

BYLAWS
SOUTH SCHOOL PARENT-TEACHER ORGANIZATION
HINGHAM, MASSACHUSETTS

ARTICLE I: NAME

This organization shall be known as the South School Parent-Teacher Organization (“PTO”), Hingham, Massachusetts.

ARTICLE II: ARTICLES OF ORGANIZATION

This organization exists as an unincorporated organization of its members. Its “Articles of Organization” comprise of these Bylaws, as from time to time amended. These Bylaws are the sole document governing the PTO.

ARTICLE III: GOALS AND PHILOSOPHY

1. To bring the home and the school into closer relationship in order that parents and teachers may cooperate intelligently in the education of the child.
2. To develop a partnership among educators, parents and the general public to secure for every child the highest advantages of intellectual, social and physical education.
3. To encourage adequate services and funding for those services for the education, care and protection of the children of South School, both while at school and on their way to and from school.
4. To encourage broad based representation and participation by all parents/guardians/professional staff in our school population.

ARTICLE IV: BASIC POLICIES

1. The organization shall be noncommercial, nonsectarian and nonpartisan.
2. The name of the organization or the names of any members in their official capacities shall not be used in connection with any commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
3. The organization shall not participate or intervene in any way in any political campaign on behalf of or in opposition to any candidate for public office, including the publishing or distributing of statements.

4. The organization shall cooperate with schools to support the improvement of education in ways that will not interfere with administration of the schools and shall not seek to control their policies.
5. The organization may cooperate with other schools, organizations and agencies. Persons representing the organization in such matters shall make no commitments that bind the organization unless previously agreed upon by the organization.
6. 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 of 1986 as from time to time amended.

MEMBERSHIP

Membership shall include parents or guardians of children registered at South Elementary School and its professional staff. Membership in this organization shall be available without regard to race, color, national or ethnic origin, religion, disability, marital status, sexual preference or political beliefs. All members have the right to vote at any PTO meeting they attend or by ballot when appropriate.

ARTICLE VI: BOARD OF DIRECTORS

Section 1. Composition of the Board

The Executive Board of Directors shall consist of the elected officers of the organization, a President, Vice President, Secretary and Treasurer. The positions of President, Vice President and Secretary may be filled by two persons acting as co-chairs. No person may hold more than one elected position at a time. The full Board of Directors shall consist of the members of the Executive Board in addition to the Chairpersons of the Community Outreach, Cultural Enrichment, Fundraising, Hospitality, Publicity, School Spirit, and Special Events Committees. These positions may be filled by two persons acting as co-chairs. Non-voting members shall consist of the All-Town PTO representatives, School Council Representatives, SEPAC [Special Education Parent Advisory Council] Representative and the Past President. All positions shall have a minimum term of one year, with a maximum of two consecutive terms in the same position, unless voted upon by the PTO. The term of all positions shall coincide with the PTO school year.

Section 2. Duties of the Board

The Board of Directors shall transact necessary business that occurs between PTO meetings and such other business as may be referred to it by the PTO; present a report at the regular PTO meetings and prepare the Annual Budget.

ARTICLE VII: OFFICERS AND THEIR ELECTION

Section 1. Officers

- a. The officers of this organization shall consist of a President, a Vice President, a Secretary and a Treasurer. Each office may be held jointly except the office of Treasurer, which shall be held by one person. No person may hold more than one elected position at a time.
- b. Officers shall be elected by ballot annually as described in this Article.
- c. Officers shall assume their official duties following the close of the PTO school year in June and shall serve for a term of one year.
- d. A person shall not be eligible to serve more than two consecutive terms in the same office. All officers shall deliver to their successors all official material not later than ten (10) days following the close of the PTO school year.

Section 2. Annual Election

- a. The Annual Election shall be supervised by an Nominating Committee. The Election Committee shall meet every year to perform its designated functions as described in Section 4 of this Article.
- b. Nominations shall be made by a Nominating Committee consisting of at least five members: three PTO members at large, not serving on the Board of Directors; and two members of the Board of Directors. The Nominating Committee shall present the ballot at the April General PTO Meeting.

Section 3. Vacancy

In case a vacancy occurs in the office of President, the Vice President shall assume the office for the remainder of the term. If a vacancy occurs in a jointly held office, the remaining officer shall complete the term. A vacancy occurring in any other elected office shall be filled for the unexpired term by a person elected by a majority vote of the organization, notice of such election having been given.

Section 4. Election Procedures and Duties of the Election Committee

The annual election shall proceed according to the following timetable:

MARCH: Last week of:

- 1. The Vice President sends notice to the PTO membership to solicit volunteers from the membership for
 - a. The three [3] at-large positions on the Election Committee.
 - b. Candidates for the four [4] elective offices.
 - c. Members of the PTO may nominate themselves or other members for these offices.
 - d. Next year's standing committees.
 - e. Candidates for the School Council Parent Representative vacancies.
- 2. Nominations will be open for two weeks.
- 3. The notice will include approximate dates for the election.

APRIL:

Election Committee meets to

1. Elect a chairperson.
2. Confirm nominations
3. Solicit volunteers for offices for which no one has volunteered.
4. Draft the ballot. The ballot shall
 - a. List all candidates for each office in alphabetical order.
 - b. List all candidates for School Council Parent Representatives
 - c. Include lines for write-ins for each office.
 - d. Include date ballot is due in the school office.

