

Mission Statement: North Hampton P.A.L. (People Active in Learning), Inc. is a non-profit 501(C)3 organization and the North Hampton School (NHS) parent teacher organization (PTO). PAL represents a cooperative effort between parents, teachers and administrators who have united to enrich the overall experience of the students at North Hampton School (NHS). P.A.L raises and distributes funds for enrichment and curriculum related programs, school activities, as well as supplying educational materials and equipment which are not otherwise underwritten.

Name: The name of the organization is North Hampton PAL (People Active in Learning), Inc. From this point forth, will be referred to as PAL.

Purpose and Policies:

1. PAL strives to enhance the educational experience of students at the North Hampton School through fundraising and community building activities.
2. PAL provides a forum for communication between the school, parents and community at large.
3. PAL co-chairs will seek guidance on how best to meet the needs of the students and teachers of NHS through regular meetings with school administrators.
4. PAL shall not seek to direct the administrative activities of the school or influence its policies.
5. PAL shall be non-commercial, non-partisan and non-sectarian.
6. PAL's fiscal calendar year is July 1 – June 30th.

Members: All North Hampton parents, educators and community members are considered to be PAL members.

GOVERNANCE

Meetings:

1. PAL business shall be conducted during the academic calendar year (September-- June).
2. PAL hosts monthly business meetings. The PAL Executive Committee in agreement with the NHS administration may cancel or postpone any scheduled PAL meeting.
3. PAL meeting agendas shall be distributed prior to all meetings via a school wide communication system.
4. Special meetings may be called during the school calendar year at the discretion of the PAL executive board and distributed to the PAL membership at large via a school wide communication system.
5. Votes taken during PAL business meetings pass or fail with simple majority of PAL members present. Voting can be public (raised hand count) or non-public (ballot).

Method of voting will be up to the discretion of the co-chairs. However, all votes concerning distribution of PAL monies outside of the approved budget will require a ballot vote.

Executive Board: PAL functions through the work of five officers: a chair, vice-chair, treasurer, secretary and an enrichment coordinator. The officers serve a two year term. In the event that PAL is unable to secure these five officers the executive committee will post a request for a member-at-large. In the event that more than one PAL member would like to serve as the member-at-large, the membership as a whole will vote.

ROLE OF EXECUTIVE BOARD MEMBERS

Chair/Vice--Chair

1. Serve as primary contact for PAL
2. Set the agenda and preside over PAL's monthly business meetings.

3. Post monthly PAL business meeting dates for the year on the PAL website after the schedule is set by the executive board in August. Monthly agendas will be sent out to the school community within 1-2 business days of the scheduled PAL meeting.
4. Encourage a healthy dialogue between school personnel, PAL officers, parents, and interested community members.
5. Coordinate and facilitate meetings of the executive board including a July meeting to establish the annual budget.
6. Seek input/guidance on how best to meet the needs of the students and teachers of NHS through monthly meetings with school administrators.

Secretary

1. The secretary will record and publish the minutes of all business meetings.
2. Previous minutes shall be posted on the PAL website.

Treasurer

1. Handles and accounts for all finances of the organization.
2. Maintains records of expenditures by committees for each event.
3. Documents all PAL fund distributions.
4. Presents a current budget update at each monthly meeting.
5. The treasurer will provide the PAL chair/vice-chair an updated budget 1-2 days prior to PAL monthly meetings.
6. The treasurer will communicate with the PAL accountant in preparing all necessary reporting paperwork with the NH Secretary of State's office and the New Hampshire Charitable Trusts division of the New Hampshire Attorney General's Office.

Enrichment Coordinator

1. The enrichment coordinator receives all funding requests
2. After the annual budget is approved, the enrichment coordinator informs NHS faculty and staff what funds are available each year for enrichment purposes.
3. The enrichment coordinator maintains all funding request forms (can be found on the PAL website www.nhspal.com) and corresponding documents.

Member at Large

In the event PAL should need to appoint/elect a member at large, this person's responsibility is to participate in all responsibilities of the executive committee, but has no job specific assigned responsibilities.

PAL Fund Allocation

All PAL funding expenditures and requests must meet one or more of the following criteria:

- ~ Provides academic enrichment
- ~ Benefits a broad cross-section of students
- ~ Enhances the learning environment
- ~ Promotes school spirit
- ~ Supports North Hampton youth oriented activities
- ~ Supports the goals of the administration and teaching staff.

1. At the first PAL meeting of each academic year, the PAL treasurer will present the annual PAL budget for approval by the PAL membership.

2. All PAL expenditures, including the annual budget, require (with the exception of item 6 below) a simple majority vote of PAL members present.
3. PAL will provide the unified arts programs at NHS with a budgeted dollar amount per year.
4. Subject to available funds, funding requests outside of the approved fiscal budget will be addressed on an as needed basis.
5. The enrichment chair will bring funding requests to the monthly PAL meeting for a review. In the absence of the enrichment chair, the PAL chair/vice---chairs can present funding requests.
6. Any request above \$500 requires introduction and review at a meeting with a vote to approve or deny the request within the next two consecutive PAL meetings.
7. Any North Hampton School staff member can submit a request for PAL funds and ask to have the request discussed and voted on within one meeting's time. This request must be announced and listed on that month's meeting agenda which will be circulated to the public.
8. Each year, PAL will budget a \$250 miscellaneous fund for discretionary use by the executive board. Expenditures from this fund require a simple majority vote of executive board members.
9. Any monetary request for undesignated enrichment funds must be given to the enrichment coordinator via the form available on the PAL website and be presented at a PAL meeting for discussion and vote within the next two consecutive PAL meetings.

