

Daniel Hand High School PTO
BYLAWS

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ARTICLE I: NAME

The name and location of this organization shall be known as DANIEL HAND HIGH SCHOOL PTO d/b/a DHHS PTO. It is located at 286 Green Hill Road, Madison, CT 06443.

ARTICLE II: PURPOSE STATEMENT

The purpose of the DANIEL HAND HIGH SCHOOL PTO (“DHHS PTO”) is to create and sustain communication and relationships between the various Daniel Hand High School (“DHHS”) sectors. The targeted DHHS sectors are comprised of, but not limited to, the students, teachers, parents/guardians, administrators, staff and patrons of Daniel Hand High School.

Therefore, our purpose is to foster a sense of support, pride and enthusiasm that capitalizes on the strengths of our students, families and community to maximize the chances that our students have an opportunity to demonstrate their best; to encourage parent and public involvement in the Madison Public School District, and more specifically, DHHS; and, to bring into closer relation the home and the school, that the parents and teachers may cooperate intelligently in the education of children and youth. This organization shall provide service for school functions, engage in fundraising projects, encourage parent, teacher, and community involvement, and cooperate with school administration in providing educational opportunities.

The DHHS PTO is a self-governing, 501(C)(3) organization that desires to partner with Daniel Hand High School to benefit all parties of the General Membership.

ARTICLE III: POLICIES

The policies shall be developed through meetings, conferences and committees and shall not direct or control the administrative activities of the school.

ARTICLE IV: MEMBERSHIP

SECTION I: General Members

Shall be:

1. All parents, stepparents, and/or guardians of current DHHS students.
2. All Daniel Hand High School teachers, administrators and support staff.

SECTION II: Voting Members

Shall be:

1. All General Members who have attended two (2) or more live in-person or virtual DHHS PTO meetings in the current academic year are eligible to be voting members.
2. Voting Members shall have the right to vote on all issues before the organization, to elect officers, and to hold office.

SECTION III: DUES

The executive board shall establish suggested donation levels, if any, for General Members.

ARTICLE V: THE EXECUTIVE BOARD

SECTION I: Composition of Executive Board

The Executive Board shall consist of the following elected officers and minimally include a President, Vice President, Secretary, and Treasurer.

The Executive Board acknowledges the cooperative relationship between it and Daniel Hand High School. Accordingly, by virtue of their office, the Principal of DHHS or their designee shall serve as a non-voting, ex-officio member of the Executive Board.

ARTICLE VI: DUTIES

SECTION I: Duties of the Executive Board

The Executive Board shall:

1. Have the authority to reassign specific job duties as required.
2. Establish the objectives of the organization and determine the policy for the development of the objectives.
3. Create standing committees and appoint chairpersons.
4. Approve the plans of all subcommittees.
5. Transact necessary business in the intervals between meetings.
6. Put together a yearly budget.
7. If needed, call a Special Meeting of the Executive Board.

8. Hold executive board meetings throughout the school calendar.
9. Hold general member meetings throughout the school calendar.
10. Removal of position is possible if said person has not performed their duties.
11. Appoint new board members if and when the need arises.
12. Get the school principal's approval. The school principal needs to be made aware of planned activities. He/She may or may not approve an activity if they deem it not in the best interest of the school. Any material such as newsletters, activity information, etc. that is to be sent home with the children needs prior approval of the principal or his/her designee.

SECTION II: Duties of the President

The President shall:

1. Run all regular, special, and Executive Board meetings. In the event that the President cannot preside over said meetings, another Executive Board member may run the meetings.
2. Coordinate the work of the officers and committees in order that the objectives may be accomplished.
3. Serve as an authorized signatory of all DHHS PTO checks, until the transition to the new president.
4. Submit PTO News to the principal for the DHHS newsletter.
5. Cast the deciding vote in case of a tie at all board and membership meetings, otherwise is not able to vote.
6. Execute decisions of the Executive Board.
7. Serve as primary contact for the principal.
8. Serve as primary contact for the Parents' Representative Council (PRC) and attend regular monthly meetings.
9. Forward all appropriate materials to the school secretary for web page updates of important DHHS PTO related information or as assigned by the President to perform.

