

**HICKORY GROVE ELEMENTARY SCHOOL  
PARENT TEACHER ORGANIZATION  
BY-LAWS**

**ARTICLE I  
ORGANIZATION**

**Section 1:** The name of this organization shall be the Hickory Grove Elementary School Parent Teacher Organization (PTO).

**Section 2:** The purpose of this organization shall be to support and enhance quality education, to promote interest in Hickory Grove Elementary School (HGES), and to further cooperation among administration, faculty, parents, and students of HGES.

**Section 3:** Any parent or guardian of a child attending HGES, the school principal, and any faculty member of the school shall be considered a member of the PTO Board.

**Article II  
Officers**

**Section 1:** The officers shall be President, Vice President of Fundraising, Vice President of Membership, Vice President of Communications & Marketing, Secretary, and Treasurer, and they will comprise the Executive Board. The duties of the Officers shall be those outlined in Article V below.

**Section 2:** Officers shall assume their official duties on July 1 and shall serve two years in their elected position. No officer shall serve in the same position for more than two consecutive school years. An extended term is permissible if the following conditions are met: (1) the nominating committee has been unable to fill the position by the May meeting and (2) the board approves the extended term by a 2/3 majority vote.

**ARTICLE III  
Committee Chairs**

**Section 1:** The Standing Committee Chairs and Cochairs shall be those individual members that chair or cochair a standing committee. The Standing Committees shall be those committees listed and defined in Appendix A. Appendix A shall be reviewed and approved annually by the Board in February.

**Section 2:** No Standing Committee Chair shall serve in the same position for more than two consecutive years. An extended term is permissible if the following conditions are met: (1) the nominating committee has been unable to fill the position by the May meeting and (2) the board approves the extended term by a 2/3 majority vote.

**Section 3:** The Standing Committee Chair may recruit additional sub-committee members as needed. Such sub-committee members shall not be considered Board members.

**Section 4:** Each Standing Committee chair shall provide a written year-end report to be given to the President at the May meeting. Outgoing committee chairs shall provide a folder to their replacement outlining their job duties.

**Section 5:** Each Standing Committee chair or co-chair should coordinate the scheduling of official PTO events with the school and PTO Board.

#### **ARTICLE IV**

##### **The Board**

**Section 1:** The Board shall consist of the Officers, the Standing Committee Chairs and Cochairs, and the School Principal. Executive board office and Standing Committee Chairs and Cochairs shall each have one vote. Temporary committee or sub-committee members are not members of the Board. In no event, shall any member of the Board have more than one vote, even if serving in multiple positions.

**Section 2:** The business of the PTO shall be conducted by the Board and only Board members can vote on issues, except as otherwise stated herein.

**Section 3:** All Board members are expected to attend and report at the monthly meetings. If a Board member must be absent from a meeting, then a written report shall be submitted in advance to the President. A representative of the Faculty shall attend each Board meeting.

**Section 4:** If an Officer or a Standing Committee Chair has continued lack of attendance at meetings and non-fulfillment of duties, that Officer or Chair may be asked to step down from their position, by a 2/3 majority vote of the Board, and may not be allowed to serve on the Board the following school year.

**Section 5:** The procedures to be followed at meetings shall be those outlined in

## Appendix C.

**Section 6:** Board meetings shall be held monthly during the school year (September through May) with the possible exception of December. In order to hold a meeting, a quorum of Board members must be present. A quorum consists of one more than half of the total voting Board members.

**Section 7:** Motions can be passed by a majority of Board members present at any regular PTO meeting, regarding regular business matters.

**Section 8:** Emergency business may be passed without holding a meeting, by approval of 2/3 of the entire Board. The President shall contact all Board members by e-mail or other such electronic method to obtain and document votes.

**Section 9:** All board members shall adhere to the reimbursement and cash remittance policy attached as Appendix B.

## **ARTICLE V**

### **Duties and Responsibilities of the Executive Board Officers**

**Section 1:** The President

- A. The President shall coordinate the duties of the Board and act as liaison with the school principal.
- B. The President shall prepare the agenda for and preside over all Board meetings.
- C. The President shall call Executive Board meetings as needed throughout the school year.
- D. The President shall work with the Treasurer and School Principal to develop a proposed budget for the coming school year with input from the Executive Board. The proposed budget will then be presented and voted upon (2/3 approval of Board required to pass) at the September meeting.
- E. The President is entitled to vote only in case of a tie and is not allowed to make or to second a motion. The President is counted as part of the quorum.
- F. Temporary committees may be appointed by the President, following approved motion(s) from the Board.
- G. The President shall have served on the Board at least one year prior to holding the position of President.
- H. The President shall be a member ex-officio of all committees except the Nominating Committee.

