

Hinckley-Big Rock Parent-Teacher Organization Bylaws

ARTICLE I: Name

The name of this organization shall be the "Hinckley-Big Rock Parent-Teacher Organization" (HBR PTO).

ARTICLE II: Objectives

This organization shall exist for education and charitable purposes to:

Promote the well-being of our children academically, socially, mentally, and physically in home, school, and community.

Promote communications, cooperation, and understanding between the home and school.

To develop between community and educators a connectedness and cooperative effort that will secure the highest advantages in physical, mental, and social education for every child.

To seek and promote resources that will enrich the growth of our teaching and parental skills for the benefit of the children of Hinckley-Big Rock Elementary and Middle Schools.

Seek and utilize cultural and educational resources from the community and beyond in order to enrich our teaching and parental skills for the betterment of the school children.

ARTICLE III: Membership and Dues

Section 1: All parents and/or legal guardians of children enrolled in Hinckley-Big Rock Elementary and Middle Schools are automatically considered members of the PTO.

Section 2: All administration, teaching faculty, and staff employed within Hinckley-Big Rock Elementary and Middle Schools are also automatically considered members of the PTO.

Section 3: PTO members in good standing shall possess honorable intentions towards the affairs of the PTO, uphold and support the PTO objectives, and promote the efforts of the PTO in a positive manner.

Section 4: There will be no dues charged to be a member of the PTO.

ARTICLE IV: Officers and Their Election

Section 1: The Executive Board of the PTO shall be a President, a Vice-President, a Secretary, and a Treasurer. Officers shall serve for a maximum term of two years and shall remain in office until the end of the fiscal year two years hence or until their successors are elected. A President and a Secretary shall be elected in odd-numbered years with the Vice-President and Treasurer elected in even-numbered years. After two consecutive terms in the same office, an officer is encouraged to wait one term before being re-elected to the same office. To serve as President, one must have served on the board the previous year. To serve as Vice President, Secretary, or Treasurer, one must have attended at least half of the meetings in the current school year.

Section 2: A vacancy occurring in an office shall be filled by a vote of the members, 50%+1 majority, at the next scheduled meeting called by the President.

ARTICLE V: Duties of Officers

Section 1: The President shall be the principle executive officer of the PTO and shall be responsible for the supervision and coordination of all the business of the Executive Board. This person shall also preside over all general and board meetings of the PTO; and shall be a member ex-officio of all committees with veto power for all decision making, except the nominating committee. The President shall have a prepared agenda for each monthly PTO meeting. Anyone wishing to address the Executive Board at the PTO meeting must contact the president to have their issue put on the agenda. The agenda shall be posted on HBR PTO social media at least 24 hours in advance of every monthly meeting. The President may appoint special committees with the approval of the Executive Board. The President shall provide the contents of the "PTO News" page(s) in the monthly school communications and/or website.

Section 2: The Vice-President shall act as aid to the President and shall perform the duties of the office in their absence.

Section 3: The Secretary shall keep an accurate record of all meetings of the PTO and Executive Board, and shall perform such other duties as may be delegated to the office. A copy of the minutes will be distributed in a timely manner after the monthly meeting. The monthly agenda will be posted at least 24 hours in advance of the meeting; and a copy will be posted on social media. Secretary shall also be the lead on the Bylaw Committee along with 3 non-board members.

Section 4: The Treasurer shall be the custodian of all monies of the PTO, shall keep accurate records of receipts and expenditures, and shall pay out funds as authorized by the PTO Board. The Treasurer shall establish a working budget and present a statement of account at every business meeting of the PTO and at other times when requested by the Executive Board. The Treasurer shall present the books for audit after the close of the fiscal year, but prior to August 1 of the next fiscal year. All checks must be signed by the treasurer and another officer who is on record at the bank. All reimbursements, receipts, and expenditures shall be reviewed and initialed by the treasurer and one other officer. All reimbursements must have a completed reimbursement form with attached receipts.

ARTICLE VI: Committees

Section 1: It is requested that a representative of each committee be present at the monthly PTO meeting one month prior to the scheduled event. Committees are expected to work within their given budget. Additional expenses must be requested and presented at a regular meeting for approval.

Section 2: Additional committees may be established by the Executive Board when needed.

Section 3: Events that raise over \$5,000. must have a project outline, budget, vendor list, and include any quotes.

Section 4: Any fundraiser earning more than \$1000 must be approved by the board of education. The chair of the committee will need to request approval.

Section 5: List of Committee Chairpersons and Responsibilities:

Assemblies: If principal(s) do not choose their own program, the board will assemble this committee to develop and organize assemblies/programs of interest to the elementary and/or middle school students.

Volunteer Coordinator: Organize lists of volunteers to be distributed to the various committee chairs and the Executive Board. This is completed at the beginning of the school year.

Room Helpers Coordinator(s): Oversee the Room Helpers for each classroom, designate a Head Room Helper for each room, and act as a liaison between the classrooms and the PTO. Contact the high school and middle school for childcare.

Book Fair: Organize and oversee the fall and spring book fairs. Oversee distribution of monies/books earned through profits.

Hospitality: Organize volunteers to provide and/or serve food/refreshments for Open Houses, Conferences, and other events at each building as directed by the PTO.

Mom & Son Event: Schedule, plan, and make necessary arrangements with the vendor.

Daddy Daughter Dance: Schedule, plan, assemble volunteers, and make necessary arrangements with the establishment.

Donuts with Grown Ups: Schedule, plan, assemble volunteers, and make necessary arrangements with the elementary school.

8th Grade Promotion Dance: Schedule, plan, assemble volunteers, and make necessary arrangements with the middle school.

Fundraiser: Organize and oversee all aspects of fundraising to support PTO sponsored events. Also oversee all aspects of not-for-profit sales items (example: Spirit wear).

Teacher Appreciation Week: Consists on one committee leader for elementary school and one committee leader for the middle school. Each leader will assemble volunteers to arrange gifts, luncheons, etc. Leaders from both schools must coordinate together if fundraising occurs or if either school is in need of assistance.

Nominating Committee: If current officers or committee leads do not find their replacements, the President may assemble this committee of at least 3 members to look for possible candidates.

Bylaw Committee: Consists of at least 3 non-board members and the Secretary. This committee may meet each May to review current bylaws. Any revisions needed will be presented at the June Meeting and voted on for approval at the August meeting.

Fall Fun Fest: Schedule, plan, assemble volunteers, and make necessary arrangements.

Premiere Fundraising Event: Schedule, plan, assemble volunteers, and make necessary arrangements.

Digital Media Coordinator: Organize and oversee all aspects of digital media in a timely manner.

Spirit Wear: Work with spirit wear vendor to come up with exciting, new spirit wear for students and family to order throughout the school year.

Sunshine Cart: Schedule, plan, assemble volunteers and make necessary arrangements with middle and elementary schools to deliver treats to staff twice throughout the year.

Bulletin Board: Keep PTO bulletin board updated with current events, past events and news about PTO.

Art Awareness: Schedule, plan, assemble volunteers, and make necessary arrangements with the elementary school to present art education to classrooms.

Middle School Concessions: Schedule, plan, assemble volunteers, and make necessary arrangements with the middle school to sell concessions during middle school sports.

Community Committee: Liaison of PTO to attend community meetings, ie: Boosters, Hinckley Fest, Board of Ed as a representative of HBR PTO. Present at meetings, if needed, and report to HBR PTO meetings



about happenings in the community and our involvement.

Appreciation Days: Schedule, organize appreciation gifts/donations towards staff appreciation days (NOT teacher appreciation). Ex: bus drivers, secretaries, paras, cafeteria, janitor

Grandparents Night: Occurs at night during elementary Spring Book Fair. Schedule, plan, assemble volunteers, and make necessary arrangements with the elementary school.

Not So Spooky STEAM Night: Tentative October, 2023. Work with STEAM teacher and Library/Secretary. Schedule, plan, assemble volunteers and make necessary arrangements with Elementary School.

Socktober: Organize donation event. Schedule, plan, assemble volunteers, collect socks and drop off to donation location.