MAY:

Election of Officers

1. On or before May 4th the Election Committee shall inform the general PTO membership of the upcoming election, via all PTO communication channels, including, but not limited to the PTO e-newsletter, Buzz Blasts, and the PTO facebook page. Flyers may be sent home in backpacks at the discretion of the Election Committee. Professional staff's ballots are to be left in their school mailboxes.
2. Ballots will be available in the South School office.
3. All ballots are due in the school office by the close of the school day on Election Day, at which time the Election Committee shall count the ballots and notify the membership of the results within two [2] school days.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1. The President

The President shall preside at all meetings of the PTO and the Board of Directors at which the president may be president; shall be a member ex-officio of all committees; shall perform such other duties as may be prescribed in these Bylaws or assigned to the President by the organization or by the Board of Directors; shall distribute and review a copy of these bylaws at the first Board of Directors meeting and at the first PTO meeting; and shall coordinate the work of the officers and committees in order that the Goals and Philosophy may be promoted. Should the duties of the President be shared by co-chairs, the co-chairs shall define the division of labor and announce same at the first Board of Directors meeting and at the first PTO meeting.

Section 2. The Vice President

The Vice President shall act as aide to the President and shall perform the duties of the President in the President's absence, or when called upon to do so. Should the duties of the President be shared by co-chairs, the co-chairs shall define the division of labor and announce same at the first Board of Directors meeting and at the first PTO meeting.

Section 3. The Secretary

The Secretary shall keep an accurate and timely record of all meetings of the PTO; shall draft agendas for all PTO Board of Director meetings and regular PTO meetings; and shall perform such other duties as may be delegated to him/her. Agenda items may be submitted by any PTO member.

Section 4. The Treasurer

1. The Treasurer shall have custody of all of the funds of the organization; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the organization, the Board of Directors, or a committee. The Treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the Board of Directors and shall make a full report at the Annual Meeting. The Treasurer shall be responsible for the maintenance for such books of account and records as confirm to the requirements of these Bylaws.
2. The Treasurer's annual report, available at the close of the Fiscal Year, shall be examined by a qualified third party appointed by the Board of Directors at least two weeks before the Annual Meeting. The qualified third party, satisfied that the Treasurer's annual report is correct, shall sign a statement to that fact and present it to the Board of Directors no later than August 15th.
3. Only the Treasurer and one other member of the Executive Board shall be signatories on any PTO accounts. Two non-signatory members of the Executive Board shall perform a review of all PTO accounts in January, and report their findings at the next PTO meeting.

ARTICLE IX: MEETINGS

Section 1. The Annual Meeting

The Annual Meeting shall be held during the first two weeks of June. The Annual Meeting shall not be held in conjunction with a student function. The Annual Meeting will bring together the membership and both outgoing and newly elected officers and committee members. The Treasurer will provide end-of-year statements on all accounts and events.

Section 2. Regular and Special Meetings

Meetings of the organization shall be held regularly during the school year, times to be fixed at the September meeting. Meetings are open to the whole PTO membership. All members are entitled to vote at all meetings, one (1) vote per member. No member can assign his or her vote. Any member may submit an agenda item. Agendas will be posted and/or distributed by the Secretary, as provided by Article VIII, Section 3.

All business of the PTO shall be conducted at these regular meetings.

- a. Business may include any of the following:
 1. Report from the Board of Directors and committees.
 2. Approval of the plans of the Standing Committees.
 3. Approval of expenditures.
 4. Creating or disbanding Standing Committees

5. In September/October the approval of the budgets of all committees, including a projection of income and expenses for the school year. Each committee shall prepare and submit its budget and Calendar of Events to the organization on or before September 30th of the school year.
 6. Old and new business.
- b. An Auditing Committee of not less than three (3) members shall be appointed at a regular PTO meeting at least two (2) weeks prior to the Annual Meeting to audit the Treasurer's accounts.

Section 3. Special Meetings

Other meetings of the whole organization may be called by the Board of Directors with prior notice stating date, time, place and agenda.

ARTICLE X: STANDING AND SPECIAL COMMITTEES

Section 1.

At a regular meeting the organization may create such Standing Committees as it may deem necessary to promote the Goals and Philosophy and carry on the work of the organization. The chairperson of the Standing Committees shall be selected by the members of each committee prior to the September meeting. If a committee does not select its own chairperson, the President may appoint one.

Section 2.

The Chairperson of each Standing Committee shall present a plan of work and Calendar of Events to the organization for approval. No committee work shall be undertaken without consent of the organization.

Section 3.

The power to form and disband Standing and Special Committees and appoint their members rests with the organization at regular meetings.

Section 4.

The President shall be a member ex officio of all committees except the Election Committee.

Section 5.

The committee chairpersons shall deliver to their successors all official material no later than ten (10) days following the close of the PTO school year.

ARTICLE XI: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern the organization in all cases in which they are not in conflict with these Bylaws.

ARTICLE XII: AMENDMENTS

These bylaws may be amended at any regular meeting of the PTO by a two-thirds vote of the members present and voting, provided notice of the proposed amendment has been given at the previous regular meeting or by means of a notice mailed to members or otherwise distributed to members through South School at least two weeks prior to the meeting.

Bylaws amended by the SOUTH SCHOOL PTO on March 2nd, 2018.