

HPTA BYLAWS
Hanover Parent Teacher Alliance (HPTA)

ARTICLE I — NAME

The name of this organization shall be the Hanover Parent Teacher Alliance (“HPTA”).

ARTICLE II — PURPOSE

The purpose of the HPTA is to foster a strong partnership between families, educators, and the Hanover community in order to enhance the educational experience of Hanover students. The HPTA shall support students and schools through volunteerism, community engagement, educational enrichment, advocacy, and fundraising activities that directly benefit the Hanover Public Schools.

ARTICLE III — VALUES

The HPTA is committed to the following core values:

1. **Inclusivity** – Ensuring all families, students, staff, and community members feel welcomed and respected.
2. **Partnership** – Promoting collaboration among families, educators, administrators, and the broader community.
3. **Accountability** – Maintaining transparency, integrity, and responsible stewardship of organizational resources.
4. **Commitment** – Supporting the educational, social, and emotional well-being of Hanover students.
5. **Engagement** – Encouraging volunteerism, participation, and new ideas that strengthen the school community.
6. **Prudence** – Conducting all activities responsibly and in a manner appropriate to the mission and nonprofit status of the organization.

ARTICLE IV — ORGANIZATIONAL STATUS

1. The HPTA is organized exclusively for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code and applicable laws of the Commonwealth of Massachusetts.
2. The HPTA shall operate independently and shall not be controlled by any outside organization, business, political entity, or individual.
3. The HPTA shall use its funds solely to further its stated mission and objectives.

4. The HPTA is committed to maintaining an inclusive and representative leadership structure that reflects and supports the diversity of the Hanover school community.

ARTICLE V — MEMBERSHIP

Section 1. Eligibility

Any parent, guardian, family member of a currently enrolled Hanover Public Schools student, or Hanover Public Schools staff member may become a member of the HPTA by supporting the mission, policies, and bylaws of the organization.

Section 2. Executive Board

The Executive Board shall oversee the leadership, governance, and operations of the HPTA.

The Executive Board shall consist of:

- President
- Vice President
- Treasurer
- Secretary
- Director of Social Media

Additional officer positions may be established by vote of the Executive Board as needed.

No individual may hold more than one elected office simultaneously.

Officers shall serve three-year terms. To ensure continuity of leadership and institutional knowledge, officer terms shall be staggered as follows:

Class A Officers (elected in odd-numbered years):

- President
- Secretary

Class B Officers (elected in even-numbered years):

- Vice President
- Treasurer
- Director of Social Media

Officers may serve a maximum of two (2) consecutive three-year terms in the same position unless an extension is approved by a two-thirds (2/3) vote of the Executive Board due to operational necessity or lack of available candidates.

For purposes of establishing staggered terms, the Executive Board may adjust the length of an initial term as necessary to implement the election cycle.

Section 3. Quorum

A quorum for Executive Board meetings shall consist of a simple majority of current Board members.

ARTICLE VI — MEETINGS

Section 1. Regular Meetings

The Executive Board shall hold regular meetings during the school year at dates and times determined by the Board.

Section 2. Special Meetings

Special meetings may be called by the President or Vice President. Notice shall be provided to Board members no fewer than forty-eight (48) hours prior to the meeting.

Section 3. Open Meetings

General HPTA meetings shall be open to members of the organization. The Executive Board may enter executive session for confidential matters including personnel, legal, or sensitive financial discussions.

Section 4. Compensation

All officers and volunteers shall serve without compensation. Reasonable expenses incurred on behalf of the HPTA may be reimbursed in accordance with Board-approved financial procedures and policies.

Section 5. Collaboration with Hanover Public Schools

The HPTA shall collaborate with Hanover Public Schools administration, educators, staff, and families to enhance the student experience. The HPTA shall not interfere with school administration or seek to direct school policy or operations.

Section 6. Removal of Officers

An elected or appointed officer may be removed from office by a two-thirds (2/3) vote of the Executive Board if such removal is determined to be in the best interest of the HPTA.

Notice of the proposed removal shall be provided to all Board members at least three (3) days prior to the meeting.

Section 7. Vacancies

Any vacancy occurring on the Executive Board shall be filled by appointment of the Executive Board for the remainder of the unexpired term.

ARTICLE VII — DUTIES OF OFFICERS

Section 1. President

The President shall:

- a. Serve as the chief executive officer of the HPTA.
- b. Preside over all meetings of the HPTA and Executive Board.
- c. Serve as an ex-officio member of all committees.
- d. Coordinate the activities of officers and committees.
- e. Have signatory authority on organizational financial accounts including debit card authorization.
- f. Assist in recruiting and developing future leadership.

Section 2. Vice President

The Vice President shall:

- a. Perform the duties of the President in the President's absence.
- b. Assist the President in carrying out organizational responsibilities.
- c. Chair committees or oversee initiatives as assigned by the President or Executive Board.

