

**COTTRELL F. HOXSIE ELEMENTARY SCHOOL**  
**PARENT TEACHER ORGANIZATION (PTO) BYLAWS**  
**55 Glenwood Drive | Warwick, RI 02889**

**ARTICLE I**

**NAME.** The official name of the Parent Teacher Organization is Cottrell F. Hoxsie Elementary School Parent Teacher Organization (hereinafter referred to as Hoxsie PTO).

**ARTICLE II**

**MISSION.** It is the mission of the Hoxsie PTO to serve as an active forum, strengthening communications and involvement between school staff, district staff, students, families and the community to achieve excellence in education.

**FUNCTION.** The function of the Hoxsie PTO is to raise funds and promote involvement in school activities through the following means:

- a. Recruiting active members and encouraging participation
- b. Planning and conducting special events and activities
- c. Raising funds to purchase needed school equipment or to enhance the educational programs
- d. Communicating accurate district and school information to the group
- e. Providing input to the principal's office regarding various aspects of the school; operations, programs, and communications
- f. Responding to individual concerns
- g. Producing information for the principal's school newsletter

**ARTICLE III**

**BASIC POLICIES.**

The organization shall be noncommercial, nonsectarian, and nonpartisan. No commercial enterprise and no political candidate shall be endorsed by it. The name of the organization or its officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest for any other purpose than the regular work of the organization. The organization may cooperate with other organizations and agencies active in child welfare and with conference groups of coordination councils uniting for child welfare.

Upon dissolution of the organization, the Hoxsie PTO shall, after paying or making provision for the payment of all the liabilities of the organization, dispose of all of the assets of the

organization exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue law), as the Board shall determine.

## **ARTICLE IV**

### **MEMBERSHIP.**

Any parent or legal guardian with children attending Cottrell F. Hoxsie Elementary School and any Cottrell F. Hoxsie Elementary School Staff who are interested in the mission of the Hoxsie PTO, and who are willing to uphold its basic policies and subscribe to its Bylaws may become a member. A representative from Cottrell F. Hoxsie Elementary School shall be present at all meetings.

All members of the Hoxsie PTO shall be eligible to attend and participate in all its monthly meetings. A membership attendance list will be generated after each monthly PTO meeting and kept digitally for reference as needed.

Each member shall be entitled to one vote at meetings of the Hoxsie PTO and may vote or act at such meetings by proxy of another Hoxsie PTO member.

Members of the Hoxsie PTO shall have no property rights in the property of the organization.

## **ARTICLE V**

**OFFICERS.** The officers of the Hoxsie PTO shall consist of a combination of President, Co-President, Vice President, Secretary, and Treasurer. Five (5) Officers shall be elected for two (2) year terms at the last monthly meeting of the school year by a majority vote of the members. A person shall not be eligible to serve more than two (2) consecutive terms in the same office. A term is defined as two (2) years.

In order to serve as a Hoxsie PTO Officer, members expressing interest in being nominated must have volunteered for at least three (3) events and attended at least five (5) Hoxsie PTO monthly meetings during the school year leading up to the election.

It is recommended that the Vice President or Co-President step into the President position if/when the President resigns. If the term of the President is due for completion (two consecutive terms) or the President desires to resign and the Vice President or Co-President is not interested

in the position of President, the position of President will be listed on the ballot for voting by the Hoxsie PTO membership at the last meeting of the school year where the President is resigning.

Officer terms shall run from July 1st – June 30th.

Each Officer shall be an approved Warwick Public Schools volunteer with up to date volunteer forms on file in the Cottrell F. Hoxsie Elementary School office.

**EXECUTIVE BOARD.** The Executive Board shall consist of the Officers and the Principal of Cottrell F. Hoxsie Elementary School. The duties of the Executive Board shall be to transact necessary business between PTO meetings, to approve the plans of work of the Standing Committee, and other business that is referred to it. Meetings of the Executive Board may be called by the Principal, President or by the majority of the Board.

