

**HARDINSBURG PARENT-TEACHER ORGANIZATION**  
Supporting  
**Hardinsburg Elementary School**

**BY-LAWS**

**Article I**  
**ORGANIZATION**

- Section 1. **Name:** The name of this organization shall be the Hardinsburg Parent-Teacher Organization, hereinafter referred to as the PTO.
- Section 2. **Governing Body:** The PTO shall be governed by the Executive Board, which shall be organized and serve as set forth hereinafter, and the PTO membership.
- Section 3. **Business Address:** The official business address of the PTO shall be that of Hardinsburg Elementary School, 419 East 3<sup>rd</sup> Street Hardinsburg, KY 40143. The Executive Board may authorize delivery of mail to any other address deemed appropriate to conduct PTO business.

**Article II**  
**PURPOSE**

- Section 1. **General:** The purpose of which the PTO is organized is to provide financial and volunteer support to the faculty, staff, and students of Hardinsburg Elementary School.
- Section 2. **Specific:** The specific purposes of the PTO shall be to conduct fundraising events to supplement annual Hardinsburg Elementary School operating budgets, and to provide funding for the Hardinsburg PTO Scholarship; to promote parent volunteering for school events; and to provide other financial and volunteer support as requested by school representatives.

**Article III**  
**PTO MEMBERSHIP**

- Section 1. **Eligibility:** Any person willing to abide by the PTO policies stated herein is eligible to become a PTO member.
- Section 2. **Membership Privileges:** PTO members and Hardinsburg Elementary School faculty and staff shall be eligible to vote

in elections and on business matters conducted at PTO meetings and/or serve in an elected or appointed PTO capacity.

- Section 3. **Membership Enrollment:** The PTO shall conduct a membership drive each school year as determined by the Executive Board. However, membership enrollment may occur at any time during the school year.

#### **Article IV** **PTO MEETINGS**

- Section 1. **Frequency:** A minimum of three regular PTO meetings shall be held each school year. Unless approved otherwise by the Executive Board, the first regular PTO meeting shall be held within 60 calendar days after the beginning of the school year, and the last meeting shall be held in May.
- Section 2. **Location and Time:** All PTO meetings shall be held at Hardinsburg Elementary School unless approved otherwise by the Executive Board. Starting time for PTO meetings shall not be earlier than 5:30 p.m. or later than 7:00 p.m.
- Section 3. **Scheduling of Meetings:** Regular PTO meetings shall be scheduled by the President. PTO meetings shall not be scheduled at Hardinsburg Elementary School without prior approval of the principal or applicable school governing body. Notice of regular PTO meetings shall be given to the PTO membership at least two (2) calendar days prior to the scheduled meeting date. The meeting date will also be posted in the monthly calendar sent home with every student at the end of each month.
- Section 4. **Special Meetings:** Special PTO meetings may be called by the President or a majority of the members of the Executive Board at any time and for any purpose subject to the previously stated scheduling requirements and a two-day notice to the PTO membership.
- Section 5. **School Based Decision-Making Council Elections:** The PTO shall conduct School Based Decision Making Council Parent Representative elections at the regular PTO meeting in April upon request to do so from the Hardinsburg Elementary School principal. Elections shall be conducted in accordance with applicable School Based Decision Making Council election rules provided by the principal.

Section 6. **Quorum:** A minimum of (10) PTO members must be present at a PTO meeting to constitute a quorum for the transaction of business.

**Article V**  
**PTO OFFICERS**

Section 1. **Elected PTO Officers:** Officers to be elected by the PTO membership shall consist of the following: President, Vice President, Treasurer, Secretary, and two (2) Parent Representatives. PTO officers must have a student enrolled at Hardinsburg Elementary School for the school year in which they will serve or be a member of the HES faculty/staff.

Section 2. **Election and Term:** The President, Vice-President, Treasurer, and Secretary shall be elected by the PTO membership at the last regular PTO meeting of the school year and shall serve for a term of one year, or until their successors are elected. They shall assume office effective at the end of the school year in which they were elected. There is no limit to the number of terms in office a person may serve except as limited by eligibility requirements at Article V, Section 1. All voting for PTO officers shall be conducted by secret ballot and ballots shall be tallied by PTO officers or HES School faculty members who are not candidates in the election. In the event there is only one nominee for each office, the Secretary shall cast the ballot for the PTO membership for the nominees.

Section 3. **Nominations for Elected PTO Officer Positions:**

A. **President, Vice-President, Secretary, and Treasurer.** The Executive Board shall solicit nominations and/or volunteers for the offices of President, Vice-President, Secretary, and Treasurer from the PTO membership a minimum of three (3) weeks prior to the scheduled date of the last regular PTO meeting of the school year. The Executive Board may also solicit nominations and/or volunteers from non-members. Solicitation of nominees shall cease no later than five (5) calendar days prior to the scheduled date of the last regular PTO meeting of the school year. Solicitation shall be conducted via a survey forward to HES School parents, faculty, and staff, and shall, at a minimum, contain the date that nominations will cease, the date elections will be held, and instructions on how to submit a nomination. The survey shall also require the following information, as a minimum, from a nominee.

(1) Nominee's name, address and telephone number;

- (2) Office for which nominated;
- (3) Signature of nominee certifying consent to serve and, if not a HES staff member, certifying that nominee will have a student enrolled at HES during the term for which nomination is made.

A nomination box or container shall be available at HES for the deposit of nomination surveys throughout the period nominations are being accepted. Members of the Executive Board, as appointed by the Board Chairperson, shall coordinate with each nominee prior to the last regular PTO meeting to further verify consent to serve. A list of nominees shall be provided to the Secretary for preparation of the official ballot for election purposes. Nominations shall not be accepted after cessation of nominee solicitation. However, in the event there are no solicited nominees for an elected PTO officer position, nominations for such positions will be accepted during the meeting at which the election is conducted. If no nominations are made and accepted at the PTO meeting for one or more of these offices, the Executive Board shall operate with the newly elected officers (by committee if the President position is vacant) until such positions can be filled in accordance with procedures to fill vacancies as set forth at Article V, Section 4.

Section 4. **Vacancies:** A vacancy occurring in the office of President during the incumbent's term shall be filled by the Vice-President for the remainder of the term. Vacancies in other elected officer positions during the incumbent's term shall be filled at the discretion of the Executive Board and shall be filled by Executive Board appointment. Vacancies occurring due to the lack of nominations for an office in an election may be filled by Executive Board appointment at any time during the school year for which the election was held. In the event of any vacancy, another elected officer may consent to serve in more than one PTO officer capacity, subject to approval by the Executive Board.

Section 5. **Faculty Representative:** The PTO officer position of Faculty Representative shall be filled by a faculty member of Hardinsburg Elementary School. Method of selection of this representative shall be at the discretion of Hardinsburg Elementary School. The President shall obtain the name of the selected Faculty Representative from the principal or applicable school governing body prior to the Executive Board's first meeting of the school year.

Section 6. **Duties of PTO Officers:**

- A. **President.** The President shall call and preside over all PTO meetings and shall serve as Executive Board Co-Chairperson with the Principal as the other Co-Chairperson. The President shall ensure that all PTO business is conducted in accordance with the approved by-laws and in consonance with applicable HES policies and procedures.
- B. **Vice-President.** The Vice-President shall act as an aide to the President and shall perform the duties of President in his/her absence. The Vice-President shall work with the Media Specialist as publicity coordinators for all PTO events and shall conduct Room Count at PTO meetings.
- C. **Secretary.** The Secretary shall record and maintain a permanent record of the minutes of all PTO and Executive Board meetings. The Secretary shall post a copy of each meetings minutes on the Welcome Board at the front entrance of HES no later that two (2) weeks after each meeting. The Secretary shall be the official custodian of all meeting minutes and other PTO correspondence with the exception of financial records. The Secretary shall prepare the official copies of all election ballots and other non-financial documentation required for PTO and Executive Board meetings. The Secretary shall ensure that all applicable tangible, non-consumable property purchased or donated for PTO use is recorded on the PTO's property inventory list.
- D. **Treasurer.** The Treasurer shall receive and disburse all PTO funds as directed by the Executive Board and shall report, at PTO and Executive Board meetings, the financial status of the organization. The Treasurer shall maintain a permanent record of all financial transactions, including all expenditure receipts and financial reports, and he/she shall provide these reports to the principal by the regular scheduled SBDM Council meeting in September, November, February and May. The Treasurer shall provide other financial information and reports as requested by the Executive Board and shall be the official custodian of all PTO financial records.
- E. **Faculty Representative.** The Faculty Representative shall serve as liaison with the HES faculty and staff on matters pertaining to the PTO. The Faculty Representative shall assist other officers in the conduct of their duties and shall participate in the planning and conduct of all PTO events.

Section 7. **Removal of Office.** Any officer not fulfilling duties and obligations as established by the HES PTO by-laws shall be subject to removal of office. Officers are expected to be in attendance of all regular and special called meetings.

