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**Hudson Memorial School**

**Parent Teacher Organization**

**By -Laws**

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By-Laws Drafted 10/23/2020 by standing committee. Susan Clement, Megan Grand, Yojna Mather, Dianne Chandonnet, Keith Bowen

**Article I. Name**

Name of Organization shall be the Hudson Memorial School Parent Teacher Organization (HMS PTO)

**Article II. Mission Statement**

The members of the Hudson Memorial School Parent Teacher Organization are committed to assisting

and supporting the student and family connection to Hudson Memorial School. Our primary focus is to

facilitate the positive engagement of staff and families to promote positive school/community

relationships, which enhance our children’s educational environment.

**Article II. Objectives**

The Hudson Memorial School Parent Teacher Organization pledges to:

A. Assist in providing necessary support for the purchase of materials to enhance the goals and

objectives of the school.

B. Support and assist with educational workshops/speakers/assemblies for students and staff.

C. Give on-going assistance to grade level teams and administration as needed.

D. Support the social, emotional, and academic needs of students through opportunities and

Parent Teacher Organization activities. Following school Covid guidelines.

E. Publicize and promote a positive school climate.

**Article IV. Policies**

A. This group shall neither seek to direct the administrative activities of the school nor to control

its policies.

B. The group may make suggestions to the administration concerning activities of the school if

such suggestions are made toward the betterment of conditions for all concerned (i.e., students,

teachers, administrators, and parents).

**Article V. Membership**

A. Any parent, guardian or foster parent with a student enrolled and attending the Hudson

Memorial School.

B. Each member of the Hudson Memorial School School Staff.

C. Any member is welcome to attend meetings and provide input.

D. Any member shall have the privilege of serving on committees.

E. Teacher representatives will be responsible for sharing information with their respective grade

level PTO representative through email.

F. The school Principal shall have the final say over all decisions if he/she feels it is morally, legally

or ethically necessary to do so; is in violation of building or district policy or that the decision is

not in the best interest of the school and/or the students.

**Article VI. Meetings**

A. Meetings shall be conducted in accordance with the HMS Safe Zone Policy.

B. Meetings shall promote a positive climate where all members shall be made to feel comfortable

participating and sharing ideas while being treated respectfully.

C. Members may also contact the PTO via email with any questions or concerns prior to any

meeting.

D. Any member that violates the HMS Safe Zone Policy may be asked to leave the meeting.

E. The regular monthly meetings of the PTO shall be on the 3rd Wednesday of the month at 7 p.m.

F. The board shall vote if needed on any events/fundraisers/activities that pertain to the group.

G. The president shall only vote in the event tie.

H. The Principal has final say prior to moving forward in any plans.

**Article VII. Board Positions and Responsibilities**

A. The board members of the PTO shall consist of a five person board.

B. The board shall include a President, Secretary, and three general board members.

C. Board members shall be elected at the regular meeting at the start of the school year.

D. Board members shall assume their official duties at the close of the meeting in which they are

elected.

E. Past board members shall provide transitional materials for their position to the new board

member in their role.

F. A vacancy occurring in any role shall be filled for the unexpired term by a person collected by a

vote at a regular monthly meeting.

G. Any correspondence, notices, emails being distributed through the student body and/or at the

monthly meetings shall first be reviewed by the Principal.

**1. The President shall:**

a. Partner with the school administration in meeting the Mission of the PTO

b. Delegate responsibilities fairly and effectively.

c. Work as the liaison between the administration and board members.

d. Chair monthly meetings, prepare agendas, and email copies to the board and

administration for posting on the school website and PTO facebook page.

e. Sign all contracts and obligations on behalf of the PTO

f. Represent the board and the school in a positive, cohesive manner.

**2. The Vice President shall:**

a. Assist the president and carry out the president’s duties in his or her absence or inability to serve.

b. The vice president shall also oversee the committees of this organization.

**3. The treasurer shall:**

a. Receive all funds of the organization.

b. Keep an accurate record of receipts and expenditures.

c. Pay out funds in accordance with the approval of the executive board.

d. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

**3. The Secretary shall:**

a. Take minutes of each meeting, appointing another member to do so in his/her absence.

b. Minutes should include a record of topics discussed as well as any votes.

c. Provide an emailed copy of monthly minutes to the Board as well as the School

Administration for approval and posting to the school website and Facebook page.

d. Maintain a copy of member attendance with the monthly minutes

e. Bring a copy of prior month’s minutes for all attendees.

f. Maintain a copy of the volunteer contact list and work with the board, grade level

representatives or coordinators as needed to provide contact information.

g. Participate in monthly meetings and provide input for decisions

h. Represent the board and the school in a positive, cohesive manner.

**3. The General Board Members shall:**

a. Support the standing committees as appropriate.

b. Assist the President, Vice President and Secretary as needed.

c. Participate in monthly meetings and provide input for decisions.

d. Represent the board and the school in a positive, cohesive manner.

**Article VIII. Standing Committees**

A. The board may create such standing committees as it deems necessary to promote the mission

and carry on work of the PTO.

B. The coordinator/representative for each committee shall communicate any plans with the

board prior to beginning any work.

C. The coordinator/representative must have prior approval for expenditures and follow a pre approved budget.

D. Each coordinator/representative will present updates at the monthly meetings as appropriate.

E. The board has the authority to form special committees as appropriate.

F. For all in school activities that require volunteers, fingerprinting and Covid Guidelines must be followed.

Hospitality

Hospitality is responsible for the organization and running of Fall Teacher Conferences and the

Spring Teacher/Staff Appreciation Luncheon. There may be other times during the year where the

board may ask Hospitality for their support on an activity in conjunction with another committee.

The committee has a coordinator, but relies on the generosity of HMS parents for help with food

donations and volunteer time to setup and run these events.

Grade Level Representatives

A representative per grade level acts as the liaison between the board and the teacher

representative for their respective grade. This committee helps facilitate activities that pertain to

their grade, including providing communication and support for their grade level parents. These

representatives rely on support from other HMS parents to help with any grade specific activity.

Dance Concessions

The committee has a coordinator, but relies on the generosity of HMS parents for help and volunteer time to set up and run these events. Parent volunteers sell concessions to students during a pre organized school dance usually 4 times a calendar year. Coordinators are incharge of shopping for school approved snacks and drinks. Proceeds go to student activities.

Book Fair

Book Fair supports the students and school through an onsite fair each fall. The committee has a

coordinator who is the liason to the company to get the logistics in place for the fair. The

coordinator seeks volunteer time help from HMS parents to support this fair. Funds from the fair

support field trips and or provide books for teacher classrooms as part of the PTO Fund.

Fall School Fundraiser

Fall school fundraisers take place at the beginning of each school year. This fundraiser is run

through the office. The committee has a chair that acts as the main point of contact between the

administration and the board. Support from HMS parents is usually needed for volunteer time

during activities associated with the event. For all in school fundraising Fingerprinting Guidelines must be followed and Covid Guidelines must be followed. Funds from the fair support field trips as part of the

PTO fund.

**Article IX. Request for Funds**

A. To request funds, a request form must be submitted to the PTO treasurer. If requesting reimbursement, receipts must be attached to the form and submitted within 30 days.

B. Financial obligations will not be made without sufficient funds to cover commitments.

**Article X. Amendment to the By-Laws**

A. By-laws may be amended at any time as deemed necessary by the administration and/or

current standing board.

**By -laws adjusted and voted on by Susan Clement, Megan Grand, Yojna Mathur, Dianne Chandonnet, Joy Whitaker 9/23/2020**