

# By-Laws of the Evans City Parent Teacher Organization



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# EVANS CITY PTO

## BY-LAWS OF THE EVANS CITY PARENT TEACHER ORGANIZATION

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### Article I: Identification

**Section 1** The name of this organization shall be the Evans City Parent Teacher Organization.

### Article II: Objective

**Section 1** To develop a closer relationship between home and school, so that parents and teachers may work together to educate the child.

**Section 2** To create an awareness of the well-being of children in home, school and community.

### Article III: Basic Policies

**Section 1** The Objectives of this organization shall be promoted through educational programs directed toward parents, teachers, and the general public; shall be developed through committees and projects; and shall be governed and qualified by the basic policies set forth in this Article.

**Section 2** This organization shall be noncommercial, nonsectarian, and nonpartisan.

**Section 3** This organization shall not participate in any political campaign on behalf of, or in opposition to, any candidate for public office. However, it shall provide information to the general membership on legislative concerns affecting our objectives.

**Section 4** This organization shall seek neither to direct the administrative activities of the school nor to control its policies.

**Section 5** This organization may cooperate with other organizations and agencies active in child well-being, such as conference groups or coordinating councils, provided its representatives make no commitments that bind the group that he/she represents.

### Article IV: Membership & Dues

**Section 1** Any teacher, staff member, parent or guardian of a student enrolled in the Evans City Schools will automatically be a member of this Organization. No yearly dues will be

collected. The privilege of holding office, introducing motions, debating, and voting shall be limited to current members.

## **Article V: Officers & Elections**

- Section 1** The officers shall be president or co-presidents, vice or co-vice presidents, a secretary, and a treasurer.
- A. **President/Co-Presidents** The president(s) shall preside at all meetings of the organization and of the executive board; and shall perform such other duties as may be prescribed in these By-Laws or assigned to her/him by the organization or by the executive board. If there is no vice president, then there must be co-presidents.
- B. **Vice/Co-Vice Presidents** The vice president(s) shall act as an aide to the co-presidents and shall perform the duties of the co-presidents in the absence of those officers. The co-vice president(s) shall direct membership and act as a school board liaison.
- C. **Secretary** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence and send notices of meeting to membership. He/she shall keep record of any e-mail bearing results and report on them at the following general membership and executive board meeting.
- D. **Treasurer** The treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds only as authorized by the organization. The treasurer shall present a statement of account at every meeting and at other times when requested by the executive board, and shall make a full report at the annual meeting.
- Section 2** **Duties of Officers** All officers shall perform the duties prescribed in the parliamentary authority in addition to those outlined in these By-Laws and those assigned from time to time. Officers will deliver to their successors all official materials within ten (10) days following the meeting at which the new officers are installed.
- Section 3** **Nominations & Elections** Elections will be held each year at the second to the last meeting of the school year. However, if there is but one (1) nominee for any office, it shall be in order to move that the secretary cast the elective ballot of the organization

for the nominee. There shall be a nominating committee consisting of two (2) members, who shall be selected by the officers from the general membership at least two (2) months prior to the election. The nomination committee shall present the nominees for each office and report at the third to the last meeting of the year. Following the report of the nomination committee, an opportunity shall be given for nominations from the floor.

**Section 4 Term of Office** Officers shall assume their official duties at the close of the last meeting of the year and shall serve for a term of one (1) year.

**Section 5 Vacancies** A vacancy occurring in any office shall be filled by a majority vote of the remaining members of the executive board, due notice of such election having been given. In the event that a vacancy occurs in the office of co-president or co-vice president, the remaining co-president or co-vice president shall serve the remainder of that term.

## **Article VI: Meetings**

**Section 1** Regular meetings of this organization shall be held as decided by the executive board. A final listing of specific dates and officers sworn into office will be turned in before the end of the current school year to be listed in the school calendar for the upcoming year. Ten days-notice shall be given of change of date for any meeting.

**Section 2** Special meetings may be called by the officers, five (5) days-notice having been given.

**Section 3** The annual general meeting shall be held at the second to last meeting. Election of officers shall take place at the annual meeting.

**Section 4** Ten (10) members shall constitute a quorum for the transaction of business in any meeting.

## **Article VII: Executive Board**

**Section 1** The executive board shall consist of the officers of the organization, and representatives of the Evans City Elementary and Evans City Middle Schools as appointed by the officers or representatives appointed by the principals. The members of the executive board shall serve until their successors are elected.

- Section 2 Duties** The duties of the executive board shall be to transact business between meetings in preparation for the general meetings, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership for the fiscal year for approval to the organization, approve routine bills and prepare reports and recommendations to the membership; to appoint an auditing committee at least two (2) weeks before the annual meeting to audit the treasurer's accounts.
- Section 3 Meetings** Board meetings shall be held monthly, to be determined by the executive board. Special board meetings may be called by any two board members, with a 24-hour notice.
- Section 4 Quorum** The majority of the Board Members shall constitute a quorum.

## **Article VIII: Committees**

- Section 1 General Membership** Committees may consist of members and board members, with the president acting as an ex officio member of all committees.
- Section 2 Standing Committees** The following committees shall be held by the organization: Fundraising, Communications, Nominations, and Auditing.
- Section 3 Additional Committees** The board may appoint additional committees as needed.

## **Article IX: Financials**

- Section 1** A tentative budget shall be drafted in the spring for the upcoming school year and approved by a majority vote of the members present.
- Section 2** The treasurer shall keep accurate records of any disbursements, income, and bank account information.
- Section 3** The board shall approve all expenses of the organization.
- Section 4** Two authorized signatures shall be required on all checks. Authorized signers shall be the executive board.
- Section 5** The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.
- Section 6** The treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than two (2) members; who, satisfied that the treasurer's annual

report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be appointed by the executive board at least two (2) weeks before the annual meeting of the year.

**Section 7** Any monies paid out by the PTO of less than \$250.00 can be approved by a two-thirds vote of the executive board. Monies of \$250.00 or more must be voted on by the general membership by ten (10) or more members.

**Section 8** Monies of \$250.00 or more must be voted on by either of the following:

- A. At a general membership meeting by ten (10) or more members.
- B. Via e-mail sent to the committee chair list, giving at least five (5) days for e-mail response. Votes will be tallied and the majority will rule, as long as the said minimum of ten (10) members responded. Outcomes will be sent via e-mail and will be reiterated at the next general membership meeting. The outcomes will be recorded by the secretary.

**Section 9** In the event of dissolution of this organization, the assets of the organization shall be distributed equally between the principals of Evans City Elementary and Evans City Middle Schools to further benefit the children. This distribution shall follow guidelines as specified in Section 501 (3) of the Internal Revenue Code of 1954.

**Section 10** The fiscal year will begin July 1st and end June 30th.

## **Article X: Parliamentary Authority**

**Section 1** Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable and in which they are not in conflict with these By-Laws.

**Section 2** The By-Laws of this organization shall be deemed to be part of its articles of organization.

## **Article XI: Amendments**

**Section 1** These By-Laws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided notice of the proposed amendment shall have been given at the previous meeting.

- Section 2** A committee may be appointed to submit a revised set of By-Laws as a substitute for these By-Laws only by a majority vote at a meeting of the organization, or by a two-thirds vote of the executive board.
- A. Revisions shall first be approved by the principals.
  - B. Revisions shall be presented at an executive board meeting and adoption of the revisions shall be made by a majority vote of members present at a regular meeting.