

**PARENT-TEACHER ORGANIZATION
OF THE HAVERFORD MIDDLE
SCHOOL**

**CONSTITUTION AND BY-LAWS
Revised & Accepted 10 October 2017**

ARTICLE I: Name

The name of the organization shall be the Parent-teacher Organization of the Haverford Middle School, which shall also be known as P.T.O.

ARTICLE II: Objective

The objective of this organization shall be to promote the welfare of children and youth in home, school, and community by:

- Bringing into closer relation the home and school, so that parents and teachers may cooperate intelligently in the development of the child;
- Facilitating between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, and social education; and
- Providing programs and activities that will enhance the standards of education.

ARTICLE III: Policies

Section 1: The objective of this Organization shall be developed through conferences, committees, meetings, and projects.

Section 2: This Organization shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the name of the Organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the Organization.

Section 3: This Organization shall not seek to direct the administrative activities of the school or to control its policies, except that it may, from time to time, offer such advice and suggestions as it deems necessary or desirable.

Section 4: This Organization may cooperate with other organizations and agencies active in community and child welfare, such as conference groups or coordinating councils, provided they make no commitments which bind their member groups, unless authorized

to do so.

Section 5: Communications & Website Policy (added April 14, 2009)

- a. The Organization will fund and maintain its website, www.HMS-PTO.com, as well as its e-mail contact list. Both the e-mail contact list and website will be maintained by trusted PTO volunteers who are appointed by the Executive Board.
- b. The email contact list is private and is the sole property of the Organization. The Organization will neither sell, transfer nor share members' contact information to a third party unless express consent is obtained beforehand from the individual.
- c. E-mail addresses will be used solely for the purposes of promoting HMS-sponsored and HMS-PTO-sponsored events and for information which is suitable and relevant to Haverford Middle School students and their families.
- d. The Organization will permit links on its website to the official websites of Haverford Township and Haverford School District (e.g., Haverford Township Parks & Recreation and Haverford School District Community Links) as well as the Haverford Township Education Foundation.
- e. The Organization, by majority of the elected officers, may authorize informational posting to the Organization's website of activities or services, subject to the following six basic criteria:
 - i. **Community-Centered:** The subject of the posted link must be suitable and relevant to Haverford Middle School students and their families.
 - ii. **Nonprofit, Township/State/U.S. Government-Sponsored:** Links to non-commercial organizations, which qualify as tax-exempt entities under the Internal Revenue Code of 1986 (as amended), may be posted if they satisfy the other five criteria.
 - iii. **No Affiliation with Religion or Religious Groups:** Because the Organization serves many diverse families with different beliefs, it cannot endorse any religious organizations or activities sponsored by these groups. This may include "secular" events offered by these organizations or their representatives.
 - iv. **No Political Information:** Information pertaining to political parties, candidates, or causes (political, social or otherwise) will not be posted out of respect for HMS families' varied backgrounds and beliefs.
 - v. **No Fundraising for Outside Organizations:** The Organization will not post fundraising information for outside organizations, nonprofit or otherwise.
 - vi. Links already appearing on any of the aforementioned township or school district websites (see Section e) will *not* be granted links on the HMS-PTO site.

- f. The posting of any information on www.HMS-PTO.com shall not constitute endorsement by the HMS PTO of the organization sponsoring said activities or services.

ARTICLE IV: Membership and Dues

Section 1: Any parent, faculty member, and/or member of the community who is interested in the objectives of the Organization can become a member upon the payment of dues.

Section 2: The annual dues shall be determined by the Executive Board.

Section 3: Members of the faculty will be active members of the Organization without payment of dues.

ARTICLE V: Officers

Section 1: The elective officers of the Organization shall be a President, a Co-President, a Vice President, a Corresponding Secretary, a Recording Secretary, and a Treasurer.

Section 2. Term of Office:

- a. An officer may hold no more than one office at a time.
- b. The term of office shall be one year.
- c. Each term of office shall begin July 1st.
- d. No elective officer shall hold the same office for more than two consecutive terms. However, if there is no individual willing or able to fill an open position on the Board, then the current Officer may be reelected to the same position for an additional term, with the understanding that recruitment efforts will continue to find a member willing to take on the role, and use the remaining year to transition the new officer.
- e. If there is a Co-President, then the Co-President shall automatically assume the position of President at the end of his/her term. In the event the Co-President is unable to serve as President, the nominating committee shall first consider the existing officers to fill the position. If there is no Co-President, then the Vice President will assume the presidency at the end of the term. In the event the Vice President is unable to serve as president, the nominating committee shall first consider the existing officers to fill the position.

Section 3. The Executive Board may declare an officer position to be vacant where an officer ceases to be a member in good standing of HMS PTO, by reason of non-payment of dues, or where the officer fails to attend two (2) consecutive Board meetings. An officer may resign by submitting written notice to the President and Secretary. Unless another time is specified in the notice or determined by the Board, the resignation shall be effective upon receipt by the Board of the written notice.

Section 4: An officer or Committee Chair may be removed from office for just cause in connection with the affairs of the organization by a two-thirds (2/3) vote of the members present and in person at an official meeting of the membership, providing

30 days' notice is given to the Executive Committee and Officer/Chairperson affected with an opportunity to be heard at this meeting.

Section 5. Vacancy in Office: If an elected officer cannot serve, for any reason, the President, with the approval of a majority of the Executive Committee, shall appoint another person to serve in his/her stead. In the event the President cannot serve, the vacancy shall be filled by the Co-President.

