

Hanover Parent Teacher Alliance (HPTA) - Bylaws

Introduction

Hanover Parent Teacher Alliance exists to support Hanover Schools and the wider community to help every child achieve their potential.

We undertake our work with, and through, the support of our community, in particular the families of Hanover Public School Students. Our goal at HPTA is to provide amazing experiences that complement our children's core education, and to support & celebrate teachers for all that they do.

Values

HPTA strives to be:

An *inclusive* organization – No-one is left out.

A *partnering* organization – Playing our part and valuing the contribution of others.

Accountable – We do what we say we are going to do, and we are transparent as we go about our work.

We are *committed* – Dedicated to our children's wellbeing and success.

An *engaging* organization – Creating a community where new people and fresh ideas are welcome.

Prudent – We provide support, activities, and events appropriate for a PTA to undertake, raising only such funds that are necessary to do our work. We are good stewards of the resources available to us.

Priorities

HPTA sets priorities in alignment with the Hanover School Committee & School leadership, and in accordance with the resources available.

In broad terms HPTA seeks to involve families, promote high quality communication with the whole School Community, design experiences that enhance students school life, recognize, and show gratitude to teachers, recruit volunteers to support activities and events, and cultivate a culture of connected community across Hanover Public Schools; we are one school system.

An overarching priority is to ensure the fiscal viability of the HPTA.

Articles

Article 1. Name - The name of this organization shall be **Hanover Parent Teacher Alliance (HPTA)**

Article 2. Goal - HPTA exists to help foster a strong relationship between community and schools and enhance Hanover Students school experience by providing additional activities, materials, equipment, and financial support through fundraising efforts.

Article 3. Policies – HPTA is non-commercial and non-partisan. HPTA does not engage in political activity and will not endorse candidates for office. The name, HPTA, cannot be used for any other purpose other than the regular work of the organization. HPTA may cooperate with other organizations for the benefit of the School Community, providing no unauthorized commitments are made which bind its members or monies.

Article 4. Organizational Status -

HPTA is a 501(c)3 entity as defined by the State of Massachusetts and therefore is governed by all expectations thereof as follows.

A tax-exempt non-profit.

At least 51% of HPTA's Board of Directors are women.

HPTA's Board of Directors and Voting Membership control daily and long-term operations.

HPTA is regularly and actively engaged in the stated business activities of the organization.

HPTA is not dependent upon or influenced by another non-eligible person or organization in its work.

Article 5. Membership - Any Hanover Public School staff or parent/guardian with an enrolled student who is interested in the goals of this organization may become a member. Members of the organization must be willing to uphold the organization's basic policies and subscribe to its bylaws.

5.1 HPTA has an Executive Board which provides leadership for all activities of the organization. The Executive Board is responsible for operational and strategic matters and, from time to time, will provide recommendations for the HPTA membership to vote on.

5.2 The Executive Board of the HPTA comprises a President, two Vice-Presidents, Treasurer, and Secretary. No member can hold two or more offices at the same time. Executive Board Officers are elected by the Membership and must be HPTA members, in good standing, at the time of

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election. Officers can serve for a maximum of three two-year terms upon re-election at a General Meeting. Officer terms will coincide with the fiscal year of the organization.

5.3 A quorum consists of a simple majority of Board members present for any meeting of the Executive Board.

5.4 The HPTA Executive Board shall:

Transact necessary business as may be referred to the organization, students, teachers, parents, or administration.

Create standing committees.

Approve plans of work of the standing committees.

Present reports and recommendations at the meetings of the organization.

Approve and submit to the organization for their approval a budget, including the necessary expenses of the officers and committees, prepared by the Treasurer. Accompanying the budget shall be a financial statement of revenues and expenditures for the previous year.

Approve routine bills within the limits of the budget.

5.5 Regular meetings of the Executive Board shall be held monthly during the school year, except for December, February, and April.

5.6 Officers serve without compensation with the exception that expenses incurred in undertaking the business of HPTA will be reimbursed upon submission of receipts or other appropriate documentation. Officers wishing to resign will submit, in writing, their notice of resignation to the Secretary of the HPTA.

