

CONSTITUTION OF THE HALL SCHOOL PARENTS' AND TEACHERS' ORGANIZATION

ARTICLE I -NAME

The name of this organization shall be the Hall School Parents' and Teachers' Organization. This organization is incorporated under the Laws of the State of Maine.

ARTICLE II- OBJECT

The object of the Organization shall be to promote the general welfare of the children of Hall School in matters of health and education, to provide a united effort among Organization members, and to raise funds needed for enrichment of the student population, which are not funded by the local school budget.

ARTICLE III- MEMBERSHIP

The members shall be composed of the parents or guardians of the children attending Hall School, the teachers and support staff (custodians, librarian, school nurse, secretaries, social worker, etc.).

ARTICLE IV- Officers

Section A

The officers of the Organization shall be a President or Co-Presidents, a Vice President or Co-Vice Presidents, a Secretary, a Treasurer and a Many Rivers Chair or Co-Chair. These officers shall perform the duties prescribed by these bylaws.

Section B

At the April Executive Committee meeting it shall be the duty of the committee to nominate candidates for the offices to be filled at the May meeting. The Executive Committee shall report at the regular meeting in April at which time additional nominations from the floor shall be permitted. Any nominee not in attendance shall provide a written note for proof of their agreement to be nominated.

Section C

The election of offices shall be held at the May meeting. Their term of office shall be for one year and shall begin at the close of the meeting at which they are elected. A person shall not be eligible to serve more than two consecutive terms in the same office. Voting shall be by a show of hands if only one candidate per office; by written ballot if more than one for any office.

Section D

Vacancies occurring during the year in any office shall be filled by the Executive Committee and with a vote by the general membership at the next regular meeting to ratify the Executive Committee choice.

Section E

The President shall preside at the meetings of the Executive Committee and at all regular meetings of the Organization; shall perform any other duties as may be stated in these bylaws or assigned to him/her by this Organization; and shall be a member ex officio of all committees.

The Vice President shall work as an aide to the President and in the event of absence or resignation of the President, shall carry out the President's duties. Also, he/she if so desired may be chairperson of one of the standing committees according to his/her capabilities and/or interests. He/she shall also be responsible for organizing a committee of three to review the Organization's bylaws every four years to ensure their current appropriateness.

The Secretary shall record/type and keep in a notebook the minutes of all the regular and Executive meetings of the Organization; report at all meetings; and have custody of the bylaws and other important papers, except those kept by the Treasurer; and to help with general correspondence; and shall perform any other duties as may be stated in these bylaws or assigned to him/her by the Organization.

The Treasurer shall receive and have charge of all monies of the Organization; pay all bills in a timely fashion which have been approved and authorized by the Organization; and give an itemized report of the receipts and disbursements at each meeting. The accounts shall be available at any time for review. The accounts shall be examined and verified annually by an auditor, chosen by the Executive Committee. By the end of the fiscal year (July 1-June 30) and before the new Treasurer assumes his/her duties. The Treasurer shall also perform any other duties as stated in the bylaws, or as assigned to him/her by the Organization.

ARTICLE V- MEETINGS

Section A

The Organization shall hold its meetings in the Hall School, unless voted upon by the members to be held at a different location.

Section B

A small enough number of people present to properly conduct business shall constitute a quorum at a regular meeting.

Section C

The regular meetings of the Organization shall be held at least eight times during the school year.

Section D

Special meetings may be called by the President with the consent of the majority of the Executive Committee.

ARTICLE VI- EXECUTIVE COMMITTEE

Section A

The executive Committee shall consist of the Officers of the Organization, the chairperson of each standing committee, and faculty representatives.

Section B

This committee shall have general supervision over the affairs of the Organization between regular meetings. The school Principal or Assistant Principal shall serve as the ex-officio member. Two thirds of the executive committee shall constitute a quorum.

This committee shall also plan and implement for the year goals and objectives for the Organization which shall support the objective of the Organization as well as the mission statement of Portland Public Schools. Also, the Executive Committee sets the agenda for the Executive Committee and full membership meetings. No request for money shall be presented to the full membership unless such measure is first presented to the Executive Committee and placed by that committee upon the full agenda for full membership consideration. Written requests presented to the Executive Committee for less than one hundred dollars may be approved by a majority vote of the Executive Committee.

Section C

After the election of the officers, the outgoing Executive Committee will assist the incoming officers for a transitional period, for the remainder of the school year. During this time the outgoing Executive Committee members are to pass on pertinent records that they think would be helpful to the new Executive Committee.

ARTICLE VII- STANDING COMMITTEES

Section A

The standing committees exist of: Integrated Arts, Greening, Fifth Grade Farewell, Innovative and Creative Teaching Projects and Activities (ICTPA), Auction, Winterfest, Walk-a-Thon, and Teacher Appreciation.

Section B

The Integrated Arts Committee shall consist of parents and teachers whose duties shall be to promote aesthetic growth to Hall School students; to research and present projects and special event possibilities that are varied and enriching; and to follow through with arrangements for the projects selected by the Organization.

Section C

The Greening Committee shall consist of teachers and parents whose responsibilities include maintaining and upgrading Hall School's

Section D

The Fifth Grade Fairwell Committee shall consist of teachers and parents whose responsibilities include planning and implementing end of year activities for fifth grade students.

Section E

The Innovative and Creative Teaching Projects and Activities (ICTPA) Committee shall consist of teachers and parents whose responsibilities include reviewing staff mini grant proposals for projects and activities that enhance teaching and learning.

Section F

The Auction Committee shall consist of teachers and parents whose responsibilities include planning and organizing the annual school auction.

Section G

The Winterfest Committee shall consist of teachers and parents whose responsibilities include planning and organizing the annual Winterfest school and community event.

Section H

The Walk-a-Thon Committee shall consist of teachers and parents whose responsibilities include planning and organizing the annual fundraising walk-a-thon.

Section I

The Teacher Appreciation Committee is charged with planning, organizing and carrying out the activities intended to recognize the efforts of teachers and the school staff. The specific type and format of these activities/events will be determined each year by the membership.

Section F

Other such committees, standing or special, shall be appointed by the President as the Organization or the Executive Committee shall, from time to time, deem necessary to carry on the work of the Organization.

The President or Co-Presidents shall be ex-officio members of all committees.

ARTIVLE VIII- DISBANDMENT

In the event of dissolution, Federal and State laws must be adhered to in the disposal of this Organization's assets. An attorney shall be consulted to advise the Organization as to the procedure to be followed. The object of the Organization shall be followed for disbursement of any available funds in such debts would be paid and assets will be distributed to the Hall School general activity account for use to benefit the students.

ARTICLE IX AMENDMENTS

The bylaws may be amended at any regular meeting, or at any meeting called for the purpose by a two thirds vote of the members present, if there is a quorum and provided each member has been notified of such changes thirty days previous to said meeting.

ARTICLE X- PARLIAMENTARIAN AUTHORITY

Robert's Rules of Order shall be the Parliamentary Authority of this Organization.

ARTCLE XI STANDING RULES

Section A

The order of business of the Organization shall be similar to the following:

- Call to Order and Introduction of all attending
- School Business
- Treasurer's Report
- Committee Reports
- Miscellaneous Announcements
- Adjournment

Section B

Parent Room Representatives will volunteer for this school year position at the first PTO meeting in September. At such time, the Executive Committee will designate the duties for the Parent Room Representatives for the year.

Revised October 4, 2011 and to be placed on file with the Organization's copy of the original State of Maine Incorporation Charter for the Organization.