The Executive Board, by the beginning of the school year, shall establish a list of goals to be accomplished during the school year as well as a budget for the school year and present it at the first PTO meeting for approval.

#### **VACANCIES.**

A position is declared vacant upon resignation. A vacancy, except for the office of the President (which shall be filled by the Vice President or Co-President), shall be filled by a ballot vote at the last monthly meeting of the school year, bi-annually, or when the term of the Officer is due for completion.

#### **PRESIDENT/ CO-PRESIDENT**

- a. To prepare agendas in cooperation with the Principal prior to the meeting.
- b. To convene meetings.
- c. To preside at meetings.
- d. To facilitate any group discussions.
- e. To call for members of committees.
- f. To review meeting minutes.
- g. To work closely with the Principal in matters that relate to the PTO.
- h. To make presentations to various groups and school boards, if requested.
- i. To orient the new Executive Board as needed.
- j. To plan the annual calendar.

#### **VICE PRESIDENT**

- a. To serve as a PTO Board liaison to all PTO group committees including: Fundraising, Family Fun Activities, Book Fairs, Hospitality, etc.
- b. Act as an assistant to the President.

- c. Performs duties of the President in the absence of that officer.
- d. Coordinate special projects as they arise.

### **TREASURER**

- a. To receive, process, and deposit all PTO monies.
- b. To keep an accurate record of receipts and expenditures.
- c. Maintain an adequate paper trail for EVERY transaction.
- d. To make payments (i.e. issue checks) as authorized by the approved PTO budget.
- e. To report financial position at PTO meetings, including current balances of all accounts, monthly reconciliation of all account activity, year-to-date performance against planned budget
- f. To reconcile checking account monthly.
- g. To provide timely and relevant financial information to support financial decision-making.
- h. To consistently apply and follow all financial control policies.
- i. To coordinate and present an annual budget for approval each September for the upcoming school year.
- j. To coordinate Audit (financial review) to be conducted annually each June at the close of the school year.

### **SECRETARY**

- a. To attend all meetings and record proceedings and votes of the PTO.
- b. To collect and maintain a membership list based upon the members present at each monthly meeting.
- c. To submit minutes of the meetings to the President and general membership prior to the next scheduled meeting.
- c. To assist the President in handling any necessary correspondence.

## **ARTICLE VII**

**STANDING COMMITTEES.** Standing Committees shall be formed as necessary by the Executive Board. These Committees shall review and present plans/options to the Hoxsie PTO and designate sub-committees pertaining to their separate functions.

If two (2) or more members wish to Chair the same Standing Committee they may act as Co-Chairpersons.

These Committees shall make initial decisions relating to their function; however, no decision shall be acted upon without the approval of the Executive Board or the voting membership. Hoxsie PTO shall have Standing Committees for fundraising, activities, hospitality, and any

other committees as the Hoxsie PTO deems appropriate. All Standing Committees shall cease to exist on the last day of each school year.

The President shall be a member ex-officio of all committees.

## **ARTICLE VIII**

**MEETINGS.** Hoxsie PTO shall meet monthly, 10 times a year, September through June with additional meetings as needed. All meetings are open to the Cottrell F. Hoxsie Elementary School community. Meeting times and dates are to be set by the Executive Board.

## **ARTICLE IX**

**STANDING RULES.** All Officers will be bonded and covered by sufficient insurance.

Outgoing officers & chairpersons should turn all material, including direct access to official electronic material and resources, over to the new officers & chairpersons by August 1st of the new school calendar year.

A copy of these Bylaws shall be provided electronically to each officer & chairperson and provided in printed form to the Cottrell F. Hoxsie Elementary School Principal to remain on file at Cottrell F. Hoxsie Elementary School. The Bylaws will be made available electronically to any Hoxsie PTO member who requests them.

Executive Board members have an obligation to attend all monthly meetings and shall notify the President in advance if they are unable to attend.

The membership list nor the membership email list of the Hoxsie PTO shall not be sold to outside interests.

Bylaws are created and maintained by the Officers of the Executive Board.

*REVISED JUNE 30, 2022*