

HAMPTON HIGH SCHOOL
PARENT TEACHER ORGANIZATION

CONSTITUTION AND BYLAWS

ARTICLE I: NAME

The name of this organization is Hampton High School Parent Teacher Organization (PTO). To maintain consistency with other Hampton Township School District parent organizations, the name was changed from Hampton High School Parent Faculty Association (PFA) in April 2017, effective at the start of the 2017-2018 school year.

ARTICLE II: PURPOSE AND OBJECTIVES

1. To inform and educate Hampton High School parents of efforts or decisions made by the HTSD School Board and HHS administrators and faculty that are of educational, emotional, or social importance to Hampton High School students.
2. To serve as a liaison between parents and HHS administrators on matters of educational interests and concerns, safety and security, and student well-being.
3. To assist and support the HHS school administration and faculty through educational enhancements, parent volunteers, and faculty/staff appreciation efforts.
4. To support student life and activities through a membership drive, fundraising efforts, and parent volunteers.

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 HHS PTO 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. All PTO Executive Board, Standing Committee Chairpersons, and Special Committee Chairpersons position have job descriptions that are reviewed yearly and updated as needed. Job descriptions are kept on the HHS PTO website.

ARTICLE IV: MEMBERSHIP AND DUES

1. Members must be a parent/guardian of a current HHS student. HTSD administration, faculty, and staff members are also eligible for membership.
2. An annual membership drive shall be initiated within the first four weeks of the school year. However, membership can be accommodated at any time during the school year.
3. The Board shall set dues on an annual basis. Dues will cover the period of August 1 through July 31 of the current school year.
4. Only members may participate may serve in an appointive/elective capacity.

ARTICLE V: MEETINGS

1. Regular business meetings shall be held in accordance with the schedule set forth by the Executive Board. Meeting dates and/or times may be changed or cancelled by the Executive Board.
2. All business meetings shall be announced to the PTO membership in advance and be open to all PTO members, parent/guardians of current HHS students, HHS faculty and staff, and HTSD administration.
3. A minimum of five (5) business meetings must be held during the current school year. If a business concern arises that cannot wait until the next scheduled meeting, a special meeting may be held by the agreement of the Executive Board.
4. Executive Board meetings may be conducted as needed to discuss time-sensitive financial or business concerns.
5. A minimum of five (5) voting members of the Board of Directors must be present at a general business meeting for the meeting to continue. A minimum of three (3) members must be present at an Executive Board meeting.
6. Minutes for each business meeting should be recorded and submitted for approval within two (2) weeks of the meeting. Once approved, the meeting minutes should be posted on the HHS PTO website.

ARTICLE VI: VOTING

1. Voting members consist of the Executive Board members and Standing Committee chairpersons, and are referred to as the Board of Directors (Board).
2. In the event of a shared position, each position/committee has only one vote with the exception of the President's position. Co-Presidents each receive one vote.
3. No person shall be eligible to cast more than one vote. If an individual serves in more than one voting position or committee, he/she receives only one vote total.
4. The Board of Directors is required to have an odd number of votes to prevent a vote ending in a tie. If the Board has an even number of votes, a Standing Committee with co-chairpersons will be given separate votes to each chair person upon approval of the Board.
5. A majority vote of the voting members is required to approve any and all proposed action, unless otherwise indicated in these by-laws. When time constraints are an issue, voting may take place via e-

mail, text, or phone. In extenuating circumstances, a proposed action can be approved by a majority vote of the Executive Board only.

ARTICLE VII: FINANCES AND RECORDS

1. The fiscal year commences on August 1 and closes on July 31.
2. A minimum balance of \$3000 will remain in the Treasury to begin the new school year.
3. Authorized signatories for the PTO checking account are the PTO President(s) and Treasurer.
4. The annual budget shall be approved by the Board of Directors by the second business meeting of the year. Once approved, the annual budget should be posted on the HHS PTO website.
5. All expenditures shall be approved by a Board of Directors majority vote in accordance with Article VI, Section 4. However, if a need arises between scheduled business meetings, an expenditure of no more than \$350 may be authorized by a majority of the Executive Board members.
6. Money raised in excess of the budgeted amount for an activity or expense may be re-allocated to a different area upon approval by the majority of the Board of Directors.
7. When considering potential vendors to provide goods and services to the PTO, any Board of Directors member must disclose to the Board any information regarding any ownership, relationship, or business interest, whether direct or indirect, 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.
8. Check requests for an amount greater than \$3000 should be brought to the attention of and approved by the Board of Directors.
9. No wire or ACH payments will be completed by the Treasurer unless both verbal AND written approval is received by the Executive Board and the committee chair requesting the electronic payment.
10. If a concern arises, a financial audit can be requested by any PTO member and approved by a majority Board of Directors vote. The individual conducting the audit must be approved by a majority Board of Directors vote.
11. In the event of dissolution of this organization, all remaining funds will be transferred to Hampton High School.

ARTICLE VIII: DISTRIBUTION OF FUNDS

1. Any HHS administrator, faculty, or staff member may submit a request for funding at any time during the school year. Requests should be made in writing. Requests will be considered and voted on by the Board of Directors in the order in which they are received, taking available funding into consideration. In the event a funding request requires immediate action, it may be approved by a Board of Directors majority vote in accordance with Article VI, Section 4.
2. Committee chair requests for reimbursement above the budgeted amount must be approved by a majority vote of the Board of Directors.

