

**LANDISVILLE ELEMENTARY CENTERS
PARENT TEACHER ORGANIZATION (PTO)**

EXECUTIVE BOARD BYLAWS

Article I

Name: The name of this organization shall be the Landisville Elementary Centers Parent Teacher Organization Executive Board, also referred to as the Landisville PTO Board.

Article II

Goals:

Section 1: to support the vision and mission of the Hempfield School District and the Landisville Elementary Centers,

Section 2: to provide stimulating programs and activities which promote the education of children, teachers, and parents in the home, school, and community,

Section 3: to enhance communications between the school and the home regarding scheduled activities and important educational concepts,

Section 4: to unite parents and teachers by working together for the welfare of children,

Section 5: to encourage interaction between parents and teachers in an effort to broaden their acquaintances with one another,

Section 6: to serve as a channel for parents and teachers to positively discuss common issues,

Section 7: to operate an efficient organization based upon sound management principles, and

Section 8: to raise money in order to support and supplement the existing planned school programs.

Article III

Policies:

Section 1: The programs of this organization shall be designed to achieve the goals as listed in Article II and shall be developed through planning meetings, standing committees, and individual volunteer participation.

Section 2: This organization shall be nonprofit, nonsectarian, and nonpartisan.

Article IV

Membership: Every parent or guardian having one or more children in the Landisville Elementary Centers and every teacher of these schools shall be considered a member of the Landisville Elementary Centers PTO and eligible to hold office on its Executive Board.

Article V

Finances: The debt incurred and programs funded by the PTO shall be satisfied by money obtained through fund raising projects or donations as determined by the Executive Board.

Article VI

Executive Board Officers and Their Elections:

Section 1:

- a. The elected officers of this organization shall be a President, Vice President, Secretary, Treasurer, two Ways and Means Co-Chairs and two teacher representatives as Program Co-Chairs.
- b. These officers, with the exception of the treasurer, shall be elected every two years, usually occurring during the spring. The treasurers position is a three year commitment and has a training year, solo year, and mentoring year for the incoming treasurer.
- c. The Vice-President shall automatically be nominated to the office of President the following year.
- d. Standing committees may be created and their chairmen appointed by the Executive Board as the need arises. Those committees that currently exist are the Parents as Educational Partners (PEP) Coordinator, and the Superintendent's Parent Advisory Council (SPAC) Representative(s).
- e. Officers and the standing committee chairmen shall assume their official duties at the end of the school year, and shall serve for a minimum of one term. Most terms are two years. The treasurers position is a three year commitment.
- f. No person shall be elected to serve more than two consecutive terms.
- g. Both building Principals are considered permanent members of the Executive Board.
- h. The Executive Board shall consist of at least three parents and at least two teachers.
- i. A parent and/or a teacher must be a member of the PTO for at least one year before being considered for office.

Section 2:

- a. Nominations of officers shall be made by a nominating committee of at least three PTO Executive Board members.
- b. The consent of each candidate must be obtained before his/her name is placed in nomination.

Section 3: In case of a vacancy occurring in the office of President, the Vice President shall complete the unexpired term. A vacancy occurring in any other office shall be filled by a majority vote of the remaining members of the Executive Board.

Article VII

Duties of Officers:

Section 1: The President shall preside at all meetings of the PTO and of the Executive Board, shall be a member *ex officio* of all committees except the nominating committee, and shall perform all other duties usually pertaining to the office.

Section 2: The Vice President shall act as aide to the President and shall perform the duties of the President in the absence of that officer. The Vice President is responsible for the Spring Festival.

Section 3: The Recording Secretary shall keep a correct record of all meetings of the Executive Board and shall perform such other duties as may be delegated. Copies of prior meeting minutes should be made available to each Executive Board member at the next meeting.

Section 4: The Secretary shall write all required mailings of the PTO throughout the year as delegated by the President. This includes all necessary publicity of PTO events. In case of absence of the Secretary, another Board Member shall perform these duties.

Section 5:

- a. The Treasurer shall manage all assets of the organization, and shall keep an accurate record of receipts and expenditures as authorized by the Executive Board. The Treasurer shall present a statement of accounts at every meeting of the Executive Board and at other times as requested by the Executive Board.
- b. The Treasurer's accounts shall be examined annually. A written account of such action shall be maintained with the financial records.

Section 6: The Programs Co-Chairs shall perform the function of implementing programs and projects designated by the Executive Board.

Section 7: The Ways and Means Chairman shall be responsible for the fall fund

raiser and the annual Teacher Appreciation celebration.

Article VIII

Meetings:

Section 1: Regular meetings of the Executive Board shall be held periodically during the school year. The dates are to be fixed at the first meeting of the year.

Section 2: Special meeting of the Executive Board may be called by the President or by a majority of the members of the Executive Board.

Section 3: A majority shall constitute a quorum.

Section 4: *Robert's Rules of Order Revised* shall govern this organization in all cases to which they are applicable, and in which they do no conflict with these Bylaws.

Article IX

These bylaws shall remain in effect unless revised by the Landisville PTO Executive Board.

The undersigned Executive Board members of the Landisville Elementary School PTO hereby declare their consent for the approval of these Bylaws on this day of, 2009:

_____ President
_____ Vice President
_____ Recording Secretary
_____ Current Treasurer
_____ Incoming Treasurer
_____ Principal, LPC
_____ Principal, LIC
_____ Programs Chair, LPC
_____ Programs Chair, LIC

_____ Ways & Means Chair, LPC

_____ Ways & Means Chair, LPC

Standing Committees

_____ PEP Coordinator, LPC

_____ PEP Coordinator, LIC

_____ SPAC Representative

_____ SPAC Representative

_____ SPAC Representative

_____ SPAC Representative