**Article VI**  
**EXECUTIVE BOARD**

Section 1. **Membership:** The Executive Board shall consist of all seven (7) elected PTO officers, the Faculty Representative, and the Hardinsburg Elementary School principal. All shall be voting members except the HES principal who shall be a non-voting member.

Section 2. **Vacancies:** Vacancies in elected PTO officer positions on the Executive Board shall be filled in accordance with Article V, Section 4. Any vacancy in the Faculty Representative position shall be filled for the remainder of the term at the discretion of the HES principal or applicable school governing body.

Section 3. **Meetings and Quorum:** The Executive Board shall meet as often as required to conduct PTO business. The President and Principal, acting in the capacity of Executive Board Co-Chairperson, shall call and conduct all Executive Board meetings. An Executive Board meeting may also be called by a majority vote of the voting Board members. A minimum of four (4) voting members of the Executive Board must be present at a meeting to constitute a quorum for the transaction of business.

Section 4. **Executive Board Proceedings and Authority:**

A. **Decisions:** Executive Board decisions shall be made by a majority vote of voting Board members. In the event of a tie that cannot be resolved, the Board Chairperson shall present the issue to the PTO membership for a vote at the next regular PTO meeting or at a special meeting, if deemed necessary. Said decisions by the PTO membership shall be made by a majority vote of PTO members in attendance at the meeting.

B. **Expenditures:** The Executive Board shall have the authority to approve non-budgeted expenditures of \$300.00 or less without prior consent of the PTO membership. Said expenditures shall be reported at the next regular PTO meeting.

C. **Fundraising and Volunteer Events:** The Executive Board

shall have the authority to determine which fundraising and volunteer events will be conducted by the PTO each school year from those which have been submitted by the Principal for approval to the Board of Education. The Executive Board shall plan, schedule and expend funds for the conduct of said events without prior consent of the PTO membership. Expenditures of funds in the conduct of fundraising events shall be included in the Treasurer's financial reports at regular PTO meetings.

D. **Committees:** The Executive Board may establish committees as necessary to conduct PTO business. The Board Chairperson shall appoint the members and chairperson of each committee. PTO members not on the Executive Board may be appointed to a committee, subject to the approval of the Board's Voting members.

**Article VII**  
**RULES AND PROCEDURE**

Section 1. **Generally:** The current issue of Robert's Rules of Order shall govern procedures at PTO and Executive Board meetings in so far as they do not conflict with these by-laws or any special rules of order the PTO may adopt.

**Article VIII**  
**AMENDMENT OF BY-LAWS**

Section 1. **Generally:** These by-laws may be altered, amended, or repealed and new by-laws may be adopted by a majority vote of the PTO members in attendance at the regular PTO meeting at which the vote is taken. Proposed changes to by-laws shall be presented at a regular PTO meeting. Copies of the existing by-laws and proposed changes shall be made available at HES immediately after said PTO meeting for review by PTO members. At the next regular PTO meeting, discussion of proposed changes to by-laws shall be included on the meeting agenda, and after said discussion is complete, a vote shall be taken regarding adoption of proposed changes. Amended by-laws shall take effect immediately upon approval by the PTO membership.

**Article IX**  
**FINANCE**

Section 1. **Depositories:** All PTO funds shall be deposited to the credit of the PTO under such conditions and in such banks as authorized by the Executive Board.

Section 2. **Budget Limitations:** No expenditure shall exceed the total PTO cash assets held in authorized depositories.

Section 3. **Review of Financial Records:** A review of the Treasurer's financial records shall occur if directed by a majority vote of the Executive Board. Such reviews shall be conducted by a committee appointed by the Executive Board. Upon completion of the review, the committee shall report its findings in writing to the Executive Board. A monthly statement shall be turned into the school principal Board of education.

**Article X**  
**PTO PROPERTY**

Section 1. **Property Control:** Tangible property purchased by the PTO specifically for HES School shall be considered school property for use and disposition as determined by the principal or applicable school governing body. A Tangible Property Inventory List shall be kept in the Secretary's permanent records. Property purchased by or donated to the PTO for use in fundraising events or for other PTO use shall be recorded on a property inventory list for accountability or event planning purposes. Said property inventory listing shall include sufficient information to properly identify PTO property and shall be updated with additions and deletions as property is obtained or disposition is made. A copy of said inventory list shall be kept in the Secretary's permanent records.

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Executive Board Chairperson      Date      PTO Secretary      Date

## **HES PTO By-Laws**