

1 **HILLSIDE ELEMENTARY SCHOOL**
2 **PARENT TEACHER ORGANIZATION (PTO) BYLAWS**
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4 **ARTICLE I: NAME**
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6 The name of this Parent Teacher Organization (PTO) is the Hillside Organization of Parents and
7 Educators, hereinafter referred to as "Organization".
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9 **ARTICLE II: ARTICLE OF ORGANIZATION**
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11 This organization exists as an unincorporated association of its members. Its "Article of Organization"
12 comprise these bylaws, as from time to time amended.
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14 **ARTICLE III: OBJECT**
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16 **Section 1:** The Objects of this organization are:

- 17 a. To provide support and service to the students, families, educators, and community of Hillside
18 Elementary School that parents and teacher may cooperate intelligently in the education of all
19 students.
- 20 b. To promote a spirit of caring, good citizenship and respect for others within the school and the
21 community.
- 22 c. To develop between educators, parents, and the community such united efforts that will secure
23 for all students the highest advantages in physical, emotional and social education.
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25 **Section 2:** The Objectives of this organization are promoted through an education program directed
26 towards parents, teachers, and the community; are developed through comprehensive projects, and
27 programs; and are governed and qualified by these bylaws, as from time to time amended.
28

29 **Section 3:** The organization is organized exclusively for the charitable, scientific, literary or education
30 purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or corresponding
31 Section of any future Federal tax code) and shall be noncommercial, nonsectarian, and nonpartisan.
32

33 **Section 4:** No part of the net earnings of the Organization shall inure to the benefit of or be distributable
34 to its members, directors, officers or any other private persons expect that the Organization shall be
35 authorized and empowered to pay reasonable compensation for services rendered and to make
36 payments and distribution for the objectives set forth in this Article.
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38 **Section 5:** Notwithstanding any other provision of these bylaws, the Organization shall not carry on any
39 other activities not permitted to be carried on (a) by an organization exempt from federal income tax
40 under section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax
41 code) or (b) by an organization, contributions to which are deductible under 170(c)(2) of the Internal
42 Revenue Code (or corresponding section of any future federal tax code).
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44 **ARTICLE IV: ADMINISTRATIVE POLICIES**
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46 **Section 1:** Each officer or board member of the Organization shall be a member of the Organization.
47

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48 **Section 2:** Only members of the Organization who have paid dues for the current membership year may
49 participate in the business of that association.

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51 **Section 3:** One president shall preside over the organization as prescribed in its bylaws. The
52 Nominations Committee may recommend a shared presidency (co-presidents) for a vote by the
53 membership.

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55 **ARTICLE V: MEMBERSHIP AND DUES**

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57 **Section 1:** Any parent, guardian, teacher, or administrator affiliated with Hillside Elementary School shall
58 be eligible for membership in this organization upon payment of annual dues as specified in these
59 bylaws.

60
61 **Section 2:** This organization shall conduct an annual enrollment of members but may admit person to
62 membership at any time.

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64 **Section 3:** Only members of this organization shall be eligible to vote in the business meetings of this
65 organization or to serve in any of its elective or appointive positions.

66
67 **Section 4:** Each member of this organization shall pay such annual dues to said Organization as may be
68 prescribed by the Organization.

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70 **Section 5:** All memberships received during the fiscal year ending June 30 shall expire on July 31.

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72 **ARTICLE VI: OFFICERS AND THEIR ELECTION**

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74 **Section 1:** Officers and their election:

- 75 a. The officers of this Organization shall consist of:
- 76 1. President(s)
 - 77 2. President-Elect
 - 78 3. Vice-President(s)
 - 79 4. Secretary(s)
 - 80 5. Treasurer
 - 81 6. Communications
- 82 b. Officers shall perform the duties prescribed in these bylaws and by the parliamentary authority
83 adopted by this organization.
- 84 c. Officers shall be elected by paper or electronic ballot in the month of May. However, if there is
85 but one nominee for an office, election for that office may be by voice vote. A majority of the
86 votes cast shall constitute an election.
- 87 d. Officers, except the Treasurer, shall assume their official duties following the close of the last
88 meeting of the current school year.
- 89 e. The President-Elect shall serve a two (2) year consecutive term, the first year as President-Elect
90 and the second year as President.
- 91 f. The Treasurer shall assume his/her official duties upon the completion of the auditing process,
92 which shall be completed by July 31. The Treasurer shall serve for a term of 2 (two) years, and
93 may serve in the same role for one (1) additional consecutive year if he/she chooses and the
94 Executive Board agrees (for a total of up to three (3) consecutive years), without an election, or
95 until his/her successor is elected.

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- 96 g. Officers shall serve for a term of one (1) year or until their successors are elected, and may serve
97 in the same role for one (1) additional consecutive year if he/she chooses and the Executive
98 Board agrees, without an election.
- 99 h. A person shall not be eligible to serve more than two (2) consecutive years in the same office,
100 except the Treasurer. A person who has served in an office for more than one-half of a full term
101 shall be deemed to have served a full term in such office. No member shall hold more than one
102 office at a time.

103
104 **Section 2: Nominating Committee**

- 105 a. There shall be a Nominating Committee composed of three (3) or five (5) members who shall be
106 appointed by the Executive Board at least two months prior to the election of officers. The
107 Committee shall elect its own chairman.
- 108 b. The Nominating Committee shall nominate at least one eligible person for each office to be
109 filled and report its nominees to the general membership prior to the election. During the
110 election, additional nominations may be written in, provided consent of the nominee has been
111 obtained.
- 112 c. If no Nominating Committee is brought forth, inquiry to the Membership Board via electronic
113 communication will be solicited.

114
115 **Section 3:** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by
116 a majority vote of the Executive Board, notice of such electing having been given.

117
118 **ARTICLE VII: DUTIES OF OFFICERS**

119
120 **Section 1:** The President(s) shall:

- 121 a. Preside at all meetings of the Organization
- 122 b. Establish the annual calendar of events for the Organization prior to the start of the school year
123 and appoint standing and ad hoc committee chairs and members for such committees
- 124 c. Convene and preside over the annual budget development process
- 125 d. Perform such other duties as may be prescribed in these bylaws or assigned by the Organization
- 126 e. Be a member ex officio of all committees except the Nominating Committee
- 127 f. Coordinate the work of the officer and committees of the Organization in accordance with the
128 Objectives as specified in these bylaws
- 129 g. Mentor President-Elect on all President responsibilities to facilitate hand-off

130
131 **Section 2:** The President-Elect shall:

- 132 a. Support and aide the President in preparation for assuming the Presidency the second year
- 133 b. Be the first in line to perform the duties of the President in the absence or inability of that
134 officer to act
- 135 c. Participate in the process of establishing the annual calendar of events
- 136 d. Participate in the annual budget development and approval process
- 137 e. Serve as a liaison to standing and appointed committees
- 138 f. Perform other delegated duties as needed
- 139 g. Participate in being mentored and shadowing the President(s), with the purpose of becoming
140 President the following year

141
142 **Section 3:** The Vice-President(s) shall:

- 143 a. Act as aide(s) to the President and President-Elect

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- 144 b. In their designated order, perform the duties of the President in the absence or inability of that
145 officer to act
146 c. Oversee and recruit committee chairs as assigned throughout the school year
147 d. Perform other delegated duties as needed, with the goal of becoming President-Elect the
148 following school year
149

150 **Section 4:** The Secretary shall:

- 151 a. Record and distribute the minutes of all meetings of the Organization
152 b. Have a current copy of the bylaws and membership list
153 c. Perform other delegated duties as needed
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155 **Section 5:** The Communications Secretary shall:

- 156 a. Manage Organization social media accounts
157 b. Create monthly newsletter and send to Principal, Assistant Principal and Front Office
158 Administrators
159 c. Create monthly PTO-At-A-Glance; send out to PTO members and post on social media
160 d. Monitor PTO email account; respond in timely and appropriate manner and forward messages,
161 as needed
162

