

# MANHEIM ELEMENTARY PTO BYLAWS

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## **ARTICLE I: NAME**

The name and location of this organization shall be Manheim Elementary Parent Teacher Organization (PTO), Manheim Elementary School, 5778 Blooming Grove Road, Glenville, Pennsylvania 17329.

## **ARTICLE II: PURPOSE STATEMENT**

The relationships within the Manheim Community, which includes students, teachers, staff, parents, and patrons, are a vital influence on the success of our children's futures. Therefore, our purpose is to foster a sense of support, pride and enthusiasm; to encourage parent and public involvement in the Manheim Community School District; and to bring into closer relation the home and the school, that the parents and teachers may cooperate intelligently in the education of children and youth. This organization shall provide service for school functions, engage in fundraising projects, encourage parent, teacher, and community involvement, and cooperate with school administration in providing educational opportunities.

## **ARTICLE III: POLICIES**

The policies shall be developed through meetings, conferences and committees and shall not direct or control the administrative and educational activities of the school.

## **ARTICLE IV: MEMBERSHIP**

SECTION I: General Members shall be:

1. All parents, step-parents, or guardians of students.
2. All Manheim Elementary teachers, administrators and support staff.
3. Honorary members, patrons, and community members who take and interest.

*Honorary membership status must be renewed every school year and will be done at the discretion of the Executive Board.*

SECTION II: Voting Members shall be:

1. All general and honorary members who attend the general meetings shall be designated as voting members.
2. Voting Members shall have the right to vote on all issues before the organization, to elect officers, and to hold office.

SECTION III: Dues for members, if any, shall be established by the Executive Board.

## **ARTICLE V: THE EXECUTIVE BOARD**

SECTION I: The Executive Board shall consist of the following elected officers to minimally include a President, Vice President, Secretary, Treasurer, and Parent Representatives.

## **ARTICLE VI: DUTIES**

SECTION I: Duties of the Executive Board

1. The Board has the authority to reassign specific job duties as required.
2. The board shall establish the objectives of the organization and determine the policy for the development of the objectives.
3. No member shall hold more than one office at a time.
4. To create standing committees and to appoint chairpersons.
5. To approve the plans of work of the committee's chairpersons.
6. To transact necessary business in the intervals between meetings.
7. Put together a yearly budget to be approved. To work from that budget to pay the bills.
8. Special meetings of the Executive Board may be called by the President or by any member of the Board if needed.
9. Hold monthly Executive Board meetings throughout the school calendar.
10. Hold general member meetings throughout the school calendar.
11. Removal of position is possible if said person has not performed their duties.
12. Appoint new board members if and when the need arises.
13. Get the school principal's approval. The school principal needs to be made aware of planned activities. He/ She may or may not approve an activity if they deem it not in the best interest of the school. Any material such as newsletters, activity information, etc. that is to be sent home with the children needs prior approval of the principal or his/her designee.

SECTION II: Duties of the President

1. Shall preside at all regular, special, and Executive board meetings. Communicate with the Vice President if unable to attend.
2. Coordinate the work of the officers and committees in order that the objectives may be accomplished.

3. Serve as co- authorized signatory of **all** PTO checks.
4. Submit important PTO News to the secretary for the monthly newsletter.
5. Shall cast the deciding vote in case of a tie at all board and membership meetings, otherwise is not able to vote.
6. Update and distribute the yearly PTO Handbook after it has been approved by the board.
7. Execute decisions of the Executive Board.
8. Serve as primary contact for the principal.

### SECTION III: Duties of the Vice President

1. Attend PTO meetings. Communicate with President if unable to attend.
2. Acts as aide to the President.
3. Perform duties of the President in the absence or inability of that officer to serve.
4. Should the President be unable to complete his/her term, the Vice President would assume the office of President.
5. Insure the committees are organized.

### SECTION IV: Duties of the Secretary

1. Attend PTO meetings and record the official minutes. Communicate with President if unable to attend.
2. Publish and distribute a summary of the minutes.
3. In the event the President and Vice President are unable to attend a meeting the Secretary will preside.
4. Distribute the By-Laws to all board members and other interested parties.
5. Update the Order forms.
6. Other miscellaneous typing.
7. Keep a log of attendance for the meetings.
8. Forward all appropriate materials to the principal for web page updates of important PTO related information.

### SECTION V: Duties of the Treasurer

1. Attend PTO meetings. Communicate with President if unable to attend.
2. Serve as co-authorized signatory on **all** PTO checks.
3. Maintain accounts.
4. Keep an accurate record of receipts and expenditures
5. Present a financial statement at each PTO meeting.
6. All deposits made within 30 days or sooner.
7. All payments, reimbursements made within 30 days or sooner.
8. Provide books to be audited annually by an auditing committee of three (3). The books shall be turned over to the Treasurer with a signed statement that the books are in order. The auditing committee shall be appointed by the President and Vice President.
9. Place all monies in a depository appointed and approved by the Executive Board

10. Work with the Board to put together a yearly Budget and present it at the beginning & end of each school year.

#### SECTION VI: Duties of the Immediate Past President

1. Serve as an advisor to the Executive Board for one year immediately following his/her term in office.

#### SECTION VII: Duties of General Member(S)-At-Large

1. Attend PTO meetings and events.
2. Volunteer when needed.

### **ARTICLE VII: MEETINGS**

SECTION I: There will be general meetings throughout the school calendar. The time and place of the meetings shall take place prior to school events. Any member is welcome to attend and provide input to the PTO Executive Board.

