

## Davidson PTO Bylaws

- Article I           NAME  
The name of the organization shall be Hilliard shall be the Hilliard Davidson High School Parent Teacher Organization (PTO).
- Article II           Purpose and Objectives  
To promote the welfare of all students and to bring into closer relationship the home and the school so that parents and teachers may cooperate intelligently in the education of the students.
- Article III          Membership  
The membership of this organization will be made up of parents and/or guardians the principals, teachers, and staff. No dues are required for membership. All members have voting privileges.
- Article IV          Term of Office  
The Executive Officers shall be:  
    President or Co-presidents (not a Hilliard Davidson High School staff person)  
    First Vice President (not a Hilliard Davidson High School staff person)  
    Second Vice President (Principal or Designee)  
    Secretary  
    Treasurer  
    Two delegates to Hilliard Inter-School Council Parent Teacher Organization
- Article V           Term of Office  
The terms of these offices shall be one year, effective July 1 to June 30, concurrent with the fiscal year.
- Article VI          Elections  
Section I           Nomination of Officers  
    A nominating committee of three members shall be appointed by the President/Co-President 60 days prior to the last regularly scheduled meeting. A single slate of nominees shall be presented by the nominating committee 30 days prior to the last regularly scheduled meeting. Additional nominations may be made from the floor with the consent of the nominee.
- Section 2           Officers shall be elected at the last regularly scheduled meeting of the school year.
- Section 3           The office of Second Vice President shall be filled by the Principal of Designee.
- Article VII         Duties of Executive Officers  
Section I           The President/Co-President shall preside and conduct all meetings, enforce all rules, appoint committees, and be an ex-officio member of all committees, maintain communications between Hilliard Davidson staff and parents via PTO newsletter and website.
- Section 2           The First Vice-President shall assist the President/Co-presidents. The first Vice President shall chair meetings in the absence of the President or Co-Presidents. The First Vice President shall assume presidency in the event of the vacancy of this office.
- Section 3           The Second Vice-President shall assist the President and Vice-President by facilitating communications between the high school staff, students, and parents.
- Section 4           The Secretary shall keep records of all regular and special meetings, attend to all correspondence, and provide written minutes of the meetings.

Section 5 The Treasurer shall be responsible for all monies of the organization; shall present a written treasurer's report as to receipts, disbursements, and balance-on-hand at each regularly scheduled meeting; shall oversee fundraisers, and shall pay authorized bills within 30 days of receipt.

Section 6 The delegates to Inter-School Council shall represent this organization in all matters relating to Inter-School Council business. The delegates shall report at each regularly scheduled meeting concerning matters coming before the Inter-School Council. The delegates shall officially represent the views of Hilliard Davidson High School PTO at Inter-School Council Meetings.

Section 7 Any office, with the exception of President, which becomes vacant during the school year, shall be filled by the appointment of Executive Officers.

#### Article VIII Executive Committee

Section I The Executive Committee shall be composed of all the executive officers of this organization, as provided by Article IV, and appointed Committee chair people.

#### Article IX Funds

Section I The Executive Committee shall assume responsibility for creating a budget proposal for the upcoming fiscal year, to be voted upon at the first regularly scheduled meeting.

Section 2 The funds that may become available to this organization shall be spent upon the approval of the PTO membership.

Section 3 The Fiscal year shall be from July 1 to June 30.

Section 4 An annual audit shall be conducted prior to the conclusions of each fiscal year by a person deemed qualified to conduct said audit.

#### Article X Meeting Dates

PTO meetings may be held monthly from September through June or at the discretion of the President /Co-Presidents.

#### Article XI Quorum

A quorum shall consist of those present at any regular or special meeting of the Hilliard Davidson High School PTO with at least four Board members present.

#### Article XII Rules of Procedure

Robert's Rule of Order shall govern this organization in all cases except where they are in disagreement with the by-laws of this organization.

#### Article XIII Amendments

These by-laws may be amended at a regularly scheduled Hilliard Davidson High School PTO meeting by two-thirds (2/3) vote of the members present, providing the proposed amendment or amendments have been presented at the previous PTO meeting.