163 **Section 6:** The Treasurer shall:

- 164 a. Have custody of all the funds of the Organization
165 b. Keep a full and accurate account of receipts and expenditures
166 c. Make disbursements as authorized by the President, Executive Board, or Organization in
167 accordance with the budget adopted by the Organization
168 d. Present a financial statement at every meeting of the Organization and at other times when
169 requested by the Executive Board
170 e. Make a full report at the meeting at which new officers officially assume their duties (usually the
171 annual meeting)
172 f. Have the accounts examined according to the auditing procedures outlines in Attachment A:
173 Financial Operating Procedures
174 g. Participate in the annual budget development and approval process and prepare the final
175 budget as developed by the Executive Committee for ratification by the membership within the
176 first two weeks of the school year
177 h. Perform other delegated duties as assigned
178

179 **Section 7:** All officers shall perform the duties outlined in these bylaws and those assigned from time to
180 time. Upon the expiration of the term of office or in the case of resignation, each officer shall turn over
181 to the President, without delay, all records, books, and other materials pertaining to the office.
182

183 **ARTICLE VIII: EXECUTIVE COMMITTEE AND BOARD**

184
185 **Section 1:** The Executive Committee shall consist of the elected officers of the Organization and the
186 principal, or his/her designee. The Executive Board shall consist of the elected officers of the
187 Organization and the chairmen of standing committees. The Principal, Assistant Principal and a
188 representative appointed by the Principal or elected by the faculty also may serve on the Executive
189 Board.
190

191 **Section 2:** The duties of the Executive Committee shall be:

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- 192 a. To create standing and ad hoc committees. Terms of each committee shall be one (1) year or
193 until selection of a successor. No committee work shall be undertaken without the consent of
194 the Executive Committee.
- 195 b. To approve the plans, budget, and work of the standing committees prior to the committee
196 work being undertaken. The term of each chairman shall be one (1) year or until the selection of
197 a successor.
- 198 c. To select a professional auditor or an auditing committee to audit the treasurer’s accounts.
- 199 d. To prepare and submit an annual budget to the membership of the Organization for adoption
200 within the first two weeks of the school year.
- 201 e. To recommend financial guidelines and policies of the Organization, for approval by the
202 membership.
- 203 f. To approve routine bills within the limits of the budget.

204
205 **Section 3:** The duties of the Executive Board shall be:

- 206 a. To transact necessary business in the intervals between Organization meetings and such other
207 business as may be referred to it by the Organization.
- 208 b. To present a report at the regular meetings of the Organization.
- 209 c. To turn over records and plans of standing committee work to the executive Committee at the
210 end of the term or when departing office.

211
212 **Section 4:** Regular meetings of the Executive Board shall be held during the school year, the time to be
213 fixed by the board through the preparation of the annual calendar of events, but no later than at its first
214 meeting of the school year. A majority of the Executive Committee members shall constitute a quorum.
215 Special meetings of the Executive Board may be called by the President or by a majority of the members
216 of the Board, provided seven (7) days’ notice has been given to the Executive Board members.

217
218 **ARTICLE IX: MEETINGS**

219
220 **Section 1:** General membership meetings shall be held no less than two (2) times during the school year.

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222 **Section 2:** Special general membership meetings of the organization may be called by the President or
223 by a majority of the Executive Board, seven (7) days’ notice having been given.

224
225 **Section 3:** The election meeting shall be held in May.

226
227 **Section 4:** Twenty (20) members shall constitute a quorum for the transaction of business in any
228 meeting of this organization. If a quorum cannot be met, then any issue that requires membership
229 approval will be sent via email for voting.

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231 **Section 5:** Voting on all matters shall be by paper or electronic ballot. Voting by signed absentee ballot
232 shall be allowed.