**Section 2:** The Vice-President of Membership:

- A. Responsible for the recruitment and alignment of new PTO members and the retention and repositioning of existing members once their terms are complete, subject to Board approval.
  - a. Generate interest in the PTO and recommend and lead initiatives that make the PTO more enticing and inviting to parents.
  - b. Manage PTO representation at back to school events.
  - c. Manage a list of general volunteers and volunteer needs.
  - d. Serve as Volunteer Coordinator for the Board.
- B. Manage the PTO organizational structure by tracking and filling open positions and maintaining supporting documentation, including the PTO Organizational Chart and the Slate, as recommended by the Nominating Committee.
- C. Promote engagement within the PTO:
  - a. Organize social events and philanthropic activities for the PTO.
  - b. Promote Diversity and Inclusion within the PTO.
  - c. Develop and implement a plan to recognize member milestones, such as birthdays, years of service, or accomplishments within the PTO.
- D. Manage general inquiries regarding PTO membership; respond to member/non-member information inquiries and other requests for assistance.
- E. Oversee the Nominating Committee.
- F. Lead meetings in the President's absence.

**Section 3: The Vice-President of Fundraising:**

- A. Coordinate and oversee the Fall Fundraiser and/or Direct Donation drive.
- B. Set overall annual fundraising goals for the PTO and assist the committee chairs with planning and coordination of activities that contribute to fundraising. This includes all activities that have a budgeted income in the annual financials.
- C. Work with the Launch Coordinator to fundraising component of the event, including silent auction, raffle, and event pricing.
- D. Review fundraising initiatives and manage overall burden on the school and the board. Recommend new or alternative initiatives annually.
- E. Seek a determination from the Board each Spring regarding whether to pursue a traditional fundraiser or a donation drive in the Fall Semester.

**Section 4: The Vice-President of Communications & Marketing:**

- A. Oversee the promotion of and publicity for the Board and Board sponsored activities and events, including the advertisement of the monthly Board meetings.
- B. Directly responsible for the management and maintenance of PTO marketing and communication tools including but not limited to:

- a. bulletin boards
  - b. social media accounts
  - c. the PTO website
  - d. questionnaires
- C. Oversee outreach to parents and/or guardians of students at HGES to garner enthusiasm for and support of the work of the Board.
- D. Centrally manage vendor and donation requests.
- E. Lead public relations initiatives by working with the PTO Executive Board, School Administration, and parents to gather and promote newsworthy events.

**Section 5: The Secretary:**

- A. Ensure that a quorum is present at the start of each meeting.
- B. Record the minutes of all meetings. Send a copy of such minutes to the appropriate person for publication on the school web site within 10 days of each meeting. Provide via e-mail, a copy of minutes to the Board within 10 days of meetings. Retain minutes for seven (7) years.
- C. Record attendance at all meetings and escalate attendance issues to the Executive Board.
- D. Handle all necessary correspondence.
- E. Maintain and update By-Laws and assure all meetings and processes are conducted in accordance with the By-Laws.
- F. Maintain group email list for the board.
- G. Responsible for meeting cadence, managing meetings length and flow.
- H. Advise on parliamentary procedures using Robert's Rules of Order.

**Section 6: The Treasurer:**

- A. Responsible for finances, including:
  - a. Work with the President and School Principal to develop an annual budget, develop a draft budget, present proposed changes to the Board, and update the financial reports based on approved changes.
  - b. Collect Disbursement Requests and enforce the Reimbursement and Cash Remittance Policy. The Treasurer shall not reimburse sales tax without Board approval.
  - c. Ensure two signatures are obtained on all checks.
  - d. Collect all money received by the PTO and make bank deposits in a timely manner.
  - e. Maintain accurate and timely records.
  - f. Perform monthly closing process in a timely manner; reconcile the bank statement and develop financial statements.

