

HAMILTON ELEMENTARY PTO BY-LAWS

Motto:

We are Parents and guardians, Teachers and staff Organizing for the benefit of our school.

ARTICLE I

NAME OR TITLE OF ORGANIZATION

- A. The name of the organization shall be termed Hamilton Elementary Parent/Teacher Organization (PTO). It is an independent organization with no affiliation with any state or national organization of the same name or purpose.
- B. The organization exists as an unincorporated and nonprofit organization of its members.
- C. The purpose of the Organization shall be:
 - a. To cooperate with school personnel, to promote the welfare of children and youth in school and in the community.
 - b. To secure adequate laws and facilities for the care, protection, and education of our children and youth.
 - c. To have open communication between parents, school officials, and the community in a united effort that will secure for each child the highest quality of physical, educational, emotional and social growth
 - d. To raise funds to assist with supporting the above mentioned purposes and school or family related activities.

ARTICLE II

MISSION OF THE ORGANIZATION

- A. To provide resources and activities that enhance effective learning.
- B. To promote pride in our school and encourage positive family involvement by providing a family centered approach to learning. The activities that we plan provide opportunities for students and families to participate together in a safe place.
- C. To solicit input from parents on key issues, policies, needs and interests by which we will formulate an action plan for our group.
- D. To support the school financially by providing funds for various programs.
- E. To commit to fairly and equitably providing a resource support system by facilitating family orientated fund raising events.

ARTICLE III

BASIC POLICIES

- A. The organization shall be noncommercial, nonsectarian and nonpartisan.

B. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interests or for any purpose not appropriately related to promotion of the objective of the organization.

C. The organization shall work with the school to provide quality education for all children and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.

D. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations which have established their tax exempt status under section 501(c)(3) of the Internal Revenue Code.

E. The Executive Committee will determine the banking institution.

F. Any savings or checking withdrawals over \$500.00 will require prior approval by the Executive Committee.

ARTICLE IV

MEMBERSHIP

A. Any individual who subscribes to the objectives and basic policies of the organization may be a member of this organization, subject only to compliance with the provisions of the bylaws. Membership in this organization shall be available without regard to race, color, creed or national origin.

B. The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

ARTICLE V

THE EXECUTIVE COMMITTEE

A. The Executive Committee, consisting of officers, shall oversee the business of the organization. One member will serve as President and one will be elected Vice President for a term of two years or until a successor to the Vice President is elected. Current Vice President will then become President. If otherwise, elections will be held for both positions. One member will serve as Secretary and one member will serve as Treasurer for two years, with terms expiring alternately. Chairpersons/Co Chairpersons of the Standing Committees will also be members of the Executive Committee.

B. The duties of the Executive Committee shall be:

a. To transact necessary business in the intervals between organization meetings and such other business as may be referred to by the organization.

b. To create Standing Committees.

- c. To approve the plans of work of the Standing Committee and outline their specific duties. d. To approve routine bills and funding according to the objectives of the organization.
- C. The duties of the Treasurer shall be:
 - a. To have custody of the funds.
 - b. To keep an accurate account of receipts and expenditures.
 - c. To give an updated financial report at each meeting of the Executive Committee.
 - d. To conduct a financial report when appropriate (annually if necessary), for approval by the Executive Committee
 - e. To keep account of separate, dedicated funds (i.e. playground, LMC, technology, etc.)
- D. The duties of the Secretary shall be:
 - a. To record the minutes of the meetings of the organization and the Executive Committee.
 - b. To assist with updating the agenda monthly & providing this with district staff to post on the website for public record.

ARTICLE VI

MEETINGS AND EVENTS

- A. Meetings and events of the organization will be determined by the Executive Committee at the beginning of the school year and communicated to members and potential members.
- B. There shall be monthly meetings of the Executive Committee during each school year. Additional special meetings may be called by the Executive Committee.
- C. A majority shall constitute a quorum for the transaction of business in any meeting of this organization.

ARTICLE VII

STANDING AND SPECIAL COMMITTEES

- A. The Executive Committee may create such Standing or Special Committees as it may deem necessary to promote the objectives and carry on the work of the organization. The term of such Chairperson/Co Chairpersons shall be one year and until the election of his/her successor.
- B. The Chairperson/Co chairpersons of each Standing Committee shall present a plan of work to the Executive Committee for approval. Committee work may be undertaken without the consent of the Executive Committee; however, the Executive Committee will be willing to assist any such committee.
- C. Standing Committees shall consist of the following:
 - a. Fundraising
 - b. Parent Orientation Activities
 - c. Volunteers

ARTICLE VIII

FISCAL YEAR

A. The fiscal year of the organization shall begin September 1st and end August 31st in the following year.

ARTICLE IX

DONATIONS

A. Donations may be made to any memorial fund as deemed necessary and appropriate by the Executive Committee and members. This donation may be made with a majority vote of attending members at a meeting.

B. Donations may be made as deemed necessary and appropriate to those affected by a natural disaster, catastrophe, or tragedy. This donation may be made with a majority vote of attending members at a meeting.

C. An exception may be made to this article at any time but any exceptions to be acted upon will require a unanimous vote of the organization's current officers.

ARTICLE X

AMENDMENTS

A. These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present voting provided that notice of the proposed amendment change shall have been discussed at the previously scheduled regular meeting.

Date and effective this 6th of December, 2022

By: Amber Peters

Name (printed): Amber Peters

Title: President

By: Jane Benzschawel

Name (printed): Jane Benzschawel

Title: Vice President

By-Laws adopted: 12/6/22

Motion made by: Rebecca Gnewikow

2nd motion made by: Jennifer Rose

Yea by: Jane Benzschawel, Amber Peters, Rebecca Gnewikow, & Jennifer Rose