

BYLAWS OF
HILLRISE ELEMENTARY
PARENT TEACHER ORGANIZATION (PTO)

(Adopted September 5, 2006 – Amended March 3, 2009)

ARTICLE I: NAME

- The name of this organization shall be the Hillrise Elementary Parent Teacher Organization (PTO).

ARTICLE II: OBJECTIVES

- To promote the welfare of the children and youth in home, school, and community.
- To promote a closer relationship between home and school, so that volunteer parents and teachers may cooperate in the physical, mental, and social education of the child.
- To seek and promote resources that will stimulate the growth of our teaching and parental skills for the benefit of our children.
- To unite the resources of the community and to financially support activities of the Hillrise students and staff.

ARTICLE III: MEMBERSHIP

- All parents/guardians of current Hillrise students, Hillrise staff, and Hillrise administrators are automatic members of the Hillrise Parent Teacher Organization. No dues are required.

ARTICLE IV: OFFICERS AND THEIR DUTIES

- The officers of this organization shall be: Co-presidents, Secretary, Treasurer, and the Office of the Principal. The officers shall meet at least one time during the summer and as needed during the school year.
- The Co-presidents shall preside at all meetings of the Organization and of the Executive Board, shall be *ex-officio* of all committees, and shall perform all duties pursuant to the office. The co-presidents shall be qualified to spend up to \$250 and the Executive Board may spend up to \$500, without the vote of the PTO.
- The Secretary shall keep an accurate record of all meetings of the organization and of the Executive Board, and shall perform such other duties as may be delegated to him/her.
- The Treasurer (or a voting member of the Executive Board) shall receive all monies of the organization, keep an accurate record of receipts and expenditures, and disburse funds as authorized by vote of the organization or the Executive Board.
- The Office of the Principal shall be the principal of the school, and is solely a non-voting advisory position.

ARTICLE V: EXECUTIVE BOARD

- The Executive Board shall consist of the officers of the Hillrise PTO and one representative from the general membership.
- The Executive Board shall transact necessary business between regular meetings and oversee use of the funds raised for the school. The Executive Board shall set the annual budget for the subsequent school year to be presented to the membership during the September PTO meeting. Final presentation of the budget to the membership and voting on the budget will occur at the next PTO meeting in October. The budget must be approved by the majority of those present at the October PTO meeting.

- Any positions added to or deleted from the Executive Board shall be executed through the general membership.

ARTICLE VI: ELECTION OF OFFICERS

- Nominations for the offices of Co-presidents, Secretary, and Treasurer shall be called for at the March general membership PTO meeting.
- Elections for officers shall be run by the current officers and the general membership and will be held at the April PTO meeting. An officer shall be elected by a simple majority.
- The offices of Co-president, Secretary, and Treasurer shall be filled by election to serve a minimum of a one-year term.
- Vacancies between elections in any executive office shall be appointed by the Executive Board.

ARTICLE VII: EXECUTIVE OF FINANCES

- The Treasurer's books shall be examined prior to the end of his/her term of office by the Executive Board. The Executive Board will report its findings to the general membership.
- Sufficient operating funds may be carried forward from one term of office to the next. Funds raised for a specific project may be carried over from one term to the next, and may be reallocated only by the majority of the members present.
- All monies not specifically allocated to be spent through the budget must be approved for spending by the majority vote at a membership meeting. If circumstances require a spending decision to be made between scheduled meetings, funds can be approved by the majority vote of the Executive Board.

ARTICLE VIII: COMMITTEES

- Committees shall be formed at the discretion of the Executive Board.

ARTICLE IX: MEMBERSHIP MEETINGS

- The Hillrise Elementary PTO meeting shall be held at the school. When at all possible, meetings will be scheduled for the first Tuesday of the month from September to April and shall begin at 6:30 pm. Meetings shall be attended by the Executive Board and at least one faculty member. All parents/guardians of Hillrise students and all members of the Hillrise staff are welcome to attend.
- Special meetings of the general membership or the Executive Board may be called by the Executive Board with written notice.

ARTICLE X: AMENDMENT OF THE BYLAWS

- These bylaws may be amended at any meeting by the majority vote of the PTO officers and those members present, provided members have been notified of the proposed changes in writing.

ARTICLE XI: QUORUMS

- Those members present at a duly called meeting shall constitute a quorum. A simple majority of that quorum is necessary to enact business.

ARTICLE XII: PARLIAMENTARY AUTHORITY

- All members of the parliamentary procedure not specifically provided for herein shall be conducted in accordance with Robert's Rules of Order Revised.