

East Petersburg Elementary School
Parent-Teacher Organization (PTO)
By-Laws

The name of this organization is East Petersburg Elementary School Parent-Teacher Organization (PTO), with an address of 5700 Lemon Street, East Petersburg, Pennsylvania 17520.

The organization exists as a Pennsylvania not-for-profit corporation, with members. These By-Laws shall be reviewed at least every five years by the Executive Board.

The vision of the organization is:

The East Petersburg Parent Teacher Organization is an organization, fueled by volunteerism, designed to support the East Petersburg Elementary School families, students and staff. The East Petersburg PTO will look to foster enhanced communication and feelings of connectedness amongst its membership. The East Petersburg PTO will involve the greater community whenever possible as we celebrate our traditions and embrace that which is new.

The basic policies of this organization are:

1. The organization shall be noncommercial, nonsectarian, and nonpartisan.
2. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
3. The organization shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
4. The organization shall cooperate with the school to support the improvement of education in ways that will not interfere with administration of the school/District and shall not seek to control its policies.
5. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.
6. In the event of the dissolution of the organization, its assets shall be distributed as provided in this organization’s Articles of Incorporation.

- I. Membership
 - a. Any individual who has a child enrolled in the East Petersburg Elementary School and all faculty and staff of this school shall be considered a member of the East Petersburg Elementary PTO and eligible to hold office on its Executive Board.

- II. Officers and Standing Committee Chair Elections:
 - a. The officers of this organization shall consist of a president, vice president, secretary and treasurer.
 - b. Officers shall assume their official duties on the last day of the school year following the election, and shall serve for a term of two (2) years.
 - c. Terms for President and Secretary will alternate with terms for Vice President and Treasurer.
 - d. Officers shall have clearances (Act 34 Pennsylvania State Police Criminal History Record, Act 114 Federal Criminal History Background Check (FBI/ fingerprint check) and Act 151 Pennsylvania Department of Public Welfare Child Abuse History Clearance), and PDE-6004 Arrest/Conviction Report and Certification Form (per district guidelines).
 - e. There shall be a nominating committee composed of one representative from each of the existing Standing Committees. In the absence of Standing Committee representatives, the nominating committee will consist of the outgoing officers, principal and the teacher/staff representatives.
 - f. The nominating committee will commence its work on or before January 15.
 - g. The nominating committee shall:
 - i. Notify the general membership of open positions providing descriptions of the role and responsibility of the open positions, see Appendix A;
 - ii. Accept nominations including self-nominations; see Appendix B
 - iii. Notify first the Executive Board followed by the general membership of the potential nominees including biographies, with or without photographs, by the March PTO meeting, see Appendix C;
 - iv. Present a ballot to the Executive Board on or before March 31;
 - v. Elections must be held on or before May 1;
 - h. Only those persons who have signified their consent to serve, if elected, shall be nominated or elected to such an office, see Appendix B.
 - i. Elections shall be open to the general membership with each member (any individual who has a child enrolled for the term in which they serve in the East Petersburg Elementary School and all faculty and staff of this school) allowed one (1) vote.
 - j. If a write-in candidate receives the greatest number of votes, his/her election is dependent on his/her written acceptance to serve in that capacity within 72 hours of notification. If he/she declines acceptance that, candidate receiving the next greatest number of votes will be elected.

- k. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

III. Duties of the Officers

a. President

- i. The President shall preside over all meetings of the PTO and of the Executive Board, shall be a member ex-officio of all committees and will be the “fill in” for any Executive Board members if they are unable to fulfill their duties.
- ii. The President shall be a liaison between the Executive Board and the principal, faculty, students, families and district administration, assist with the assurance of legal and procedural compliance with district and state regulations, including but not limited to liability waivers, clearances and district facility request forms, and perform other duties as needed.
- iii. The President shall provide a written copy of the revised PTO By-Laws (in pdf format) to the principal by the first PTO meeting of the school year, which will then be available to the public via school district website.

b. Vice President

- i. The Vice President shall fill in for the President, whenever he or she is unavailable, and shall supervise the Standing and Special Committee Chairpersons.

c. Secretary

- i. The Secretary shall be responsible for taking minutes at each PTO meeting, disseminating the information to members at large and posting the information in accordance with district policy.
- ii. The Secretary will serve as the Communication Chairperson.

d. Treasurer

- i. The Treasurer shall have custody of all the funds of the organization, shall keep a full and accurate account of receipts and expenditures, and shall make disbursements in accordance with the approved written budget, as authorized by the organization or the Executive Board.
- ii. The Treasurer shall present a written financial statement at every meeting of the organization, and at other times when requested by the Executive Board and shall make a full written report at the first PTO meeting of the year.
- iii. The Treasurer shall make original bank statements available during regularly scheduled PTO meetings.
- iv. The Treasurer shall facilitate the annual filing of taxes, in accordance with the tax information that can be found in Appendix D.

- e. All officers shall:
 - i. Perform the duties as outlined in these By-Laws;
 - ii. Deliver to their successor all official materials on or before June 30, as referenced in section IV, item j.
- f. Immediate Past President
 - i. The immediate past president may attend all meetings of the officers and the organization to act in an advisory capacity to the President and the Executive Board.

