



HOBOMOCK ELEMENTARY SCHOOL
81 Learning Lane Pembroke MA 02359
PARENT TEACHER ORGANIZATION BY-LAWS
Amended and accepted at the May 4, 2022 meeting.

ARTICLE 1-NAME AND STATUS

The name of the organization shall be the Hobomock Parent Teacher Organization (PTO) which is recognized as a public charity, 501(c)(3). EIN #04-3110993 The Organization will conduct itself in a non-profit manner within and consistent with the provisions of section 501(c)(3) of the Internal Revenue Code of 1954 and as from time to time amended. Hobomock PTO is responsible to follow the Compliance guide within Publication 4221-PC at www.irs.gov/charities Furthermore the Organization shall be considered tax exempt from MA DOR, Tax ID#18899598 and shall follow the MA General Laws under Chapter 64H, section 6(d) or (e).

ARTICLE 2-MEMBERSHIP

Parents or guardians of students attending Hobomock Elementary school as well as all Hobomock faculty and administrative staff are considered members of the Organization. All parents and guardians are eligible for office. Voting members must be present at meetings.

ARTICLE 3-PURPOSE

The Hobomock PTO exists to promote the education and welfare of Hobomock students. The Organization serves:

- 1-To support and assist Hobomock Elementary to provide the students with the fullest and most enriching education possible.
- 2-To bring together the Hobomock community, encouraging parent engagement and keeping them involved in the multiple aspects of school.
- 3-To foster communication between parents, guardians and school personnel.
- 4-To sponsor fundraising activities for items and events not normally appropriated in the school budget.
- 5-To support the Hobomock faculty and administration in enhancing curriculum and providing a positive environment for students and staff.

ARTICLE 4-OFFICER AND ELECTIONS

Section 1-Officers

The officers shall be President, Vice President, Secretary and Treasurer. Officers may run with co-chairs as desired. In addition to the duties listed below, each officer will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization. Any duty may be delegated to another board member with mutual agreement as long as no conflict is created with such delegation. All Officers shall be familiar with all the working of the Organization's bylaws and standing policies and procedures, should questions arise.

- A. **President.** The President shall be the Chief Executive Officer of the Organization. S/he will call and preside at all meetings, shall be responsible for seeing that the decisions of the membership are carried out, will coordinate the work of the officers and committees in order that the purpose of the Organization is served. S/he shall serve as the primary contact for the Principal and will serve as an ex officio member of all committees, except the nomination committee. The President will handle all non-financial correspondences and have the authority to sign checks in the absence of the Treasurer.
- B. **Vice President.** The Vice President shall assist the President and carry out the President's duties in his/her absence or inability to serve. The Vice President shall also oversee the committees of this organization.
- C. **Secretary.** The Secretary will work with the board to coordinate a calendar of all the Organization events, working with the standing committee chairs to ensure events information is published, printed and shared as needed. The Secretary shall handle correspondence of the meeting agenda and provide notice of the meetings to members at least one week prior. The Secretary shall take meeting attendance followed by minutes of all general membership meetings and ensure that the minutes are then posted to the Organization's website within one week. In the absence of both the President and Vice President, the Secretary shall preside over the general membership meetings.
- D. **Treasurer.** The Treasurer shall be the financial officer of the Organization. The Treasurer will receive and deposit all monies of the Organization and will present and retain documentation of the account at each general membership meeting. The Treasurer will be responsible for the maintenance of the bank statements, financial correspondances and accounts of the Organization. The Treasurer will make disbursements with the knowledge and consent of the Executive board.

Section 2-Nominations and Elections

Elections shall take place annually at the end of the school year. Persons seeking election shall not serve on the Nomination committee. Nominations and elections may be completed digitally or with paper ballots but shall not be completed using combined methods. It is recommended but not required that members do one year as a co-chair prior to running for office.

- A. At the March meeting, the executive board shall appoint a nomination committee of 3, which will then dissolve itself at its final meeting. The nomination committee shall distribute nomination forms to the general membership for the positions of President, Vice President, Secretary and Treasurer.
- B. At the April meeting, the Nomination Committee shall present to the Organization a slate of nominees of at least one nominee for each office.
- C. At the May meeting, an opportunity shall be given for nominations from the floor. If more than one person is running for an office, a ballot vote shall take place. Ballots will be distributed to the general membership and tallied by the Nomination committee.
- D. At the June meeting, the Nomination committee shall present the election results.

Section 3-Terms of Office

- A. Officers are elected for one year (July 1-June 30) and may serve no more than two consecutive terms in the same office prior to the position being open for nominees
- B. A person shall run for as many consecutive terms as they wish and are subsequently granted.
- C. No person shall hold more than one office concurrently.
- D. No School Committee Member or paid faculty member shall hold an elected position in the Hobomock PTO.
- E. No officer shall serve as a sole standing committee chairperson.
- F. A Ballot vote is not needed for second year officers that wish to remain.

Section 4-Removal from Office

Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular membership meeting where previous notice has been given.

Section 5-Vacancies

If there is a vacancy in the office of President, the Vice President will become President. At the next scheduled meeting a new Vice President will be elected. If there is a vacancy in any other office, members shall fill the vacancy through an election at the next scheduled meeting. Attempts to fill the office will continue at each meeting until a full executive board of President, Vice President, Secretary and Treasurer is secured.