Section 3. Secretary

The Secretary shall:

- a. Record and maintain accurate minutes of all meetings of the HPTA and Executive Board.
- b. Ensure approved meeting minutes are published on the HPTA website within a reasonable period following Board approval, excluding confidential matters permitted to remain private.
- c. File any required organizational reports with the Commonwealth of Massachusetts.
- d. Provide notice of meetings to members and Board officers.
- e. Maintain official organizational records.
- f. Perform additional duties assigned by the President or Executive Board.

Section 4. Treasurer

The Treasurer shall:

- a. Maintain custody and oversight of all HPTA funds and financial records.
- b. Serve as an authorized signatory on all HPTA bank accounts and approved financial instruments, including any organizational debit cards.
- b. Ensure all funds are deposited into Board-approved financial institutions.
- c. Maintain accurate records of receipts, expenditures, and account balances.
- d. Disburse funds in accordance with the approved budget and Board authorization.
- e. Present written financial reports at Executive Board meetings.
- f. Prepare or coordinate all required federal and state tax filings, including IRS Form 990.
- g. Assist in preparing the annual operating budget.
- h. Serve as the primary liaison between the HPTA and Hanover Public Schools regarding donations, disbursement of approved funds, and financial coordination related to HPTA-sponsored initiatives and contributions.
- j. Ensure that all financial practices comply with HPTA policies, nonprofit requirements, and applicable laws.

Section 5. Director of Social Media

The Director of Social Media shall:

- a. Oversee and manage the HPTA's official social media platforms.
- b. Promote HPTA-sponsored events, initiatives, and activities through approved online content.
- c. Ensure all social media content aligns with the mission, values, and policies of the HPTA.
- d. Obtain approval from the President or Executive Board prior to publishing content relating to official HPTA positions, financial matters, fundraising campaigns, or public statements.
- e. Maintain professionalism and confidentiality in all online communications.
- f. Not independently communicate policy decisions or make commitments on behalf of the HPTA without Board authorization.
- g. Perform additional duties assigned by the President or Executive Board.

Section 6. Transition of Records

Outgoing officers shall provide their successors with all organizational materials, records, passwords, documents, and reports related to their office within thirty (30) days of leaving office.

ARTICLE VIII — COMMITTEES

Section 1. Establishment

The Executive Board may establish standing or temporary committees as necessary to support the mission and activities of the HPTA.

Section 2. Committee Authority

All committees operate under the authority and supervision of the Executive Board.

Committees may research, recommend, organize, and implement activities approved by the Executive Board but shall not independently:

- establish organizational policy,
- obligate or expend funds,
- enter into agreements,
- make public statements on behalf of the HPTA,
- or otherwise bind the organization without prior Board authorization.

Section 3. Committee Responsibilities

Committee members may assist with:

- community engagement,
- fundraising,
- teacher appreciation initiatives,
- event planning,
- volunteer coordination,
- and other activities approved by the Executive Board.

Section 4. Financial Oversight and Authority

- a. All funds raised under the HPTA name or using HPTA resources remain the property of the HPTA and are subject to Executive Board oversight.
- b. Committee budgets shall be established and approved by the Executive Board.
- c. Committee members may not independently obligate, commit, or expend HPTA funds outside their approved budget or without required Board approval.
- d. Any expenditure exceeding the approved committee budget or outside the approved scope of activities must receive prior approval from the Executive Board.
- e. Committee members shall maintain transparency regarding planned expenditures, fundraising activities, and event-related financial commitments.
- f. Failure to comply with HPTA financial procedures or Board directives may result in suspension of spending authority or removal from the position by vote of the Executive Board.

Section 5. Terms

Committee terms and appointments shall be determined by the Executive Board.

ARTICLE IX — BUILDING REPRESENTATIVES

Section 1. Purpose

Building Representatives serve as liaisons between the HPTA Executive Board and individual Hanover Public Schools.

Building Representatives support school-specific activities, encourage family engagement, and assist in implementing HPTA-approved initiatives at their assigned schools.

Section 2. Appointment and Terms

Building Representatives shall be appointed or elected in a manner determined by the Executive Board.

To serve as a Building Representative, an individual must be a parent or legal guardian of a currently enrolled student attending the school they represent.

Building Representatives may serve up to two consecutive two-year terms unless otherwise approved by the Executive Board.

In the event a Building Representative no longer has a child enrolled at the school they represent, their term shall automatically conclude at the end of that school year unless otherwise approved by the Executive Board.

Section 3. Responsibilities

Building Representatives shall:

- a. Coordinate school-specific activities and events in collaboration with the Executive Board.
- b. Maintain regular communication with the Executive Board regarding school needs, activities, and concerns.
- c. Act as a conduit of communication between the Executive Board and school population.
- c. Provide updates at Board meetings as requested.
- d. Support HPTA fundraising, volunteer coordination, and community engagement efforts.
- e. Ensure that all school-level activities comply with HPTA bylaws, financial policies, and Board directives.
- f. Respond to reasonable requests for information, documentation, or clarification from the Executive Board in a timely manner.

Section 4. Financial Oversight and Authority

- a. All funds raised under the HPTA name or using HPTA resources remain the property of the HPTA and are subject to Executive Board oversight.
- b. School or building budgets shall be established and approved by the Executive Board.

- c. Building Representatives may not independently obligate, commit, or expend HPTA funds outside their approved budget or without required Board approval.
- d. Any expenditure exceeding the approved building budget or outside the approved scope of activities must receive prior approval from the Executive Board.
- e. Building Representatives shall maintain transparency regarding planned expenditures, fundraising activities, and event-related financial commitments.
- f. Failure to comply with HPTA financial procedures or Board directives may result in suspension of spending authority or removal from the position by vote of the Executive Board.

Section 5. Authority

Building Representatives serve in a representative and operational capacity only and shall not independently:

- establish policy,
- make public statements on behalf of the HPTA,
- enter into contracts,
- or bind the HPTA to financial or organizational commitments without Executive Board authorization.

ARTICLE X — FINANCIAL AND LEGAL ADMINISTRATION

Section 1. Fiscal Year

The fiscal year of the HPTA shall run from July 1 through June 30.

Section 2. Annual Budget

The Executive Board shall approve an annual operating budget for HPTA activities and expenditures.

Section 3. Banking

All HPTA funds shall be deposited in financial institutions approved by the Executive Board.

Section 4. Financial Controls

- a. No officer, committee member, volunteer, or representative of the HPTA may independently obligate, commit, or expend HPTA funds without prior authorization consistent with the approved budget or approval by the Executive Board.
- b. Any expenditure not specifically included within the approved budget and exceeding \$500.00 shall require approval by a majority vote of the Executive Board prior to commitment or purchase.

- c. No individual may enter into contracts, vendor agreements, reservations, or financial commitments on behalf of the HPTA without prior Board approval.
- d. Requests for reimbursement must include appropriate receipts or supporting documentation and must be submitted within thirty (30) days of the expense unless otherwise approved by the Board.
- e. Unauthorized expenditures may be denied reimbursement by vote of the Executive Board.

Section 5. Financial Oversight

The Treasurer shall provide financial reports at Board meetings and maintain accurate financial records available for review by the Executive Board.

Section 6. Mismanagement of Funds

Any accidental financial mismanagement or accounting error shall be promptly disclosed to the Executive Board for review and corrective action.

Intentional misuse, misappropriation, or unauthorized use of HPTA funds may result in:

- removal from office,
- denial of reimbursement,
- repayment obligations,
- or additional legal action if deemed necessary by the Executive Board.

Section 7. Conflict of Interest

Any officer, committee member, or volunteer with a financial or personal interest in a matter before the HPTA shall disclose the nature of the interest and refrain from voting on the matter.

The Executive Board may adopt additional conflict-of-interest policies as necessary to protect the integrity and tax-exempt status of the organization.

Section 8. Charitable Assistance and Individual Benefits

The HPTA shall not provide direct financial assistance, gifts, or payments benefiting an individual student, family, staff member, or community member unless:

- such assistance is part of a formally adopted Board-approved program or initiative,
- the criteria for eligibility are objective and nondiscriminatory,
- and the expenditure has been approved by the Executive Board.

No committee member, volunteer, or officer may independently designate recipients of HPTA funds, donations, sponsorships, or financial assistance.

All charitable giving or student support initiatives must align with the mission, nonprofit status, and policies of the HPTA.

ARTICLE XI — NONPARTISAN AND NONPOLITICAL ACTIVITIES

The HPTA shall remain a nonpartisan and nonpolitical organization.

The HPTA shall not endorse, oppose, or publicly take positions on:

- political candidates,
- political parties,
- municipal ballot measures,
- tax overrides,
- elections,
- or other partisan political matters unless expressly required to protect the organization's legal or operational interests and approved by a two-thirds (2/3) vote of the Executive Board.

No officer, committee member, volunteer, or representative may use the HPTA name, logo, social media platforms, meetings, mailing lists, or organizational resources to support or oppose political campaigns, ballot initiatives, or partisan advocacy efforts.

Nothing in this Article shall prohibit the HPTA from:

- supporting the general mission of public education,
- advocating for the welfare of students,
- providing nonpartisan informational programming,
- or collaborating with Hanover Public Schools on educational initiatives consistent with the HPTA's mission.

The personal political views or activities of individual members shall not be represented as positions of the HPTA.

ARTICLE XII — AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of members present at any properly noticed meeting of the HPTA, provided that written notice of the proposed amendment(s) is provided to members at least thirty (30) days prior to the vote.

APPROVAL

Date Approved: _____

President: _____

Secretary: _____