IV. Duties of the Executive Board

- a. The Executive Board shall consist of the officers of the organization, the principal of the school or a representative appointed by him/her, and a maximum of two (2) faculty or staff members.
- b. The Principal shall:
 - i. Act solely in an advisor/liaison capacity relative to the PTO;
 - ii. Provide input regarding purchases considered by the PTO;
 - iii. Cannot handle money or make purchases in the name of the PTO;
 - iv. Act as a liaison between the PTO and school district;
 - v. Assure the actions of the PTO are aligned with the goals of the school and district's overall mission, goals, regulations, procedures, and policies.
- c. The Teacher/Staff Representatives shall:
 - i. Be non-elected volunteers from the current staff/faculty who maintain voting rights as part of the Executive Board
 - ii. Serve as the communication liaison with the faculty and staff and the PTO;
- d. The Executive Board shall meet a minimum of four (4) times throughout the calendar year.
- e. The duties of the Executive Board shall be:
 - i. To transact necessary business in the intervals between organization meeting and such other business as may be referred to it by the organization;
 - ii. To approve the plans of work of the standing and special committees;
 - iii. To prepare and submit the organization for approval, a written budget for the fiscal year;
- f. Approval shall be considered by the President, Vice President, Secretary, Treasurer, and Teacher/Staff Representatives (Teacher/Staff Representatives will abstain from approvals for requests that they have made).
- g. A majority of all members of the Executive Board shall constitute a quorum. A quorum is required to conduct any meeting of the Executive Board.
- h. Elected officers shall serve a minimum of one (1) term. A term is two (2) years.

- i. No person shall be elected to serve more than two (2) consecutive terms in the same position.
- j. Deliver to their successors all official paper/electronic materials (including but not limited to a current copy of the By-Laws, procedural notebook, fundraising/vendor materials, contracts, insurance policies, tax forms, passwords and ID's, contact lists, templates, forms, flyers, handouts, budgets, meeting minutes and relevant communication describing the obligations or procedures of the PTO) on or before June 30.
- k. The Executive Board shall examine the financial books and reconcile them against the bank statements bi-annually.
- l. All PTO monetary accounts should be registered with the name of the current Treasurer and one other Executive Board member.
- m. No director of the organization shall be personally liable for monetary damages for any action taken, or any failure to take action, unless the director has breached or failed to perform the duties of his office under Subchapter 57B of the Pennsylvania Nonprofit Corporation Law (relating to standard of care and justifiable reliance); and the breach or failure to perform constitutes self-dealing, willful misconduct, or recklessness.

V. Meetings

- a. A minimum of two (2) general membership meetings shall be held each year for the purpose of transacting business, seven (7) days notice having been given. The first meeting shall be held on or before October 15.
- b. Special meetings of the organization may be called by the Executive Board, seven (7) days notice having been given.
- c. Quorum is reached when a minimum of 3 Executive Board members are in attendance. It is satisfied with 5 votes of the Executive Board given within a 72 hour period in person or via email.
- d. Motions:
 - i. Motions from the floor regarding items on the meeting agenda may be approved by a majority vote of the members present.
 - ii. At the direction of the Executive Board, a vote on a motion from the floor may be delayed until all members of the organization are informed of the issue and provided the opportunity to vote at a subsequent meeting or by paper ballots returned to the school office.
 - iii. Agenda items should be provided to the Executive Board at least 72 hours prior to all scheduled meetings

VI. Standing and Special Committees

- a. The chairman of each standing committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.
- b. A Special Committee may be created and the Chairperson appointed by the Executive Board as the need arises.
- c. Superintendent's Parent Advisory Council (SPAC) Representative
 - i. The SPAC representative attends meetings of the SPAC;
 - ii. Reports information back to the PTO meetings;
 - iii. Presents the questions and concerns of the East Petersburg PTO families to the superintendent;
 - iv. Is appointed by the building principal;
- d. Standing Committees:
 - i. Student Services
 - 1. Oversee the planning and implementation of school-related activities that support the development of ALL students and their sense of pride in the school.
 - ii. Communications
 - 1. Disseminate information and creation/upkeep of the database
 - 2. Disseminate info-letters, emails, paper mailing, social networks, PTO display and sign-board
 - 3. Include SPAC representatives
 - iii. Community Outreach
 - 1. Coordinate various opportunities to involve the community and community groups throughout the year
 - iv. Fundraising
 - 1. Develop and maintain a calendar of all potential fundraising opportunities and coordinate this information with the district's Director of Enterprise
 - v. Teacher and Staff Support
 - 1. Identify various opportunities where PTO can assist the school staff
 - 2. Coordinate Room Parent and classroom specific activities (parties, assemblies, field trip chaperones)
 - 3. Teacher and Staff Appreciation Events
 - 4. Providing resources and supplies to individual classrooms
 - vi. Building Projects
 - 1. Oversee the planning and implementation of school-related activities.
 - vii. Nominating Committee
 - 1. See Section II i – II j
- e. All Standing and Special Committee Chairs shall:

- i. Perform the duties as outlined in these By-Laws
- ii. Provide agenda items to the Executive Board at least 72 hours prior to all scheduled meetings
- iii. Deliver to their successors all official paper/electronic materials (including but not limited to a current copy of the By-Laws, procedural notebook, fundraising/vendor materials, contracts, insurance policies, tax forms, passwords and ID's, contact lists, templates, forms, flyers, handouts, budgets, meeting minutes and relevant communication describing the obligations or procedures of the PTO) on or before June 30.

VII. Fiscal Year

- a. The fiscal year of the organization begins July 1 and ends on the following June 30.
- b. The Executive Board shall present a proposed written budget to the organization on or before April 15 or in accordance with District policy.
- c. Approval of the budget will take place on or before May 1 or in accordance with District policy.

VIII. Amendments

- a. The Executive Board shall review these By-Laws at least every five (5) years to determine if they continue to meet the needs of the organization.
- b. In the event a revision of these By-Laws is deemed necessary the Executive Board will appoint a By-Laws committee, comprised of at least six (6) members of the organization; including the principal, one (1) faculty or staff member, at least one (1) Executive Board member.