ARTICLE 5-EXECUTIVE BOARD

The executive board shall consist of the President, Vice President, Secretary, Treasurer and building Principal. The duties of the executive board shall be:

1. To transact necessary business between meetings in preparation for the general meeting.
2. To establish committees as needed and approve the plans of all standing committees.
3. To present a report at the regular meetings. Shall an officer be unable to attend a general meeting, they shall provide a written month end report to the secretary.
4. To work together to establish a budget to be presented to the general membership meeting in September.
5. To obtain a two third vote of the general membership present for any single expenditure over \$100.00 not covered in the annual budget. Shall a vote be needed between meetings, a majority vote will be taken with the members present at the prior meeting as documented by the secretary.
6. To create standing rules, prepare reports and recommendations to the membership.

ARTICLE 6-ORGANIZATION

Section 1- Committees

- A. Committees may consist of general members and board members with the President acting as an ex officio member of all committees.

- B. Standing committees shall be Nominating, Fundraising, Hospitality, Family Programs and a Finance committee.
- C. The board may appoint additional committees as needed.
- D. The roles of committees and subcommittees shall be defined in the Standing Policies and Procedures of the Hobomock PTO, which is to be reviewed annually at the September meeting. Changes may be made to the Policy and Procedure book by two board members.
- E. All standing committees and any impromptu committees shall dissolve itself at the completion of its assignment.

Section 2-Classroom Representatives

- A. The Executive Board shall appoint classroom representatives at the September and October meetings to coordinator, organize and oversee individual classrooms.
- B. At the discretion of the classroom teacher, the classroom representative may act as an organizer for classroom activities and coordinate communication and volunteer help within the classroom.
- C. The Classroom representative shall be encouraged to attend and report at the monthly PTO meeting, maintaining ongoing communication with the executive board, class teacher and parents/guardians

Section 3-Volunteers

- A. All board members, committee chairs, committee members, classroom representatives and event volunteers shall be responsible to compete and pass a CORI with the Hobomock Elementary School
- B. All board members, committee chair and classroom representatives shall be provided access to the ByLaws and Policies and Procedures when elected or appointed to a chair position.

ARTICLE 7-FINANCES

Section 1-A tentative budget shall be drafted in the spring/summer for the following school year and approved at the September meeting by a majority vote of the members present.

Section 2-The board shall approve all expenses.

Section 3-Two authorized signatures shall be required on the Organizations Bank. Authorized signers shall be the Treasurer and President. Should there be a Co-Treasurer, they will be an additional authorized signer.

Section 4-Documentation.

- A. The Fiscal year shall coordinate with the school year.
- B. The Treasurer shall keep an accurate record of any and all disbursements, income and bank account information.
- C. The Treasurer shall prepare a financial statement at the end of the year to be reviewed by an executive board member and one member of the general membership. After review, the financial books shall then be turned over to the Accountant.
- D. A report of the finding and tax report shall be given to the Executive Board at or prior to the September meeting.

- E. The Treasurer shall confirm with the Accountant that filing remains up to date to maintain 501(c)(3) and MA tax exempt status. The Treasurer and President shall retain copies of said forms.

Section 5-Dissolution

Upon dissolution of the Organization, any remaining funds should be first used to pay any outstanding bills and then with member approval of majority vote, remaining funds shall be turned over to Hobomock Elementary School to be spent at the Principal's discretion for the benefit of the school.

ARTICLE 8-MEETINGS

Section 1-Regular meetings

- A. All meetings require a Quorum. Half the number of board members plus one constitutes a quorum.
- B. The regular general member meetings will be held monthly during the school year. The exact date, time and location shall be confirmed at the closing of each meeting.
- C. Meetings may be rescheduled as needed with a majority vote of the members in attendance at the prior meeting, no less than 24 hours prior to the meeting.
- D. Additional business meetings will be held whenever necessary.
- E. Meetings may be held in person, virtually or hybrid.
- F. A simple majority vote of the attending membership will decide all issues with the exception of those listed as requiring a two thirds vote.
- G. Common courtesy will prevail and be expected during all meetings.

ARTICLE 9-BY-LAW AMENDMENT

Section 1-Amendment Process

- A. The Executive Board shall appoint a Bylaw review committee, as needed, of five members, two of which must be elected board officers.
- B. Proposed amendments shall be presented to all attending members at a PTO meeting in the month prior to the meeting in which the amendments are to be voted upon.
- C. The Amendments must be ratified by a two thirds vote of the Hobomock PTO members that received a copy of the revised bylaws and are present at the meeting.
- D. Amendment of bylaws go into effect immediately following the two third vote and the Bylaw committee shall be dissolved.

ARTICLE 10-DISSOLUTION

The Hobomock Parent Teacher Organization may be dissolved with 14 days notice and a majority vote at a general meeting. Elected officers serving at the time of the dissolution are legally responsible for proper dissolution procedures. All legal records must be kept at Hobomock Elementary School in accordance with the record retention schedule.

ARTICLE 11-PROCEDURE

All questions of order not provided for in the Bylaws shall be decided by parliamentary procedure as specified in Robert's Rules of Order. The preceding HOBOMOCK PARENT

TEACHER ORGANIZATION, BYLAWS was amended and voted on by a two third vote of the members present on Wednesday, May 4, 2022 by the Hobomock Elementary School Parent Teacher Organization.

(signature) _____
Katie McPhail, Vice President/Acting President

(signature) _____
Tracey D'Attanasio, Treasurer

(signature) _____
Keri Tilson, Secretary

(signature) _____
Michael Murphy, Principal