

HAMPTON MIDDLE SCHOOL
PARENT TEACHER ORGANIZATION

CONSTITUTION AND BYLAWS

ARTICLE I: NAME

The name of this organization is the Hampton Middle School Parent Teacher Organization, hereinafter referred to as the PTO.

ARTICLE II: OBJECTIVES

1. To serve as liaison between parents and school administrators on matters of educational interest and concern.
2. To assist and support the school administrators and faculty in areas where we may be asked to serve, and where the PTO determines that its contributions will be meaningful.
3. To assist the staff through our parent volunteer program.
4. To provide educational enhancement through its membership drive and fundraising.

ARTICLE III: BASIC POLICIES

1. This organization shall be non-commercial, non-sectarian, and non-partisan. It shall not endorse a commercial enterprise or political candidate.
2. This organization may cooperate with other organizations and agencies whose objectives, purposes, and activities are consistent with the objectives contained within these Bylaws.
3. The Middle School PTO Student Directory and any other material published by this organization may not be used for the purpose of solicitation nor for any non school-related activity or business.
4. All members of this organization are required to abide by these Bylaws.
5. The members of the board may spend up to twenty-five dollars for materials for a particular PTO function that has not been set aside in the budget without prior board approval. However, reimbursement of these funds will be contingent upon board approval.

6. A minimum balance of \$1,500 will remain in the Treasury to begin the new school year.
7. A financial audit will occur at the end of a Treasurer's term by a committee selected by the board.
8. In the event of dissolution of this organization, all remaining funds will be transferred to Hampton Middle School.

ARTICLE IV: MEMBERSHIP AND DUES

1. An annual membership drive, under the direction of the Membership & Directory Chairperson, shall be initiated during the month of August. However, membership can be accommodated at any time. Membership is open to all parents and guardians of students of Hampton Middle School, faculty and staff of the Hampton Middle School, or any persons interested in the objectives of this organization.
2. Membership is granted by payment of dues. Only members may participate in business meetings, may serve in an appointive/elective capacity, and have voting privileges.
3. The Board shall set dues on an annual basis. Dues will cover the period of July through June of the following year.

ARTICLE V: GENERAL MEETINGS

1. Regular business meetings shall be held in accordance with the schedule set forth by the Executive Board. All business meetings shall be announced to the PTO in advance and be open to all members of the PTO and interested parties.
2. If some pending business cannot wait until the next regular business meeting, a special meeting may be held by the agreement of the Executive Board.
3. General meetings shall be held a minimum of 2 times a year for the general membership. Speakers will be retained to discuss issues of Middle School children.

ARTICLE VI: BOARD FUNCTION AND DUTIES

1. Regular meetings of the Board shall be held monthly from August through May. The President may call special meetings of the Board as needed.
2. The duties of the Board shall be to approve by majority vote the distribution of Educational Support Funds (ESF). A majority of voting board members need to be present for a vote to be

taken for distribution of funds \$500 and over. For disbursements less than \$500, a minimum of one third of the Board must be present.

3. PTO funds shall be obtained from the membership drive and the proceeds from PTO sponsored dances and activities. Educational Support Funds will consist of those moneys in excess of PTO yearly budget obligations and may be requested by HMS teachers, staff, and administrators as the funds are available.
4. Moneys raised for the Educational Support Fund and not requested by April 30 will be allocated at the Board's discretion though a majority board vote.
5. The Board shall vote on all funding requests. If deemed necessary by the President, the board will present Educational Support Fund requests to the general membership.
5. When considering potential vendors to provide goods and services to the PTO, a Board member must disclose to the PTO any information regarding any relationship, ownership, or business interest, whether direct or indirect, that the Board member may have with a potential vendor. If such a relationship exists, bids must be solicited from at least one other vendor before a decision is made, and that Board member must abstain from voting.

ARTICLE VII: EXECUTIVE BOARD OFFICERS AND THEIR ELECTION

1. The Executive Board Officers of this organization shall be President, Vice-President, Secretary, Treasurer, and Assistant Treasurer*. The Board shall refer to the Executive Board Officers and the Standing Committee Chairpersons.
* denotes when possible for Assistant Treasurer
2. All Executive Board positions are volunteer positions. No Executive Board member shall receive financial compensation for his/her service to the Board.
3. The Executive Board will accept nominations and/or volunteers from the general membership for all Executive Board positions.
4. All candidates for nomination must signify their consent in order to be eligible for nomination.
5. All members of voting positions shall approve the slate of candidates for election.
6. The election of Executive Board officers shall occur at the last general meeting of the school year. The election of all other voting positions shall occur at the first general meeting of the upcoming school year.
7. New officers will assume their duties immediately after the last business meeting of the existing school year.

8. The term of office for each officer will be two (2) years and no member may serve more than two (2) terms in the same office. If a volunteer does not come forward to accept the open position and the current officer chooses to remain, the term will be extended by a Board vote. Any Executive Officer may resign upon written request to the Executive Board.
9. If a vacancy occurs in the office of the President during an unexpired term, the Vice-President shall serve until a replacement has been voted on by the general membership.
10. If a vacancy occurs in any other Executive office during an unexpired term, the other Executive Board members may appoint a volunteer to serve in that position for the remainder of the term.
11. If an Executive Officer fails to perform the duties of his/her office, he/she can be removed from office by a two-thirds vote of the Board (Executive Board and Standing Committee chairpersons).

