-Laws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general conduct the business and activities of the organization.

B. Membership. The membership of the Executive Committee shall consist of the President, the President-Elect, The Secretary, Treasurer, Events Coordinator, and up to two Hanlon teacher liaisons.

C. Meetings. Regular meetings of the Executive Committee shall be held during the year. The dates and times shall be established at the first meeting of the year. Special meetings maybe called by the President or by a majority of the Executive Committee. Adequate notice of all meetings shall be given to all members of the Executive Committee and, in the absence of an emergency, an at least seven days in advance.

D. Quorum. A simple majority of the regular members of the Executive Committee shall constitute a quorum for the transaction of business.

E. Voting. The act of the majority of the members of the Executive Committee present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Committee. No member of the Executive Committee is authorized to make a unilateral action or decision on behalf of the organization where the herein By-Laws

require that such action be passed by a majority vote of the Executive Committee.

F. **STANDING AND SPECIAL COMMITTEES**

a. Nominating Committee. The Nominating Committee shall be composed of at least three (3) persons who shall be selected by the Executive Committee at the beginning of each year. In addition, the President-Elect shall be the ex-officio member of the committee. The Committee shall carry out its responsibilities, as specified in Section VI.

b. Other Standing Committees. The Executive Committee may establish such other standing committees as it deems necessary and advisable. The Executive Committee shall appoint the chairpersons of all Standing Committees. The chairperson of each committee shall recruit the members for his or her committee. Only voting members may serve as chairpersons. Any regular member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

c. Special Committees. The Executive Committee may create a Special Committee. Special Committees shall be 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 of each year, whichever comes first. The president shall appoint the chairperson of each special committee. Any voting member may serve as chairperson and any regular member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

IX. FINANCES

A. Budget. The Executive Committee shall present to the membership at the last regular meeting of the year a budget of anticipated revenue and expenses for the next fiscal/school year. Voting members will vote to approve the budget at the last general membership meeting of the school year, unless the general membership votes to approve the budget at another time. This budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget must be approved in advance by the membership.

B. Obligations. The Executive Committee may authorize any officer or member to enter into contracts or agreements for the purchase of materials or services on behalf of the organization, in accordance with the agreed upon budget. The

officers shall not have the authority, however, to enter into such agreements on behalf of the Hanlon School or the Westwood School District, nor should they hold themselves out as having such authority.

C. Loans. No loans shall be made by the organization to its officers or members.

D. Check Signing and Writing Authority. All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer or President or by any other person as authorized in writing by the Executive Committee.

E. The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies, or other depositories as the Executive Committee may select and shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of (30) days from the receipt of the funds and/or orders of payment.

F. Financial Reports. The Treasurer shall present a financial report at each General Membership Meeting of the organization and shall prepare a final report at the close of the year. The Executive Committee shall have the report and the accounts reviewed annually by an individual experienced in finance and/or accounting, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

X. MEMBERSHIP DUES

A. Amount. The organization shall authorize and collect membership dues to be used for the operation of the organization. Any change in the amount of dues shall be approved by a simple majority vote of the Executive Committee.

B. Financial Hardship. No regular Member shall be denied the right to participate in the activities of the organization or to become a Voting Member due to financial hardship. The Executive committee shall establish a procedure for alternative payments or waivers to insure compliance with this policy.

XI. RULES OF RESPECT AND ORDER OF GENERAL MEETINGS

In furtherance of the purpose of the Hanlon School PTO, enumerated in Section II, the general membership meetings provide a forum for an open discussion of ideas, opinions and decisions to enhance the educational experiences of our children at the Hanlon School. The President shall preside over and maintain order at all general membership meetings including, but not limited to; recognizing speakers, keeping discussions orderly and on point, and monitoring speaking time and behavior.

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Accordingly, the following list of rules shall govern the conduct of all general membership meetings:

1. Be respectful of other people and their opinions which may differ from your own;
2. Do not interrupt another speaker;
3. Wait to be recognized by the President or other member of the Executive Committee before speaking out;
4. Introduce yourself before you speak;
5. Refrain from using profanity, insults or inappropriate language or behavior;
6. A member of the Executive Committee reserves the right to table a conversation after a reasonable amount of time and discussion;
7. If you are unable to share or complete your thoughts and ideas during a meeting, or if you prefer to share your thought and ideas in a more private manner, contact a member of the Executive Committee and/or submit your thoughts and ideas in writing to the Executive Committee;
8. Any member who fails to abide by these rules may be asked to leave the meeting by a member of the Executive Committee.

XII. AMENDMENTS. These By-Laws maybe altered, amended or repealed and new Bylaws may be adopted by the Voting Members at any regular or Special Meeting.

XIII. If any part of these bylaws shall conflict with the decisions, policies, or procedures adopted by the Westwood School Committee or the Town of Westwood, they shall be deemed null and void and the decision of the Westwood School Committee or the Town of Westwood, as the case maybe, shall, in all cases, control.