Elections

1. Officers will be elected to two year terms. PAL committee members are encouraged to continue their involvement with PAL beyond two years if interested; however, it is recommended that committee assignments are rotated to maintain opportunities for others to become involved.
2. If a PAL officer leaves before their term expires, the executive board shall appoint an interim replacement to be voted on into office by the PAL membership.
3. Elections will take place annually in the spring. All available positions will be publicized on the PAL website, in monthly meeting agendas, and school-wide communication.
4. It is expected that committee members will turn over all relevant information to their replacement.

Other PAL Positions

Fund Raising Committee: This committee evaluates fundraising opportunities for PAL. Based on the committee's evaluation, they will recommend maintaining or changing current fundraisers. After due diligence, the committee will recommend new fundraising opportunities for a vote by the PAL membership.

Fundraising Event Coordinators: Fundraising event coordinators manage all aspects of a PAL fundraiser including but not limited to announcing the fundraiser to NHS community, recruiting volunteers to assist with the fundraiser, maintaining communication with NHS office staff regarding dates and details of fundraiser and collection and organization of all monies raised by the fundraiser for deposit by PAL's treasurer.

Community Building Event Coordinators: Event coordinators take the lead on organizing such events as the Harvest Fest, staff appreciation events, voting day meals, formal student dances, and other community building events as determined by the PAL membership. (See checklist in Addendum A)

Provision for Dissolution

1. In the event that PAL dissolves as decided by the membership of any given year all remaining PAL funds will be held in PAL's account and maintained by the last appointed treasurer for 15 months time. Money cannot be taken from the account except for accounting purposes. In the event that PAL does not reorganize itself with a full executive board by September 30 of the following year PAL will donate all remaining funds to North Hampton School for use according to the above stated criteria.

2. Any account balance greater than \$5,000.00 at the time of PAL's dissolution will be donated to North Hampton School to be used for enrichment purposes.

Conflict of Interest

1. Individuals requesting undesignated enrichment funds at a PAL meeting may present information pertinent to their request but will be asked to refrain from participating in any further discussion relating to this request unless directly asked a question by another PAL member.

2. Each Executive Board member, prior to taking their position on the board and all present board members shall submit in writing to the co---chairs of PAL a list of all businesses, committees or other organizations of which s/he is an officer, director, trustee, member, owner (either sole proprietor or partner), shareholder, employee or agent, with which PAL has, or might reasonably in the future enter into, a relationship or transaction in which the board members would have conflicting interests. The Co---Chairs shall become familiar with the statements of all board members in order to guide their conduct should a conflict arrive.

3. At any such time as any matter comes before the executive board in such a way as to give rise to a conflict of interest, the affected board member shall make known the potential conflict whether disclosed by her/his written statement or not, and after answering any questions that might be asked her/him, shall withdraw from the meeting for so long as the matter shall continue under discussion. Should the matter be brought to a vote, neither the affected board member nor any other board members with a pecuniary benefit transaction with the PAL shall vote on it.

4. The board will comply with all the requirements of the New Hampshire law where conflicts of interest are involved, including but not limited to the requirements of a two---thirds vote where the financial benefit to the Board member is between \$500 and \$5,000 in a fiscal year, and to the requirement of a two---thirds vote and publication in the required newspaper where the financial benefit exceeds \$5,000 in a fiscal year. The New Hampshire statutory requirements are incorporated into and made a part of this conflict policy.

PAL 501C3 Non--- Profit Status

PAL's 501C3 non profit status shall not be used for fundraising purposes beyond PAL unless there is notification to the general membership and a vote of acceptance by a simple majority of PAL members. Should PAL enter into a fiscal agent agreement with an outside fundraising entity, a Memorandum of Understanding (MOU) between the two parties shall be drawn up. This MOU shall be made public and kept on file with all pertinent PAL documents.

Amendment

These Bylaws may be amended or repealed or new Bylaws adopted by the membership at any meeting by the affirmative vote of not less than two---thirds majority of all present, provided notice of the proposed change is announced to the PAL community not less than thirty (30)days prior to the meeting.

Addendum A: Event Coordinator Checklist

If you are coordinating a PAL event, you are responsible for all aspects of the event including, but not limited to, the following:

- Select date, after reviewing for conflicts with the NHS calendar
- Fill out facilities form, located on NHS website, and coordinate with janitor if after hours
- Inform staff
- Summarize list of expenses
- Email social media coordinator to post event on Facebook
- Coordinate paying vendors with PAL checks, communication with PAL treasurer, and submit all receipts from event to PAL
- Coordinate details of event, including but not limited to, decorations, food, tables, etc
- Set up sign-up genius for volunteers
 - Monitor sign-up genius to ensure there are enough volunteers for all tasks
- Coordinate with PAL treasurer for cash box with money
 - Specify with PAL treasurer how much start-up money is needed for event
 - PAL treasurer to include slip in cash box of how much money in beginning
- Create communication flyers for event and send to info@nhspal.com to send to all teachers and parents and to post on PAL communication board
- Ask Maribeth via email (mdriscoll@sau21.org) to add event to school calendar
- Add flyer to Friday Folders by Thursday prior
- At end of event, count money in cashbox in front of 2 people and email info@nhspal.com how much money in cashbox at end of event
- Coordinate returning cashbox to PAL board member