5.7 Open meetings of the HPTA will be held during the school year. Special meetings may be called by the President or Vice-President. Written notice for a special meeting is required and should be delivered not less than 48 hours before the date of the Special Meeting.

5.8 HPTA Board Officers shall cooperate with Hanover Public Schools, through school leadership, staff, families, and HPTA school Representatives, to support the enhancement of the student experience, in ways that will not interfere with the administration of the school and shall not seek to control their policies. The Board reserves the right to question the use of any financial support requested.

5.9 Any officer, elected or appointed by the Board, may be removed by 2/3 vote of the HPTA Executive Board present whenever, in its judgment, the best interests of the organization would be served thereby. Such removal shall be without prejudice to the person so removed. Notice must be given to all Board members three (3) days prior to the meeting.

5.10 A vacancy occurring in any Executive Board office shall be filled for the unexpired term by a person appointed by the Executive Board. Notice of such appointment shall be given to the membership.

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Article 6. Purpose – HPTA exists to support the Hanover Public Schools along with activities, events, equipment, and investments.

6.1 Using HPTA resources to support other organizations, entities, or students living in Hanover but not enrolled in Hanover Public Schools is prohibited.

Article 7. Officer duties -

7.1 The President shall:

Be the leader of HPTA.

Preside at all meetings of the organization, the Executive Board and be a member ex-officio of all committees.

Coordinate the work of the officers in order that the goals may be promoted. Have signatory for signing of checks and have access to view account(s).

Recruit new members of the Executive Board.

7.2 The Vice President(s) shall:

Preside in the absence of the President.

Act as aide to the President.

Chair committees, lead programs and initiatives of the HPTA, and perform other duties as required or delegated by the President.

7.3 The Secretary shall:

Record and duplicate the minutes of all meetings of the organization including the Executive Board. Minutes shall be made available on request, and written copies given to the membership at Executive Board meetings on request.

File form MGL 180 Corporation Annual Report with the Secretary of the Commonwealth of Massachusetts listing the Executive Board Officers.

Give notice of upcoming HPTA meetings to members a week ahead of the meetings taking place

Perform such other duties as may be delegated by the President.

7.4 The Treasurer shall:

Establish and maintain a bank account in the name of the organization. Authorized signatures shall be the President and Treasurer.

Have all monies be placed in a depository approved by the Board.

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Receive all monies for the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approved budget as authorized by the Board.
Present a written statement of accounts at every Board meeting of this organization.
Present a written financial statement upon request of the organization and at other times as requested by the Executive Board, making a full report at the end of the fiscal year.
File the 990 on behalf of HPTA as well as any other Massachusetts required filings.

7.5 School/Building representatives shall:

Be the key HPTA presence in Hanover Schools
Establish effective relationships and communications with staff and parents/guardians.
Help organize and lead School activities and events.
Report on such activities to the HPTA Board and operate within the policies and bylaws of the HPTA.
Serve a maximum of two, two-year terms upon election at a General Meeting

7.6 Officers shall deliver to their successors all official material as well as a complete written report of the responsibility of their position within one month of them leaving their office.

Article 8. Committees – The Executive Board shall establish those committees which it deems necessary to support the goals and day to day operations of the organization.

Article 9. Financial and Legal Administration – Budgets will be approved bi-annually for all activities of the HPTA.

9.1 All checks will be drafted by the Treasurer and signed by the President.

9.2 All funds of the HPTA , not otherwise employed, will be deposited in a bank.

9.3 HPTA funds may be retained in whole or part in cash or be invested at the sole discretion of the Executive Board

9.4 The fiscal year of the HPTA shall be July 1st to June 30th, but may be changed by resolution of the Executive Board

Article 10. Amendments - These bylaws may be amended at any Board meeting of the organization by a 2/3 vote of the members present and voting, provided at least thirty (30) days' notice of the proposed amendment(s) shall have been given to the membership.

Approval:

Date of meeting _____

President _____

Secretary _____