- g. Manage the cash flow.
- B. Present a complete oral and written report of the monthly financial results at the next scheduled Board meeting or email the report by the end of the following month if a meeting is not scheduled. Highlight any variances from budget and abnormalities found during the closing process. If the Treasurer cannot attend the meeting, then a written report shall be submitted in advance to the President.
- C. Forward a copy/e-mail of the current Treasurer's report, detailing income and expenses, to the appropriate person for posting on the school web site within 10 days of meeting.
- E. Keep a record of all receipts and expenditures for seven (7) years.
- F. Prepare the books for review and manage the district audit at the end of each fiscal year. Present results and exceptions to the Board.
- G. File appropriate government forms.

## **ARTICLE VI**

### **Nominating Committee**

**Section 1:** The Nominating Committee shall consist of the VP of Membership and two other PTO Board Members, appointed by the Board at the February Board meeting,

**Section 2:** The Nominating Committee shall present a slate of nominees for the officers and the Standing Committee Chairs at the March meeting. The slate will be published in the school bulletin the week before the April meeting. The Board will vote on the slate of nominees at the April Board meeting. Any general member present at the April meeting may vote on the slate of nominees. A simple majority of all PTO members is required to approve each position on the slate of nominees. In the event any position is not approved, then the Nominating Committee will reconvene, and the Board will vote on the additional nominations at the next Board meeting with a majority required to approve the nominations.

**Section 3:** If vacancies occur on the Board during the year, the VP of Membership shall recommend replacements subject to the majority vote of the Board, notice of such election having been given. In the event the President position becomes vacant, an Executive Board member shall be elected President with approval of a majority of the Board and notice of such election having been given. VP of Membership shall become interim President until the Board can vote to approve the replacement.

## **ARTICLE VII**

### **By-Laws**

These By-Laws are adopted as the rules of government of the PTO. These by-laws may be amended by a two-thirds vote of the PTO Board Members at any regular meeting.

Adopted: September 17, 2012

Amended: February 18, 2014

Amended: August 26, 2014

Amended: February 10, 2015

Amended: May 5, 2015

Amended: September 10, 2019

Amended: May 10, 2022

**HICKORY GROVE ELEMENTARY SCHOOL  
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**Appendix A**

**Duties and Responsibilities of the Standing Committee and Standing  
Committee Chairs**

**Accelerated Reader:**

- A. Coordinate and assist the Principal, teachers and students in structuring and promoting the AR program within HGES.
- B. Coordinate ordering and distribution of incentives and awards.

**Copy Coordinator:**

- A. Recruit and coordinate volunteers to meet copy needs.
- B. Coordinate copying needs with faculty.

**Book Fair:**

- A. Coordinate and promote the annual school Book Fair, including activities such as Family Reading Night and Breakfast with Books.
- B. Recruit and coordinate volunteers for the Book Fair.
- C. Identify and coordinate additional book sale opportunities that will provide benefits to the HGES library and classroom libraries.
- D. Work with school librarian to ensure funds raised are used to benefit the HGES library and classroom libraries.

**Restaurant Nights:**

- A. Coordinate and promote periodic restaurant nights and collection of the proceeds.
- B. Recruit and coordinate volunteers, as needed.

**Room Parent:**

- A. Coordinate parent volunteers for each classroom, such as room parents or classroom party coordinators.
- B. Ensure classroom volunteers understand school policies and serve as a liaison between school administration and volunteers.
- C. Remind volunteers of their duties and communicate requests from the staff, administration, and PTO.
- D. Act as a liaison between classroom volunteers and the Board and the faculty.

- E. Purchase treats for annual Field Days and coordinate volunteers to hand out treats at Field Day.

**Events:**

- A. Support Vice President of Fundraising with development of fundraising strategy.
- B. Develop Event Schedule with VP of Fundraising once fundraising strategy is set, including both fundraising and social (free or limited cost) events. Discuss proposed schedule with the Exec Board and Principal before the budget is set at the beginning of the year.
- C. Coordinate and organize events for the HGES Students and/or their families. Examples of past events include Donuts with Dads, Muffins with Moms, Family Skating event, Family Movie Night, The Fun Run, Silent Auction, and The Launch.
- D. Work with the Vice President of Membership to identify subcommittee positions to assist in coordination of these events.
- E. Oversee sub committees and delegate tasks as needed.

**Spirit Wear/Spirit Day:**

- A. Coordinate the promotion of wearables and other merchandise containing school logos.
- B. Provide sample merchandise and order forms throughout the school year.
- C. Advertise Spirit Wear samples on the HGES PTO Website.
- D. Coordinate with the principal school spirit days and spirit weeks throughout the year.

