

**HERBERT CLARK HOOVER PARENT TEACHER ORGANIZATION  
BY-LAWS**

ARTICLE I – NAME

The name of this Organization is the Herbert Clark Hoover Parent Teacher Organization, hereinafter referred to as the Organization.

ARTICLE II- PURPOSE

The purpose of the Organization is to promote the cooperation of parents, teachers and school officials so as to secure for every child the best in physical, social and academic education.

ARTICLE III- POLICY

This organization shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise and no candidate shall be endorsed by it. The name of the organization or the names of the officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any other purpose that does not directly benefit the Organization as a whole. This Organization shall not seek to direct the administrative activities of the school or to control school policies.

ARTICLE IV-MEMBERSHIP

Any parent, guardian, or other adult standing in loco parentis for a student at the Hoover School may be a member and have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

ARTICLE V – OFFICERS & STANDING COMMITTEE CHAIRPERSONS

The officers shall be the President, Vice-President, Secretary and Treasurer. These officers and the Standing Committee Chairpersons shall be elected at the annual meeting to be held in May of the school year and shall serve for a term of 2 years and/or until their successors are elected. No person shall serve for more than two consecutive terms in the same office or committee. All terms shall begin at the close

of the annual meeting at which they were elected. There shall be a five consecutive year limit to serving on the Board in any capacity.

#### ARTICLE VI – DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Organization shall serve as Chairperson of the Executive Board and shall perform such duties as may pertain to the Office of President and shall be an ex-officio member of all committees except the Nominating Committee.

Section 2. The Vice-President shall act in the place of the President in the event of the latter's unavailability to perform the duties of said office for any reason, whatsoever. The Vice-President will also be in charge of selecting two Room Parents for each class, and compile the Emergency Call List.

Section 3. The Secretary shall record and report the proceedings of all meetings of the Organization and of the Executive Board. The Secretary shall present a written report at each Organization meeting and shall attend to correspondence as required.

Section 4. The Treasurer shall receive, collect, hold and pay out all Organization money, subject to the order of the Organization or the Executive Board and shall keep itemized accounts of receipts and expenditures. The Treasurer shall present a report at each Organization meeting and a written report at the annual spring meeting.

#### ARTICLE VII – COMMITTEES

Section 1. Standing Committees of this Organization shall be: Ways and Means Committee; Hospitality Committee; Enrichment Committee; Library Committee; Communications Committee; City-Wide PTO Representative. These committees shall have authority to carry out the duties within the framework of policies, plans and budget as approved by the executive board.

Section 2. Sub-committees may be formed to assist the Standing Committees: Sub-committees shall report to Standing Committees; Standing Committees shall report to the Executive Board.

#### ARTICLE VIII- EXECUTIVE BOARD

Section 1. The Officers, Standing Committee Chairpersons and Teacher Representatives (appointed by the Principal) shall constitute the Executive Board.

Section 2. The Executive Board, by majority vote, shall fill a vacancy occurring in any office other than that of the President. In the event of a vacancy in the office of the President, the Vice President shall succeed in that office until such term expires.

Section 3. The Executive Board shall have general supervision over the affairs of the Organization between business meetings and shall prepare the calendar of meetings, events and functions; and make recommendations to the Organization.

Section 4. The Executive Board shall appoint Chairpersons for other suggested committees and for special events or functions.

Section 5. The Executive Board shall appoint a Nominating Committee and its Chairperson in February/March of each year; the Committee to consist of at least three members, only one of whom may be an Officer of the Executive Board and or two or more from within the Board.

Section 6. The Executive Board shall appoint an Auditor whose duty it shall be to audit the Treasurer's account at the close of the fiscal year and to report to the Organization. The Auditor shall be a member of the Organization but shall not be a member of the Executive Board at the time of the audit.

#### ARTICLE IX – MEETINGS

Section 1. Meetings of the Organization shall be held at least three times during the school year with one of the three being the Annual Meeting in May and at such other times as deemed necessary and/or as requested by a majority of the Executive Board or by 20 members of the Organization. Dates of said meetings to be determined by the Executive Board.

Section 2. Notice of all meetings shall be given to members prior to any regular or special meeting either with notice read at one previous meeting or by notifying the members prior to the meeting.

Section 3. The Annual Meeting shall be held in May of each school year for the purpose of electing officers, receiving reports of officers and committee and for any other business that may arise.

Section 4. The Executive Board shall meet as deemed necessary (i.e. monthly, bi-monthly) with dates and times of meetings to be determined by the Board. Six members shall constitute a quorum of the board.

Section 5. Majority of paid members present at an Organization meeting constitutes a vote.

Section 6. Upon special request, suggestions, proposals, grievances, etc, may be presented to the Executive Board for its review, prior to the beginning of an Executive Board meeting.

#### ARTICLE X - PARLIMENTARY AUTHORITY

All meetings shall be conducted pursuant to the current addition of ROBERTS RULES OF ORDER, NEWLY REVISED in all cases to which they ARE applicable and in which they are not inconsistent with these by-laws and any special rules of order the Organization may adopt.

#### ARTICLE XI- DIRECTOR MELROSE PTO'S INC.

The Treasurer or a designee shall be a Director on the board of Melrose PTOs Inc. Such party will represent the Hoover PTO's interest and shall act within the Articles of Incorporation and by-laws of the Organization.

#### ARTICLE XII – DISSOLUTION

The Organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting. Upon the dissolution of the Organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school and/or its students. In the event of the closing of the Hoover School, the remaining funds, after all obligations are satisfied, shall be divided among the receiving schools in such proportion as the students are assigned.

#### ARTICLE XIII – AMENDMENTS

These By-Laws may be amended at the annual meeting or at a special meeting called for said purpose by a majority vote of the dues paid members present, notice of said meeting having been read at one previous meeting or a written notice having been sent to members at least two weeks prior to the annual meeting.