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234 **ARTICLE X: DISSOLUTION**

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236 **Section 1:** Should dissolution of the Organization become necessary or desired, the Executive Board
237 shall adopt a resolution recommending the that Organization be dissolved and voted upon by the
238 membership at a special meeting. Written or printed notice stating the purpose of this special meeting
239 shall be provided to every member in good standing at least 30 days prior to the date of such meeting.

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240 Such meeting shall only be held during the academic year. Approval of dissolution of the Organization
241 shall require the affirmative vote of at least two-thirds of the members present and entitled to vote.
242

243 **Section 2:** Upon the dissolution of this Organization, after paying or adequately providing for the debts
244 and obligations of the Organization, the remaining assets shall be distributed to a fund, foundation or
245 organization organized and operated exclusively for the purposes specific in Section 501(c)(3) of the
246 Internal Revenue Code (or corresponding section of any future federal tax code.)
247

248 **ARTICLE XI: PARLIAMENTARY AUTHORITY**
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250 The parliamentary authority for this Organization shall be Robert’s Rules of Order, Newly Revised, and
251 shall govern in all cases in which they are applicable and in which they are not inconsistent with these
252 bylaws or adopted Standing Rules of the Organization.
253

254 **ARTICLE XII: AMENDMENTS**
255

256 **Section 1:** A committee of at least three (3) members may be appointed by the Executive Board to
257 submit a revised set of bylaws as a substitute for existing bylaws or to submit an amendment to the
258 current bylaws.
259

260 **Section 2:** These bylaws shall be revised or amended at a regular meeting of the Organization provided
261 notice and a copy of the proposed bylaws revision or amendments are provided to the membership at
262 least thirty (30) days prior to the meeting at which the revision or the amendments are to be voted
263 upon. The proposed bylaws revision or amendments require a two-thirds vote of the members present
264 and eligible to vote.
265

266 Adopted: 10/20/99
267 Revised: 05/07/04
268 Revised: 04/20/17
269 Revised: 06/08/2020
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271 Nicole Gozzi, Co-President
272 Rosie Mirick, Co-President
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**HILLSIDE ELEMENTARY SCHOOL
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**ATTACHMENT A:
FINANCIAL OPERATING PROCEDURES**

Section 1: The fiscal year of this organization shall begin on July 1 and end on June 30.

Section 2: The Organization shall keep annual permanent books of accounts and records to establish the items of gross income, receipts, and disbursements of the Organization, including the number of members and dues amount paid by the members.

Section 3: The Organization’s annual budget, as recommended by the Executive Committee shall be approved by a vote of the general membership at a regular meeting.

Section 4: The Executive Board shall have the power to increase individual line item budget allocations by 10% without the approval of the general membership. Money may be moved from unallocated reserves or from programs and primary categories that have exceeded their budgeted net value, provided the total budget balance does not produce a net loss from the original approved budget. (Net value is defined as program revenues less program expenses.) In no instance may an individual line item amount (net value) be increased more than \$1,000 without prior approval of the general membership. As unanticipated needs emerge during the fiscal year and/or in instances of higher than budgeted overall income for the fiscal year, the Executive Board may propose new expenditures for the membership’s approval.

Section 5: The Organization shall maintain an active liability insurance policy.

Section 6: An Audit Committee, or a professional auditor, shall be appointed by the Executive Board prior to the end of the fiscal year. The Audit Committee shall consist of no fewer than three (3) members and no member of the Executive Board shall be appointed. The audit report shall be submitted, in writing to the Executive Board prior to the finalization of the proposed budget for the coming year.

Section 7: The Executive Board shall, upon resignation of a treasurer during a term, appoint an Audit Committee or professional auditor within one week of the resignation. The audit shall be completed within three (3) weeks of the treasurer’s resignation. This audit shall not be in lieu of the year end audit.

Section 8: All checks or vouchers must be signed by two persons, the Treasurer and one other officer holding signatory authority with the bank. No two signatures may be related.

Section 9: All receipts of the Organization must be deposited, within five (5) days of receipt by the Treasurer, into the Organization’s account in a local federally insured financial institution.