SECTION III: Duties of the Vice President(s)

The Vice President(s) shall:

1. Attend DHHS PTO meetings. Communicate with President if unable to attend.
2. Perform duties of the President in the absence or inability of that officer to serve.
3. Should the President be unable to complete his/her term, one of the Vice President(s) would assume the office of President.

SECTION IV: Duties of the Secretary

The Secretary shall:

1. Attend DHHS PTO meetings and record the official minutes. Communicate with President if unable to attend.
2. Publish and distribute a summary of the minutes within a reasonable time frame before the next meeting.
3. In the event the President and Vice President are unable to attend a meeting the Secretary will preside.
4. Distribute the Bylaws to all executive board members and other interested parties.
5. Update DHHS PTO written documents as needed.
6. Keep a log of attendance for the meetings.

SECTION V: Duties of the Treasurer

The Treasurer shall:

1. Attend DHHS PTO meetings. Communicate with President if unable to attend.
2. Serve as an authorized signatory on all DHHS PTO accounts, until the transition to the new treasurer.
3. Maintain accounts.
4. Keep an accurate record of receipts and expenditures
5. Present a financial report at each Executive Board PTO meeting.
6. All deposits made within 30 days or sooner.
7. All payments, reimbursements made within 30 days or sooner.
8. Provide books to be audited annually by an auditing committee of two (2). The books shall be turned over to the Treasurer with a signed statement that the books are in order. The Vice President(s) shall appoint the auditing committee.
9. Place all monies in a depository appointed and approved by the Executive Board.
10. Work with the Executive Board to put together a yearly budget at the beginning of the school year and review at the end of each school year.

SECTION VI: Duties of General Member(s)

General Members are encouraged to:

1. Attend DHHS PTO meetings.
2. Chair one event.
3. Volunteer when needed.

SECTION VII: Duties of Sub-Committee Chairpersons

Sub-committee Chairpersons shall:

1. Attend DHHS PTO meetings.
2. Recruit the members for their sub-committee.
3. Report the plans and activities of the sub-committee to the Executive Board, which must approve all such reports.
4. Request control of the cash box when necessary.
5. Use their budget in order to purchase necessary supplies and materials. Any money spent in excess of the budget is subject to approval.
6. Update their records at the conclusion of the event and relinquish said records to the Secretary at that time.
7. Keep receipts of purchases; file necessary paperwork with receipts to treasurer for reimbursements, within 60 days.

ARTICLE VII: MEETINGS

SECTION I: There will be general meetings throughout the school calendar. The dates and time of the meetings shall be announced on the Daniel Hand High School website. The place and format shall be announced in the meeting notice.

SECTION II: Additional meetings of the organization may be called, either by vote of the Executive Board or by petition of the members. Special meetings may be called by the President or by any two or more members of the Executive Board. The time, place, and format of all Special Meetings shall be announced at least seven (7) days prior to the meeting, except in the case of an emergency.

SECTION III: There will be Executive Board meetings throughout the school calendar. The dates, time, and format of the meetings shall be announced to the Executive Board.

SECTION IV: General meetings shall last no longer than 90 minutes. Only topics on the agenda will be discussed. If time permits, other topics may be introduced. All unfinished business shall be carried over to the next meeting.

SECTION V: In the event of bad weather, meetings may be canceled at the discretion of the President.

ARTICLE VIII: TERMS OF SERVICE

SECTION I: Each officer shall serve a term of two (2) school years. The term of the office shall end the last day of the school year. The new officers shall begin their term immediately thereafter.

SECTION II: Immediately following the election, the newly elected officer shall begin working in tandem with the outgoing officer until the completion of the outgoing officer's term. Only the outgoing officer shall have voting privileges during this period of transition.

SECTION III: Term Limits

A person may not hold one office for more than four (4) consecutive years or two (2) consecutive terms.

SECTION IV: Each outgoing officer shall review their role and responsibilities with the newly elected officer and assist them, as needed, for up to one year. All relevant materials shall be transitioned to the incoming officer upon the conclusion of the outgoing officer's term.

SECTION V: Removal from office

The removal of any officer shall be for gross incompetence, intentional neglect, misconduct, or failing to meet the requirements of membership. An officer may be removed from office if absent from three (3) consecutive Executive Board meetings. or by a majority vote of the Executive Board for failure to fulfill the duties of their office. A special meeting of the Executive Board will be held to answer the complaint.

SECTION VI: Vacancies

Any vacancy in office due to death, resignation, removal, or inability to serve shall be filled by special elections. However, should a vacancy occur in the office of President, one of the Vice Presidents shall immediately assume the office.

SECTION VII: Officers not renewing their terms must make it known to the Executive Board in writing no later than February.

ARTICLE IX: VOTING PRIVILEGES

Refer to Article IV, Section II: Voting Members and Article VI, Section II: Duties of the President (5) above.

SECTION I: All voting members will have one vote and must be present to vote.

ARTICLE X: FINANCES

SECTION I: A budget of anticipated revenue and expenses for the year shall be presented to the organization at the beginning of the school year. This budget shall be used as a guide for the activities taking place during the year. Any substantial deviation from the budget must be approved in advance by the organization.

SECTION II: The Treasurer shall keep accurate records of any disbursements, income, and bank account information. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payments.

SECTION III: The Treasurer shall present a financial report at each Executive Board meeting of the organization and shall prepare a final report at the close of the school year. An auditing committee shall examine the reports and the accounts annually.

SECTION IV: A designated fund is money put aside for a specific purpose. Any money put into a designated fund shall only be used for that purpose. It cannot be used for other activities.

SECTION V: No loans shall be made by the organization to its officers and/or members.

SECTION VI: Upon agreement of the Executive Board or at an Executive Board meeting, any officer or officers may enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

SECTION VII: Signatories

There shall be two authorized signatories on the account, the president and treasurer. Only one signature shall be required on a check.

SECTION: VIII: Reimbursement

No reimbursements will be made without valid receipts.

SECTION IX: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for the services rendered.

SECTION X: No substantial part of the activities of the organization shall be the carrying on of political propaganda, or otherwise attempting to influence legislation.

SECTION XI: Fiscal Year

The fiscal year shall coordinate with the school year.

SECTION XII: Dissolution

Upon the dissolution of the organization, any remaining funds should be used to pay outstanding bills, and with membership's approval, spent for the benefit of the school.

ARTICLE XI: NOMINATION AND ELECTION

SECTION I: A nominating committee of 3 (2 General, non-officer members, 1 Officer) shall bring forth the nominations for the General Elections.

SECTION II: Nominations shall be called for at the general meeting held in March. A slate of persons running for offices shall be presented by the Nominating Committee at the general meeting held in April. Further nominations may be received from the floor. If all slated to run for office have accepted the nomination then the elections shall proceed.

SECTION III: The Voting Members present shall elect officers at the May meeting of the organization.

SECTION IV: There will be a ballot vote for meetings held in person or by online voting poll for meetings held by video conference if there is more than one candidate for any office. If there is only one candidate for any office, by motion from the floor, the election for that office may be by a show of hands, regardless of the format.

SECTION V: A majority of the votes cast by the Voting Members shall determine the outcome of the election. Should no person receive a majority of the votes cast, a runoff between the two (2) who received the largest number of votes shall be immediately held.

ARTICLE XII: AMENDMENT OF BYLAWS

SECTION I: These bylaws can be adopted at any General Meeting by a two-thirds majority vote. Notice shall be given at least one month prior to the meeting.

SECTION II: These bylaws may be reviewed and/or revised by the Executive Board as necessary to meet changing conditions in the school and community and brought to a vote of the General Membership.

These bylaws were adopted by the Daniel Hand High School Parent Teacher Organization (DHHS PTO) by a majority vote during a General Meeting properly called on April 5, 2022 and shall take effect immediately.

Bylaws revised by the 2021-2022 DHHS PTO Executive Board:

Keiler Snow

Beth Skudder

Jan Scott

Tracy Hardy

Nicole Wiles