ARTICLE VI: Duties of the Officers

Section 1. The President shall:

- a. Be the chief executive officer of the Organization.
- b. Preside at all meetings of the Organization and of the Executive Committee.
- c. Appoint all standing committees, special committees, and special representatives.
- d. Be an ex-officio member of all committees of the Organization, except for the nominating committee.
- e. Exercise such other functions as are usual for a presiding officer.
- f. Vote in the event of a tie at any general meeting or Executive Committee meeting.

Section 2. If the Executive Board has a Co-President, the Co-President shall:

- a. Assume the general and specific duties of the President in his/her absence.
- b. Have such further duties as may be assigned to him/her by the President.
- c. Be an ex-officio member of all committees of the Organization.

Section 3. The Vice-President shall

- a. Be chairman of the Membership Committee
- b. Coordinate financial matters and insure adherence to the Financial Policy.

Section 4. The Corresponding Secretary shall:

- a. Conduct all correspondence of the Organization.
- b. Manage Administrative Assistant's Day
- c. Manage Faculty Member Library Fund

Section 5. The Recording Secretary shall:

- a. Keep a true and accurate record of all the proceedings of the Organization and of the Executive Committee.
- b. Keep an official list of all members of the Organization and list of all committees and their members.
- c. Keep committee reports on file.

Section 6. The Treasurer shall:

- a. Receive all dues and sums owing to the organization.
- b. Disburse by check only upon the receipt of a properly signed disbursement form.
- c. Disburse the same only when the expenditures have been authorized by the Organization and/or Executive Committee.
- d. Automatically become chairperson of the Budget Committee.
- e. Keep an accurate account of all the receipts and payments.
- f. Present a report and a copy of the current bank statement to the Organization at each regular meeting of the Organization.
- g. Further present an accounting to the Executive Committee when called upon for the same.

- h. Also abide by the attached Financial Policy as approved by the Executive Board.
- i. Submit treasurer's reports, bank statements, receipts and bills for audit (July 31st).

Article VII: Committees

Section 1: The Executive Committee shall consist of elected officers of the Organization, Principal of the school, special representatives, and the chairpersons of all committees. In addition thereto, there shall be one or more representatives elected by the faculty.

Section 2: The special representatives shall be School Board Representative and Intra-District Council Representative (2).

Section 3. Special Committees:

- a. A Nominating Representative appointed by the President at least three months prior to the last meeting of the year. The Representative may appoint up to 5 members to support. None of the supporting members may be on the Executive Board. The principal or a designated administrator may be a member.
- b. A Budget Committee shall be appointed at least one month prior to the first Executive Committee meeting. The Treasurer shall be the chairperson of this committee, and the budget for the ensuing year shall be prepared by this committee and submitted to all members in attendance for approval at its first meeting.
- c. If needed, an Auditing Committee shall be appointed by the President, which committee shall submit a report at the last meeting of the Organization.
- d. The president may appoint committees as may appear to him/her or to the Executive Board to be necessary or advisable.

Article VIII: Meetings

Section 1: There shall be a minimum of one general meeting of the Organization each year. Notice of such a meeting shall be given to all members of the Organization.

Section 2: During the school year, a monthly meeting of the Executive Committee shall be held. At least five days' notice shall be given. At all meetings, a majority of the Executive Committee shall constitute a quorum.

Section 3: Special meetings of the Organization may be called at the discretion of the President or the Executive Committee.

Section 4: All meetings, General or Executive, shall be opened to the membership. All members present may vote.

ARTICLE IX: Order of Business

Section 1: At all Executive Board meetings, the order of business shall be:

- a) The calling of the meeting to order; reading, correction, and approval of minutes of the previous meeting.
- b) Report of Treasurer and other officers.
- c) Administrative Report.
- d) Report of Committee (in writing)
- e) Unfinished business.
- f) New business
- g) Program (when applicable)
- h) Adjournment.

Section 2: If the President deems it expedient, the Order of the Business may be changed. Parliamentary procedure shall follow "Robert's Rules of Order."

ARTICLE X: Election of Officers

Section 1: The annual election of officers shall take place at the May meeting.

Section 2: The Nominating Committee shall report to the Executive Board, at least two weeks before the election meeting, the name of one candidate for each office to be filled. The committee shall publish such list or post it in a conspicuous place in the school. In selecting its nominees, the committee shall take into consideration geographic factors in order that officers are truly representative. The consent of each candidate must be obtained in writing before his/her name is placed in nomination.

Section 3: Additional nominations may be made from the floor provided the consent of each candidate has been obtained (verbally or in writing) before his/her name is placed in nomination.

ARTICLE XI: Amendments

The Constitution and By-Laws may be amended by the two-thirds (2/3) vote of the members of the Organization present at any meeting, provided the proposed amendment has been read at a previous regular meeting.

(Amended: June, 1991)

Amendment to Constitution and By-laws — September, 1992

If the P.T.O. were to be dissolved, all assets, after outstanding debts have been satisfied, would be turned over to the Haverford Middle School for the use of the students only and to be disbursed by the Principal of the Haverford Middle School.

**FINANCIAL POLICY OF
HAVERFORD MIDDLE SCHOOL
P.T.O.**

1. Maintain a list of dues paying members to be reconciled with dues collected and deposited.
2. Treasurer will share actual bank statement with EB every month
3. Cash receipt/disbursement forms must be submitted with monies and/or bills to the Treasurer.
4. Summary of Treasurer's report shall be incorporated into Board minutes. Treasurer's report should be signed and dated by the Treasurer.
5. Bank statement should be reconciled to Treasurer's report on a monthly basis.
6. All Middle School P.T.O. accounts shall be audited each year by July 31st.
7. The month of July shall serve as a transition period for the Treasurer.