3. Scholarships may be awarded to graduating seniors who have excelled in the areas of Math, Science, Physical/Health Education, Social Studies, English, Business, World Languages, Technology Education, Family and Consumer Science, Fine Arts/Crafts, Music, and Vocation Education. Scholarship recipients shall be determined by the HHS Guidance Counselors and Department Heads. No student shall receive more than one scholarship.
4. Memorials may be made upon the death of a HHS student or his/her parent or guardian. Memorials may also be made upon the death of a HHS faculty member or spouse. Requests for memorials may be made by any PTO member and approved in accordance with Article VI, Section 4.

ARTICLE IX: EXECUTIVE OFFICERS

1. The Executive Board is comprised of the President, 1st Vice-President, 2nd Vice-President, Treasurer, and Secretary. Co-Presidents are permitted.
2. Executive Board members must be current PTO Board members.
3. Executive Board members are considered voting members in accordance with Article VI, Sections 2 and 3.
4. All Executive Board positions are volunteer positions. No Executive Board member shall receive financial compensation for his/her service to the Board.
5. Executive Board members serve a two-year term in their position. An Executive Board member may serve a third year if necessary, upon approval from the majority of the Board of Directors.
6. The Executive Board will accept nominations and/or volunteers from the general membership for open Executive Board positions.
7. Election of Executive Board members for open positions shall be held at the last business meeting of the school year. New officers can begin their duties immediately upon election or as late as August 1. The official start date should be agreed up by the both the outgoing and incoming officers.
8. If an Executive Board vacancy occurs before the end of a scheduled term, the position may be filled with an appointment of the President pending approval of the Board of Directors.
9. If the President position is vacated, the 1st Vice-President shall assume the office of President for the remainder of the term. The new President shall appoint a new 1st Vice-President to serve the remainder of the term pending approval of the Board of Directors.
10. If an Executive Officer fails to perform the duties of his/her office or behaves in a manner in opposition to the mission and purpose of the PTO, he/she can be removed from office by a two-thirds vote of the Board of Directors.

ARTICLE X: STANDING COMMITTEE CHAIRPERSONS

1. The Board of Directors shall create or eliminate Standing Committees as deemed necessary for effective functioning of the PTO.

2. The Standing Committees include Key Communicator, Concession Stand, Hospitality, Volunteer Coordinator, Website, and Parent Grade Representatives.
3. Standing Committee chairpersons must be current PTO members.
4. All Standing Committee chairperson positions are volunteer positions. No Standing Committee chairperson shall receive financial compensation for his/her service to the Board.
5. Standing Committee chairpersons are considered voting members in accordance with Article VI, Section 2 and 3.
6. Standing Committee chairpersons should attend scheduled business meetings.
7. Standing Committee chairpersons serve a two-year term in their position. A Standing Committee chairperson may serve an additional year if necessary, upon approval from the majority of the Board of Directors.
8. Standing Committee chairpersons may be approved either by the Executive Board or elected by the Board of Directors. Approval or election of Standing Committee chairpersons for open positions shall be held at the last business meeting of the school year. Newly appointed/elected chairpersons shall begin their duties immediately.
9. Vacated Standing Committee chairperson positions can be filled at any time.
10. If a Standing Committee chairperson fails to perform the duties of his/her office or behaves in a manner in opposition to the mission and purpose of the PTO, he/she can be removed from office by a two-thirds vote of the Board of Directors.

ARTICLE XI: SPECIAL COMMITTEE CHAIRPERSONS

1. The Board of Directors shall create or eliminate Special Committees as deemed necessary for effective functioning of the PTO.
2. The Special Committees include Membership, Talbot Tailgate, Talbot Tailgate PTO Booth, Welcome Committee, and Prom Day Events.
3. Special Committee chairpersons must be current PTO members.
4. All Special Committee chairperson positions are volunteer positions. No Special Committee Chairperson shall receive financial compensation for his/her service to the Board.
5. Special Committee chairpersons are considered non-voting members.
6. Special Committee chairpersons shall attend business meetings in which the substance of his/her committee will be discussed, or shall submit a written update on the committee's progress and activities prior to the meeting.
7. Special Committee chairpersons serve a two-year term in their position but can continue to serve in the position if a replacement is not identified.
8. Vacated Special Committee chairperson positions can be filled at any time through appointment by the Executive Board or election by the Board of Directors. Newly appointed/elected chairpersons shall begin their duties immediately following the Board vote appointing them to the position.
9. If a Special Committee chairperson fails to perform the duties of his/her office or behaves in a manner in opposition to the mission and purpose of the PTO, he/she can be removed from office by a two-thirds vote of the Board of Directors.

ARTICLE XII: BYLAWS

1. The Bylaws shall be reviewed every two (2) years by the Board of Directors or a committee appointed by the Board of Directors.
2. Revisions to the Bylaws should be proposed to accurately reflect the practices of the PTO and should be distributed to the general membership prior to the last meeting of the school year.
3. Voting on the revised Bylaws should take place during the last business meeting of the school year. A two-thirds majority vote by the Board of Directors is required for approval.
4. Changes and amendments to the Bylaws can be made prior to the scheduled review date through motion and majority vote by the Board of Directors. Any proposed revision shall be made available to the general membership and voted on at a subsequent business meeting. A two-thirds majority vote by the Board of Directors is required for approval.
5. The approved Bylaws should be posted on the HHS PTO website.

Revised: January 4, 2019

Approved by Majority Vote of the Board of Directors: