



# Hatton Elementary School PTO Bylaws

## ARTICLE I: NAME, DESCRIPTION, & PURPOSE

**Section 1: NAME**— The name of the organization shall be Hatton School PTO (“PTO”). The PTO is located at 50 Spring Lake Road, Southington, CT 06489.

**Section 2: DESCRIPTION**— The PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

**Section 3: PURPOSE**— The purpose of the PTO is to enhance and support the educational experience at Hatton Elementary School, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Hatton Elementary School through volunteer and financial support. The organization is organized exclusively for charitable, religious, educational, and scientific purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## ARTICLE II: MEMBERSHIP

Membership shall be granted to all parents, guardians and staff of Hatton Elementary School students, whose membership dues are paid in full.. All PTO members have voting privileges, one vote per household.

## ARTICLE III: OFFICERS

**Section 1: EXECUTIVE BOARD**— The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary, Treasurer. Officer positions can be shared. The school Principal, or his/her designee, is a voting member of the Executive Board.

**Section 2: TERM OF OFFICE**— The term of office for all officers is one year, beginning August 1 and ending July 31 of the following year.

**Section 3: QUALIFICATIONS**— Any PTO member in good standing may become an officer of the PTO.

### **Section 4: DUTIES**

**Executive Board:** Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$100.

**President:** Preside at general PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Vice President: Oversee the committee system of the PTO, assist the President, and chair meetings in the absence of the President.

Recording Secretary: Record and distribute minutes of all Executive Board meetings and all general PTO meetings, prepare agendas for official PTO meetings, and hold historical records for the PTO. Manage communications and marketing for the PTO.

Treasurer: Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records.

**Section 5: BOARD MEETINGS**— The Executive Board shall meet monthly during the school year, or at the discretion of the President.

**Section 6: REMOVAL**— An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

**Section 7: VACANCY**— If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

**Section 8: ELECTION OF OFFICERS** – Any PTO member in good standing may submit their name in writing to the President for eligibility to become an Executive board member for the following school year. This submission shall occur at least one week prior to the May PTO meeting. Voting for executive board positions shall occur during the May PTO meeting. Voting shall be confidential, and tallied during this meeting.

#### **ARTICLE IV: MEETINGS**

**Section 1: GENERAL PTO MEETINGS**— General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

**Section 2: VOTING**— Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

**Section 3: QUORUM**— Six (6) members of the PTO present and voting constitute quorum for the purpose of voting.

#### **ARTICLE V: FINANCIAL POLICIES**

**Section 1: FISCAL YEAR**— The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

**Section 2: BANKING**— All funds shall be kept in a checking account in the name Hatton Elementary School PTO, requiring two signatures of the Executive Board and held at a financial institution with a physical presence in Connecticut.

**Section 3: REPORTING**— All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all

financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

**Section 4: REIMBURSEMENT**— Receipt(s) totaling the amount of the reimbursement must be attached to the reimbursement form to receive payment. The reimbursement form and receipts must be submitted within 45 days of the event or the request will be denied.

**Section 5: ENDING BALANCE**— The organization shall leave a minimum of \$500 in the treasury at the end of each fiscal year.

**Section 6: CONTRACTS**— Authority to sign contracts is limited to the President or the President's designee.

#### **ARTICLE VI: BYLAWS AMENDMENTS**

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

#### **ARTICLE VII: DISSOLUTION**

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

These bylaws were adopted on (01/06/2014). Amended (date): \_\_\_\_\_