**H. Harwood Parent Teacher Organization**

**Constitution and By-Laws**

**Article I- Name**

The name of the Organization shall be the H. Harwood Parent Teacher Organization.

**Article II- Objective of the Organization**

Section 1 The purpose of this Organization shall be to promote the welfare and needs of the children within the Harwood School Community.

Section 2 To promote understanding between parents, school and students through an exchange of ideas on topics of mutual interest.

Section 3 To strengthen the communication between the home and the school so that parents and teachers may collaborate in the education of the children.

Section 4 To develop between educators and the general public such unified efforts as will secure for every child the highest advantages in physical, mental and social education.

Section 5 Furthermore

1. Said Organization is organized exclusively for charitable, religious, educational and

scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code.

1. No part of the net earnings of the organization shall insure to the benefit of, or be

distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt for federal income tax under Section 501 (c)(3) of the Internal Revenue Code, corresponding section of any future Federal tax code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future Federal tax code.

1. Upon dissolution of the organization, assets shall revert to another 501(c)(3)

Organization.

(D) This Organization must remain a 501(c)(3) .

**Article III- Basic Policies**

Section 1 This Organization shall act in an advisory capacity to the administration and staff regarding matters of concern. It shall seek neither to direct the administrative activities of the school nor to control its’ policies.

Section 2 This Organization shall not participate, intervene, or endorse in any way, including the publishing or distributing of statements in support of any political office, candidate, or church affiliate.

Section 3 This Organization may cooperate with organizations active in child welfare, provided its representative makes no commitments that bind the group he/she represents.

**Article IV- Membership and Dues**

Section 1 Any Harwood School parent/guardian/teacher or administrator interested in the objectives of this Organization and who is willing to uphold its basic policies and subscribe to its By-Laws, may become a member.

Section 2 A membership fee is not required for PTO participation. Members may submit a monetary donation to support PTO activities.

**Article V- Officers and their Election**

Section 1 A) The officers of the Organization shall be President, Vice President, Secretary and

Treasurer.

B) The four (4) Officers, two (2) but no more than five (5) Trustees, Public Relations

Coordinator, Treasury Controller, Principal and Teacher Representative shall

constitute the Executive Board. A trustee may serve as the Public Relations

Coordinator if a volunteer does not come forward.

C) The parent representatives of the Executive Board shall be elected by ballot annually in May.

D) No parent member shall hold the same office for more than two (2) consecutive

years unless there is no other candidate for that position. In such case, a current

board member can be appointed for an additional year.

(E Eligible candidates for any Officer position (President, Vice President, Secretary,

Treasurer) must have served a minimum of one year as a Trustee within the H.

Harwood PTO. If there is not an eligible candidate, a candidate may be chosen at the

discretion of the current Executive board members with a fifty-one (51) percent

majority vote.

Section 2

A vacancy occurring in an office shall be filled by appointment of the board except for the office of the President, whereby, the Vice President shall automatically be installed as President and a new Vice President shall then be selected by the Executive Board.

**Article VI- Duties of Officers**

Section 1 The President shall

1. Preside at all the meetings of the Organization and the Executive Board.

(B) Appoint tellers to notify nominees and handle election ballots. The teller will attend

the May meeting to coordinate voting.  
(C) Perform such other duties as may be prescribed in these By-Laws or assigned to

him/her by the Executive Board.  
(D) Shall coordinate the work of the Officers and Committees in order that the

objectives of the Organization may be promoted.  
(E) In an emergency situation, conduct a vote to all board members through email or

telephone.  
(F) Be responsible for a board member’s attendance at district meetings and bringing

back information to the next general meeting.

Section 2 The Vice President shall

1. In the absence of the President, serve in his/her place and doing so is his/her chief duty.
2. Assist President with all duties.

Section 3 The Secretary shall

(A) Keep the minutes of the meeting of the Organization and the Executive Board.

(B) Keep a copy of the Constitution and By-Laws available at all meetings.  
(C) Notify all members of the Executive Board of the time, place and date of Board

meetings.

(D) Present a written and verbal report at each meeting.

(E) Conduct correspondence pertaining to official business.

Section 4 The Treasurer shall

1. Receive all monies of the Organization.
2. Deposit funds in the name of the H. Harwood Parent Teacher Organization within seven (7) business days of receiving the funds.
3. Sign checks and pay all expenses approved at the general or Executive Board meetings. No Officer may sign a check made payable to themselves.
4. Keep an itemized account of all receipts and disbursements.
5. Present a written report at all Executive Board and or general meetings of the

Organization.

(F)  Submit books for the annual review.

(G) Be responsible for annual tax filing.

Section 5 The Public Relations Coordinator shall

(A) Compose and distribute the Organization’s monthly newsletter.  
(B) Maintain the Organization’s website and social networks.  
(C) Assist with composing public communications for the Organization’s activities.

(D) Monitor the Organization’s email account.

Section 6 The Treasury Controller shall

1. Review books/records with treasurer as an internal control audit and report findings to the executive board.

Section 7 The Trustee Shall

1. Attend Meetings and Planning Meetings with Executive Board
2. Participate in Elections with voting each May
3. Chair a committee for a school activities, committee, event, fund-raiser or educational program sponsored by the PTO
4. Share ideas and provide input and vote on PTO discussions and expenses

Section 8 The Teacher Representative shall

(A) Represent the teachers’ interest.  
(B) Act as liaison between the Executive Board and the teachers.  
(C) Cast one vote at meetings for each motion voted upon.  
(D) May share the responsibility with more than one teacher during the course for the

school year however only one teacher may vote.

Section 9 All Officers, upon retiring from office, shall deliver to their successors within one month, all money, accounts, papers and record books or other property belonging to the Organization.

**Article VII- Meetings and Nominations**

Section 1 Nominations for the Board shall be finalized at the April general meeting and posted on the PTO bulletin board within 48 hours of the end of the April meeting and remain posted until the May meeting.

Section 2 There shall be an annual election meeting in May to select the Board by secret ballot. A vote is not required for positions where the candidate is unopposed.

Section 4 All nominees must be notified of nominations prior to the annual May election meeting.

Section 5 Any Harwood School parent/guardian may run for the position of a Trustee.

Section 6 General meetings shall be held once a month from October to June at the discretion of the Board.

Section 7 Special meetings of the Board may be called by the President or by any member of the Board. The call for the special meeting must state the business to be transacted and only that business will be transacted at that meeting. The member of the board that called the special meeting is responsible for the notification of the meeting to all members.

Section 8 Advance notice of at least five (5) school days when possible shall be given to notify all members of general meeting date changes.

**Article VIII- Majority**

Section 1 Fifty-one (51) percent of members present shall constitute a majority at any general meeting.

Section 2 Fifty-one (51) percent of members present of the Board shall constitute a majority at any meeting of the Executive Board.

**Article IX- Voting Eligibility**

Section 1 Any member that is within good standing of the organization may vote on items presented at general meetings. A member in good standing is any Harwood School parent/guardian/teacher or administrator that has attended a minimum of two (2) general meetings during the current school year. One (1) vote per household.

**Article X- Executive Board**

Section 1 The duties of the Executive Board shall be to

1. Transact necessary business in the intervals between general meetings and such

other business as may be referred to it by the Organization.

(B)  Appoint an individual outside the board to review the Treasurer’s accounts annually.

(C)  Have majority approval of all expenditures. However, if such approval involves the

potential of personal benefit to any board member or his or her family, such

member shall abstain from voting on such matter.

(D)  Appoint committees to carry out the activities of the Organization.

(E)   Serve as a co-chair of the committees for all events sponsored by the Organization.

In the event no chairperson volunteers, a board member can serve as a chair.

(F)  Create a yearly calendar of Organization events.

(G)  Attend all meetings unless notifying a member of the board of your absence.

**Article XI- Committee Chairs**

Section 1 The duties of a Committee Chair is to

(A)  Coordinate volunteers for the event.

(B)  Manage the expenses of the event within the designated budget.

(C)  Forward all revenue and expenses to the Treasurer within one week of the event.

(D)  Obtain two signatures on an Organization’s deposit slip prior to submitting the

money.

(E)  Complete a request form to obtain reimbursement funds.

(F) Complete a Committee Report at the conclusion of the event which must include a

detailed list of expenses, revenues, volunteers and sources used for the event.

**Article XII- Fiscal Year**

The fiscal year shall be from July 1 to June 30.

**Article XIII- Parliamentary Authority**

Robert’s Rules of Order Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

**Article XIV- Amendments**

This Constitution may be amended at any meeting of the Organization by a fifty-one (51) percent vote of those present. The proposed changes must be submitted in writing to the Board. Proposed changes shall be posted, and the general membership notified of the posting, one (1) month prior to the meeting.

**Article XV- Order of Business**

The minimum order of business for general meetings shall be

1. Call to Order
2. Report of the Secretary
3. Report of the Treasurer
4. Old Business
5. New Business
6. Adjournment