Acting Workshops: MS: Fall. ES: Spring. Schedule, plan, assemble volunteers and make necessary arrangements with Middle and Elementary Schools.

Family BINGO: Tentative date: Jan 20, 2024. Schedule, plan, assemble volunteers and make necessary arrangements with Hinckley Lions Club and Elementary Schools

Variety Show: Tentative Jan 25, 2024 at Middle School. Schedule, plan, assemble EC-8th grade student talent, assemble volunteers and make necessary arrangements with Middle and Elementary Schools. Talent open to EC-8th grade students, HBR homeschool students, HBR staff.

Design a T-shirt: February 2024. Schedule, plan, assemble volunteers and make necessary arrangements with Middle and Elementary Schools.

Bunco for Women: Event for women in the community to enjoy a night of Bunco. Schedule, plan, assemble volunteers, and make necessary arrangements with the establishment.

Middle School Fundraiser Dance: Tentatively Feb 14, 2024. Schedule, plan, assemble volunteers and make necessary arrangements with Middle and Schools.

Breakfast with Books: Occurs one morning during Middle School Spring Book Fair. Schedule, plan, assemble volunteers, and make necessary arrangements with the Middle School.

Pie Night: Typically occurs at Dairy Joy one night in Spring where Elementary and Middle School teachers sign up for a 15 minute slot to get pie-d in the face by students. Schedule, plan, assemble volunteers and make necessary arrangements with Middle and Elementary Schools.

Hot Dog Day: Schedule, plan, assemble volunteers and make necessary arrangements with Elementary School.

Ice Cream Truck: Traditionally occurs during Field Day. Tentatively May 22/23, 2024. Schedule, plan, assemble volunteers and make necessary arrangements with Middle School.

ARTICLE VII: Voting

Section 1: Any matter to be voted on requires the approval of a majority of those present, including two Executive Board members and two non-Executive Board members, in addition to the President or acting President, who is able to vote only in the event of a tie. Voting privileges are extended to all present members.

Section 2: Any matter to be voted on by the PTO must be put on that month's agenda at least 24 hours prior to the meeting.

Section 3: The Executive Board has the right to table the vote until the next month's meeting or take immediate action on the issue.

Section 4: Major expenditures shall be voted on for approval by the members present at that meeting. A list of itemized expenditures for each committee shall be presented and approved prior to purchase. The Executive Board can communicate between regular PTO meetings and approve expenditures up to \$300.00 without the vote of the PTO membership. Expenditures shall be approved by the members at the next regular meeting of the organization.

ARTICLE VIII: Meetings

Section 1: The Executive Board shall stipulate the number of meetings to be held each year (date, time, and location). *Meetings are generally held in the Elementary School Learning Center with the exception of the last meeting of the school year; the June meeting location will be determined by the President.

Section 2: Special meetings may be called by the President or by a majority of the members of the PTO Board.

Section 3: The first meeting of the school year shall be held in August.

ARTICLE IX: Finance/Budget

Section 1: The fiscal year of the PTO shall run from July 1 through June 30 of the consecutive year. A new budget for each fiscal year shall be presented to and tabled by the PTO at least two months prior to the start of the new fiscal year. At the last meeting of the fiscal year, any monies left in the account in excess of \$2000 shall be earmarked for a special purpose. This earmarked money may be carried over from year to year until enough funds are collected for its designated purchase. The account minimum will be \$1000 at the end of each year to ensure start up money for the next year.

ARTICLE X: Purchase of Property

Section 1: Any property purchased for the expressed use of the PTO and/or Hinckley-Big Rock Elementary and Middle Schools via the PTO must be made through the Hinckley-Big Rock Community Unit School District #429. After purchase, the PTO will then reimburse the district for the agreed upon purchase price.

ARTICLE X: Amendments

Section 1: Changes to the bylaws may be amended and voted upon at any PTO meeting with a 2/3 vote of the current members present, provided notice of the proposed amendment has been given at the previous regular meeting.

ARTICLE XI: Rules of Order

Section 1: Rules contained in Robert's Rules of Order, Newly Revised, shall govern this organization in all cases in which they are applicable. https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf

