



PATH PTO INC Bylaws

Article I Name, Description and Purpose

Section 1: Name. PATH PTO INC (hereinafter as "PATH") shall be recognized as the Parents, Students, Staff, and Community Members of the Hammond Academy of Science and Technology (hereinafter "HAST").

Section 2: Description. PATH is a non-profit organization that exists for charitable, educational, and scientific purposes, including the raising and distribution of funds to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: Purpose.

A. The objectives of PATH are as follows:

1. To promote the welfare of students in the home, school and community.
2. To develop a closer relationship between the home and the school in which parents and teachers may cooperate in the education of children.
3. To support the educational purpose of the school through funding and volunteering.
4. To facilitate communication among PATH constituencies for the betterment of educational programming.

B. PATH shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

C. The name of PATH and the names of any of its members in their official capacities shall not be used in connection with a commercial concern or political interest or for any purpose not appropriately related to the purpose of PATH.

Section 4: Policy. It is the policy of the Executive Board as follows:

A. Communication:

In situations that require PATH to communicate with HAST community members who are not regular or voting members of PATH, the principal of HAST, or his/her appointed designee, shall receive and approve of such communication before distribution.

B. HAST Property:

1. The loaning or borrowing of property owned by PATH shall be approved by the Executive Board.
2. PATH equipment may only be used at approved PATH functions and not loaned out to organizations, persons, or groups not affiliated with or outside of HAST.
3. The designated user must sign a waiver of liability. The use of any equipment including (but not limited to) coffee pots, popcorn machine, crock pots is at the sole risk of the user. The user further releases and hold harmless PATH of any and all liability for injury to the user. Damaged items must be repaired or replaced by the user.

Article II Members

Section 1: Membership in PATH. Individuals who wish to become members must complete a PATH membership form indicating name, address, e-mail and/or phone contact information and their role in the HAST community (i.e., HAST parent, guardian, other adult standing in loco parentis for a student; HAST teacher, administrator, or staff member; student or other community member). The purpose of the PATH membership form is so PATH can maintain a list of members in order to communicate effectively with them and to verify voting status.

Section 2: Voting Membership. Any parent, guardian, or other adult standing in loco parentis for a student, Principal, faculty, staff, community members and students who are currently enrolled in HAST that are current in the payment of annual dues.

Section 3: Dues. PATH shall authorize and collect membership dues to be used for its operation. Any change in the amount of dues shall be approved by a majority vote of the Executive Board. Dues will remain unchanged for the current fiscal year beginning July 1st and ending on the following June 30th. All dues and/or fees paid to PATH are non-refundable.

Article III Voting Procedures

Section 1: Types of Votes. It is expected that the vast majority of voting members will vote or cast ballots in person at meetings.

Section 2: Verification of Voters. All voters must be verified as eligible to cast a ballot by the Executive Board secretary. In the case of in-person voting, the voter must sign in and be verified in order to obtain a ballot.

Section 3: Counting of Votes. The counting of votes will take place in public in the meeting room where the vote was held. Votes must be counted by two members of the Executive Board who are not up for election if the vote is for elections. These individuals will record the votes and sign a form indicating the accuracy of the

results. In the event that no Executive Officers are eligible to run the election, (i.e. they are on the ballot,) the 3 members of the Nomination Committee from the voting membership shall run the election process.

Article IV Executive Board

Section 1: Officers and Members at Large. The Officers shall consist of an elected President, Vice President, Secretary, Treasurer and Members at Large. Members at Large include a HAST Administrator (ex-officio), 2 Teachers (non-voting Executive Board members) and 2 Students (non-voting Executive Board members). The Officers and Members at Large comprise the Executive Board.

Section 2: Eligibility. Only members in good standing (who have paid their annual dues at least 14 calendar days prior to a PATH meeting) shall be eligible to serve in any Executive Board position.

Section 3: Nominations & Elections. Nominations for Executive Board positions shall be submitted at the March PATH meeting by the Nominating Committee. At this meeting, additional nominations may also be made by the PATH membership.

Section 4: Term of Service. Voting shall take place by written ballot at the April PATH meeting. Executive Board positions shall be elected for a term of one calendar year (beginning July 1st and ending on the following June 30th) by the general PATH membership. An individual may not serve more than two consecutive years in the same Executive Position. A person may hold only one Executive Board position at a time. Anyone who serves in a position for more than one-half ($\frac{1}{2}$) of a full term shall be deemed to have served a full term in such position.

Section 5: In the event PATH fails to fill all Executive Board positions at the April PTO meeting, the incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at any regular meeting. The incumbent may not remain in an official position for two additional years.

Section 6: No voting Executive Board Member shall be related by blood, marriage, and/or domestic partnership of any kind. If a voting Executive Board Member's status changes in regard to the previously mentioned relations, one of the members must resign that position immediately.

Section 7: All Executive Board Members shall act in the best interest of PATH.

Section 8: No Executive Board Member shall be compensated by PATH for their service.

Section 9: Each Executive Board member shall attend the Executive Board and monthly PATH meetings.

Section 10: Contracts & Purchases. No Executive Board Member shall secure any contract in the name of PATH without the approval to do so by vote of the PATH membership. Any approved purchases must be made within the budgetary restrictions.

Section 11: Vacancies. In the case of resignation or removal from a position of an Executive Board member, the Executive Board may appoint a member interim to fill the position until elections are held within six weeks of the vacancy.

Section 12: Removal from Office. Any Executive Board Member can be removed from office, with or without cause, with a formal petition signed by one-third of the voting membership and by a two-thirds vote at a regular PATH meeting. Advance notice of the vote should be given to the membership at least one week prior to the meeting.

Section 13: Transfer. The outgoing Executive Board Members and the newly elected Executive Board Members shall have a combined meeting in June so as to provide an orderly transfer of responsibility. Any Executive Board Member vacating or removed from a position is required to relinquish all materials and/or possessions related to PATH to the Executive Board.

Section 14: Special Committees. The Executive Board shall assist in appointing Special Committees as needed.

Article V Executive Board Duties

Executive Board Duties are as follows:

1. To transact necessary business in the intervals between PATH meetings and such other business as may be referred to it by the organization.
2. To create and/or dissolve standing and special committees.
3. To approve the plans of work of the standing and special committees.
4. To present a report at regular meetings of the organization.
5. To approve routine bills within the limits of the budget.
6. To present a preliminary calendar at the first general meeting.
7. To perform the duties prescribed in the parliamentary authority of Robert's Rules of Order Newly Revised in addition to those outlined in these Bylaws and those assigned from time to time, and in which they are not in conflict with these Bylaws.

Article VI Officer Duties

Officer duties are as follows:

President

1. Preside over all meetings of PATH.
2. Prepare each meeting's agenda.
3. Be a member, ex officio of all committees, except a committee to elect the Executive Board.
4. Assist in the total coordination of all committees and PATH as a whole.

Vice President

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Act as an aide to the President.
3. Act as a liaison between the Executive Board and committee and project chairs.
4. Act as a Chairperson of the Fundraising Committee.

Secretary

1. Maintain all records of PATH, including transitions, contracts, and related documents.
2. Record the minutes of the meetings of the Executive Board and General PATH meetings and forward copies to each Executive Board member within two weeks of the recorded meeting.
3. Circulate the minutes from the preceding PATH meeting at each monthly PATH meeting.
4. Maintain organized records from the planning of any event hosted by PATH. These records should be available, upon request, to any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position.
5. Hold a copy of the PATH Bylaws, Parliamentary Procedures, and current Membership list and make each available upon request to any PATH member at any PATH or Executive Board meeting.

Treasurer

1. Act as custodian of funds and perform all banking activities of PATH.
2. Maintain up-to-date, accurate financial records of PATH.
3. Receive all funds of PATH; including, but not limited to, donations, dues, and fundraising sales and contributions.
4. Provide a written and oral financial report of the receipts and expenditures at each PATH and Executive Board meeting and at other times upon request of the Executive Board and the General Membership.
5. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PATH policies. Pay all bills and disburse funds within 7 days as authorized by the Executive Board. All funds

disbursed must have two signatures as designated by the financial facility; this must be the Treasurer and one other Executive Board Officer.

6. Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to PATH's 501(c)3 status, as applicable; and maintain accurate records of such.

Article VII Members at Large Duties

Members at Large Duties are as follows:

1. Act as a liaison between administration, teachers, parents, students, community and the Executive Board.

Article IX Governing Rules

Some documents or procedures have superiority over others; if there is a conflict, the superior document takes precedence. In that regard, here is a list of items, in order from the highest to lowest ranking:

1. PATH Bylaws
2. PATH Standing and Special Rules
3. Robert's Rule of Order
4. Parliamentary Handbook

Article X Meetings

Section 1. Regular Meetings. The regular meeting of PATH shall meet once a month during the school year at 5:30 p.m., or at a time and place determined by the Executive Board at least one month before the meeting. The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports and conducting other business that should arise.

Section 2. Special Meetings. Special meetings may be called by the President, any two members of the Executive Board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to current members at least 10 days prior to the meeting, by flyer, email and/or phone calls.

Section 3. Quorum. The quorum shall be two-thirds of present voting members of PATH.

Article XI Executive Board Meetings

Section 1. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to

the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 2. Confidentiality Clause. Any issue of a confidential nature discussed during the Executive Board Meetings and General PATH Meetings will not be detailed in the minutes.

Section 3. Quorum. A majority of the regular members of the Executive Board shall constitute a quorum for the transaction of business.

Article XII Funds

Section 1. Use. Monies collected from PATH membership and fundraising projects shall be spent for programs, events and items that directly benefit the students of HAST. Request for allocations by HAST teachers and staff members in good standing (who have paid their annual dues at least 14 calendar days prior to a PATH meeting) shall be made in writing to the Executive Board and will be discussed and voted upon at a regular membership meeting.

Section 2. Income. All funds raised for PATH must be documented and submitted to the PATH Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the PATH bank account within 4 days of the receipt of the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event. Collection of fundraising monies shall be executed in the following manner:

1. All checks are to be made to PATH for the exact amount of the purchase, donation or fee. No checks will be made greater than the required amount for cash back purchases.
2. All checks and cash from fundraisers are to be counted by committee chairs or the designee, AND one of the current PATH Executive Board Members.
3. The amount of checks and cash collected will be recorded on an account log containing the name of the fundraising event, date, signatures of the committee chair or designee, an Executive Board Member, and the Treasurer. The log sheet is then the official document owned by PATH and kept by the Treasurer.

Section 3. Expenses. Reimbursements for all expenses shall be made only after receipts have been audited, documented, and approved by the Executive Board. Reimbursement requests should be submitted to the PATH Treasurer within 30 days of the incurred expense or three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PATH Treasurer immediately following the purchase.

Section 4. Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to PATH at a monthly PATH meeting by any PATH member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled regular meeting. Advance notice of the upcoming vote shall be publicized to PATH Membership at least 1 week prior to the vote.

Section 5. Reporting. An updated financial report shall be made available in printed form to each PATH member at each PATH meeting.

Article XIII Committees

Section 1: Standing Committees. The following standing committees shall exist for the purpose of carrying out a specific set of relative duties; Nominating, Parliamentary, Bylaws and Policy, Hospitality, Finance Audit, Field Days and a Resolutions Committee. Additional Special Committees may be formed at any time either at the request of the Executive Board or by the majority of the PATH membership.

Section 2: Chairpersons. Chairpersons of Standing Committees shall be appointed by the Executive Board or voted upon by a majority of the PATH membership. An officer may also act as a chair of up to two standing committees.

Section 3: Documentation. The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records should be turned over to the recording secretary who will maintain a file of all events planned by PATH and make them available to future chairs.

Section 4: Committee Members. Chairpersons may appoint additional members to serve on their respective committees as necessary with approval from the Executive Board.

Section 5: Contracts and Purchases. No Committee Chair shall secure any contract in the name of PATH without approval to do so by a majority of the PATH membership. Any purchases must be made within the budgetary restrictions of voted upon by a majority of PATH membership.

Section 6: Attendance. Committee Chair shall attend Executive Board meetings and monthly PATH meetings to report on his/her committee upon request of the Executive Board.

Article XIV Committee Duties

Section 1: Nominating Committee.

The Nominating Committee shall:

1. Publicize PATH positions and recruit volunteers to fill open Executive Board positions for the upcoming school year.
2. Work with the Executive Board and Committee Chairs to prepare a list of nominees to be included on the annual election ballot at the April PATH meeting. This list shall be completed and publicized to all PATH members two weeks prior to the election at the April PATH meeting.
3. The committee shall consist of at least 3 members from each of the following:
Executive Board, Faculty, and PATH voting membership. As well as a member of the Administration shall participate.
4. The nominees must accept the nomination and be validated as a possible candidate for election with the Recording Secretary prior to being placed on the final ballot.
5. The nominations shall take place prior to the PATH March meeting and be accepted through the end of that meeting. Any general member is able to nominate any eligible member (including him/herself) for a specific position.

Section 2: Bylaws and Policy Committee.

The Bylaws and Policy Committee shall:

1. The bylaws committee shall be composed of at least 5 members of PATH voting membership, this shall include Executive Board members.
2. The bylaws may be amended under the following conditions:
 - a. Either the bylaws and policy committee or at least 5 PATH voting members shall submit the revision request to the Secretary, and
 - b. At least 14 calendar days prior notice shall be given to the PATH General Membership so that a vote can be taken at the next PATH meeting, and
 - c. A quorum is met at this meeting and the revision request is approved by a majority vote of those present at the PATH meeting.
 - d. All approved amendments shall become effective immediately and recorded by the Secretary.

Section 3: Parliamentary Committee.

Robert's Rules of Order shall govern meetings when they are not in conflict with PATH standing bylaws. This shall be enforced by the Sergeant in Arms and a committee he is able to establish to help him/her with their duties.

Section 4: Finance and Audit Committee.

The Finance and Audit Committee shall:

1. The committee shall consist of at least 3 PATH members that currently do not sit on the Executive Board.
2. The committee shall audit the financial records of PATH including the budget items and what was spent according to the majority votes of the voting PATH members. This will be signed off on according to the form provided by the Executive Board stating that the records are correct and up to date.

Section 5: Resolutions Committee.

The Resolutions Committee shall:

1. The Resolutions Committee shall consist of at least 5 PATH voting members.
2. Solicit, review, and recommend proposed resolutions for consideration by the Executive Board.
3. Identify and recommend action on emerging issues and public policy.

Article XV Dissolution

PATH may be dissolved with 14 calendar day previous notice and a two-thirds vote of those present that are PATH members at that meeting. Upon the dissolution of PATH, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Bylaws revised & submitted to the Executive Board on: **September 9th, 2019**

Bylaws presented to the membership on: **October 14th, 2019**

Bylaws adopted by the membership on: **October 14th, 2019**

Lisa Sarwacinski, PATH President

Dr. Sean Egan, HAST Principal