**Staff Appreciation:**

- A. Recognize all faculty and staff celebrating their birthdays with cards and gift cards.
- B. Coordinate for teachers and staff special events (i.e. teacher conference luncheon, Teacher Appreciation Week, etc.)
- C. Coordinate the purchase of a gift for the music teacher three times per year following each grade level music performance. Be responsible for presenting the band & orchestra teachers each with a gift card at the first band concert of the year which is held at HGES.
- D. Coordinate the preparation and promotion of teacher wish lists at holiday time.

**Yearbook:**

- A. Coordinate the annual school yearbook.
- B. Take orders for the yearbook and distribute the final product.
- C. Collect photos from the teachers and parents to complete the yearbook.

**Outdoor Learning Center Project Manager:**

- A. Establish yearly budget with Principal and PTO President.
- B. Work with communications to provide quarterly update to community on ongoing Outdoor Learning Center projects/maintenance.
- C. Work with Principal and PTO President on continuous maintenance plan.

**Culture Chair:**

- A. Coordinate activity and/or event to promote culture and diversity at HGES.
- B. Recruit volunteers to assist with given activity or event as needed.

**School Supply Chair:**

- A. Coordinate the annual school supply order through a vender by gathering school supply lists, setting prices to ensure adequate fundraising, promoting the program, and collecting orders. Coordinate pricing strategy with the Vice President of Fundraising.
- B. Sort and deliver the school supplies to each classroom upon arrival.

**Fundraising - Programs:**

- A. Support Vice President of Fundraising with development of fundraising strategy.
- B. Identify appropriate shopping/rewards programs that align with fundraising needs.
- C. Coordinate and promote shopping/rewards programs.

Adopted: September 17, 2012

Amended: February 18, 2014

Amended: August 26, 2014

Amended: February 10, 2015

Amended: May 5, 2015

Amended: September 10, 2019

Amended: May 12, 2020

Amended: September 12, 2021

Amended: May 10, 2022

Amended: April 11, 2023

Amended: January 14, 2025

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**Appendix B**

**Reimbursement and Cash Remittance Policy**

Any person seeking reimbursement from the PTO Treasurer related to a PTO expense shall submit a check request form and provide original receipts to the Treasurer. The Treasurer shall issue a check to the requester within 10 days if the item is for an approved PTO budget item and proper documentation has been submitted.

Any funds collected related to a PTO sponsored event or committee shall be remitted to the Treasurer within 5 days after the collection process is complete.

Any person purchasing items on behalf of the PTO shall use the PTO's tax-exempt form whenever possible. Sales tax will not be reimbursed without prior Board approval.

Any expense in excess of the PTO budget will not be reimbursed without the Board's prior approval.

All receipts and cash collected for the current school year shall be submitted to the Treasurer prior to the last day of school.

All PTO checks require two signatures. The following PTO officers and members of the administration will be authorized to sign checks, upon proper documentation submitted to the bank at which the account is held: President, Vice President (Membership), and Treasurer.

Adopted: September 17, 2012

Amended: September 10, 2019

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**Appendix C  
Meeting Procedures**

Conducting a meeting:

- If a quorum is present, as defined in Article IV, Section 6, the President shall call the meeting to order. If a quorum is not present, the President shall ask for a motion to suspend the rules so that business may be conducted by those present. No vote may be taken if there are less than 1/3 of voting members present at a meeting. If a motion to suspend the rules passes by a majority of those present, then the President shall call the meeting to order.
- The mission and the norms shall be reviewed by the President at the beginning of the meeting.
- The President shall ask for any amendments to the agenda. After any amendments, participants shall approve the agenda.
- The President shall conduct the meeting according to the agenda, allowing the indicated time period for discussion and/or presentation of each item.

**Motion procedures:**

- A motion is presented by a member.
- Another member seconds the motion.
- The members debate the motion.
- The President asks for affirmative votes and then negative votes.
- The President announces the results of the vote.

**Other matters of procedure:**

- If a matter of procedure arises during the meeting, not covered by this Appendix C, then Robert's Rules of Order, Newly Revised, shall control.

Adopted: February 18, 2014

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**Appendix D  
Purchase Policy**

When selecting a new supplier for HGES PTO purchases, where the aggregate over one school year is equal to or greater than \$1000, at least three different vendors must be evaluated, including cost and quality of product. Final review and approval are required by the president and the treasurer.

Adopted: September 14, 2021