ARTICLE VIII: DUTIES OF THE BOARD OFFICERS

1. It shall be the duty of the President to:
 - a. Preside at all meetings of the organization, of the Executive Board or the Board.
 - b. Act as liaison between school staff and the PTO ensuring the needs of both are met.
 - c. Meet individually or collectively with teachers when necessary.
 - d. In the absence of the Treasurer, signs the checks for disbursements.
 - e. Oversee all activities and projects of the PTO.
 - f. Approve any PTO communications going home to the Middle School parents.
 - g. Submit the PTO calendar to Hampton Township School District Administration.
 - h. Receive Educational Support Fund requests from Hampton Middle School teachers or Administrators and review them with the Board for approval.
 - i. Act as a liaison between the Board and the requesting teacher or Administrator to obtain additional grant-related information if needed, and to convey the Board's final decision.
2. It shall be the duty of the Vice-President to:
 - a. Generate all official PTO communications, written or electronic, except those created by standing or special committees of the PTO.
 - b. Act as an aide to the President and perform the duties of the President in the absence or inability of the President to serve.
 - c. Oversee and work with assigned Standing Committee and Special Committee Chairs to coordinate volunteers and volunteer clearances.

3. It shall be the duty of the Secretary to:
 - a. Record the minutes of all PTO meetings.
 - b. Provide minutes, which should be approved at the beginning of each PTO meeting.
 - c. Email general meeting notes to the Board.
 - d. Keep and maintain all records of the PTO.
 - e. Oversee and work with assigned Standing Committee and Special Committee Chairs.

4. It shall be the duty of the Treasurer to:
 - a. Prepare the yearly budget, which shall be reviewed and approved by the Executive Board.
 - b. The budget year will be August 1 through July 31.
 - c. The budget shall be voted on by the Board at the first meeting of the school year.
 - d. Handle and keep a full and accurate record of all income and expenditures.
 - e. Make disbursements in accordance with the approved budget or as authorized by the Executive Board.
 - f. Monitor and disburse petty cash.
 - g. Prepare an updated Treasurer's report and present it at the monthly Board meeting for review.
 - h. Present a full-year Treasurer's report for the previous year and present it at the first Board meeting of the current year.
 - h. Maintain any additional records as necessary for regulatory authorities. Entities that require such documentation may include, but are not limited to federal, IRS, state, and other municipal regulators.
 - i. In the absence of the Treasurer, the President may sign checks for disbursements.
 - j. Oversee and work with assigned Standing Committee and Special Committee Chairs.
 - k. Provide the Treasurer's report.
 - l. Oversee the box-tops totals

5. It shall be the duty of the Assistant Treasurer to:
 - a. Assist the Treasurer in all functions so as to learn the duties of the Treasurer.
 - b. Make all monetary deposits into the PTO checking account.
 - c. Perform the duties of the Treasurer in the Treasurer's absence.
 - d. Become the Treasurer in the second year of office.

ARTICLE IX: STANDING AND SPECIAL COMMITTEES

1. The Executive Board shall create Standing Committees and Special Committees as deemed necessary.
2. The initiation of new projects or any changes in the scope of the responsibilities of an existing committee must be approved by the Executive Board.

3. Standing Committees include Fundraising, Outreach, Key Communicator, and Hospitality.
4. All Standing and Special Committee Chairperson positions are volunteer positions. No Standing or Special Committee Chairperson shall receive financial compensation for his/her service to the Board.
5. Standing Committee Chairpersons shall vote on disbursements of funds as described in Article VI, Section 3.
6. It shall be the duty of each Standing Committee Chairperson to oversee all activities that fall under each Committee's scope. This includes, but is not limited to, verifying all revenue and expenses associated with Committee events before submitting receipts to the Treasurer. The Committee's scope also includes recruiting and coordinating volunteers for these events.
7. The term of office for each Standing Committee Chairperson shall be two years. No member may serve more than two (2) terms in the same office. If a volunteer does not come forward to accept the open position and the current chairperson chooses to remain, the term will be extended by a Board vote. Any Standing Committee Chair may resign upon written request to the Executive Board.
8. Special Committees include 8th Grade Dinner Dance, Book Fair, Membership & Directory, Spirit Wear, Talbot Tailgate, and Welcoming Committee. In consideration of Article IX, Section 2, Special Committees may be formed to facilitate additional programs at Hampton Middle School. Special Committee Chairpersons do not vote on disbursement of funds.
9. The term of office for each Special Committee Chairperson shall be two (2) years. The exception is the 8th Grade Dinner Dance Chairperson, who shall serve a term of (1) year. No member may serve more than two (2) terms in the same office. If a volunteer does not come forward to accept the open position and the current chairperson chooses to remain, the term will be extended by a Board vote. Any Special Committee Chair may resign upon written request to the Executive Board.
10. A Standing or Special Committee chairperson can be removed from office by a two-thirds vote of the Board (Executive Board and Standing Committee chairpersons) for failure to perform the duties of his/her office.

ARTICLE X: BYLAWS

1. Every two (2) years, the Board and the Principal shall review the existing By-Laws and incorporate any necessary changes or amendments. The revised By-Laws must be approved by a majority Board vote.

2. Changes and amendments can be made to the By-Laws prior to the scheduled review date through motion and approval by the Board.
3. Any proposed revision to the Bylaws shall be made available to the general membership and voted on at a subsequent membership meeting.
4. Copies of these revised Bylaws will be available for distribution. A copy will be kept on file in the main office.

Proposed changes: November 8, 2013 & May 1, 2015 & August 29, 2019

Approved: August 29, 2019