SECTION II: Additional meetings of the organization may be called, either by vote of the Executive Board or by petition of the members. Special meetings may be called by the president or by any two or more members of the board. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting, except in the case of an emergency.

SECTION III: There will be monthly Executive Board meetings. The time and place of the meetings shall be announced in the PTO Handbook.

SECTION IV: General meetings shall last no longer than 1 hour. At that time a vote shall be taken on whether to continue on a topic. Only topics on the agenda will be discussed. If time permits we will vote on other topics wished to be discussed. All unfinished business shall be carried over to the next meeting.

SECTION V: In the event of bad weather, meetings may be canceled and rescheduled at the discretion of the president.

### **ARTICLE VIII: TERMS OF SERVICE**

SECTION I: Each officer shall serve a term of a minimum of one year. The term of the office shall end the last day of the school year. The new officers shall begin their term immediately thereafter.

SECTION II: Immediately following the election, the newly-elected officer shall begin working in tandem with the outgoing officer until the completion of the outgoing officer's term.

SECTION III: A person does not have to step down at the end of his/her term if they choose not to; elections will not be held for that office. They will sign up for another term.

SECTION IV: Each outgoing Officer shall present a list of their responsibilities to the newly elected Officer and assist them as needed for up to one year. (See Duties)

SECTION V: Removal from office: The removal of any officer shall be for gross incompetence, intentional neglect, misconduct, or failing to meet the clearances required by the school. An officer may be removed from office if absent from three (3) consecutive meetings, or by a majority vote of the membership for failure to fulfill the duties of their office. A special meeting will be held to answer the complaint.

SECTION VI: Vacancies: Any vacancy in office due to death, resignation, removal, or inability to serve shall be filled by special elections. However, should a vacancy occur in the office of President, the Vice President shall immediately assume the office.

SECTION VII: Offices not renewing their terms must make it known to the Board in writing no later than the end of March.

#### **ARTICLE IX: VOTING PRIVILEGES**

SECTION I: General and Honorary members shall have the right to vote on all issues before the organization.

SECTION II: All General and Honorary members who attend a general meeting shall be designated as “voting” members. Voting Members shall have the right to vote on all issues before the organization, to elect officers, and to hold office.

SECTION III: President shall vote only in the case of a tie in a vote of the Executive Board or the organization.

SECTION IV: All members will have one vote and must cast their vote in the appropriate manner (online voting or in person).

#### **ARTICLE X: FINANCES**

SECTION I: A budget of anticipated revenue and expenses for the year shall be presented to the organization at the beginning of the school year. This budget shall be used as a guide for the activities taking place during the year. Any substantial deviation from the budget must be approved in advance by the organization.

SECTION II: The treasurer shall keep accurate records of any disbursements, income, and bank account information. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payments.

SECTION III: The Treasurer shall prepare updates to be share via the minutes of the meetings, and shall also prepare a final report at the close of the school year. The reports and the accounts shall be examined annually by an auditing committee.

SECTION IV: A designated fund is money put aside for a specific purpose. Any money put into a designated fund shall only be used for that purpose. It cannot be used for other activities.

SECTION V: No loans shall be made by the organization to its officers and members.

SECTION VI: Upon agreement of the Executive Committee or at a general meeting, any officer or officers may enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

SECTION VII: Two authorized signatures shall be required on each check. Authorized signers shall be the president and treasurer.

SECTION VIII: No reimbursements will be made without valid receipts.

SECTION IX: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for the services rendered.

SECTION X: No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political on behalf of any candidate for public office.

SECTION XI: The fiscal year shall coordinate with the school year.

SECTION XII: Dissolution: Upon the dissolution of the organization, any remaining funds should be used to pay outstanding bills, and with membership's approval, spent for the benefit of the school.

## **ARTICLE XI: NOMINATIONS AND ELECTIONS**

SECTION I: A nominating committee of 3 (2 members, 1 Officer) shall bring forth the nominations for the General Elections.

SECTION II: Nominations should be made at the meeting prior to the voting meeting. A slate of persons running for offices shall be presented at the voting meeting. Further nominations may be received from the floor. If all slated to run for office have accepted the nomination then the elections shall proceed by written ballot.

SECTION III: Officers shall be elected at the May meeting of the organization by the voting members present.

SECTION IV: There will be a ballot vote if there is more than one candidate for any office. If there is only one candidate for any office, by motion from the floor, the election for that office may be by a show of hands. All candidates will leave the room and wait in the office so that the voting may take place.

SECTION VI: A majority of the votes cast by the Voting Members shall be necessary for election. Should no person receive a majority of the votes cast, a run off between the two (2) who received the largest number of votes shall be immediately held.

### **ARTICLE XII: AMENDMENT OF BYLAWS**

SECTION I: These bylaws can be amended at any General Membership Meeting of the Manheim PTO by a two-thirds majority vote of the members in attendance. Notice shall be given at least two weeks prior to the meeting.

SECTION II: These bylaws may be reviewed and/or revised by the Executive Board as necessary to meet changing conditions in the school and community and brought to a vote of the General and Honorary Membership.

**These Bylaws were adopted by the Manheim Parent Teacher Organization (PTO) by a majority vote during a General meeting properly called on \_\_\_\_\_ and shall take effect immediately.**

**Bylaws created by 2010-2011 Executive Board.**

**January 18, 2011**

**C. Reiblich made a motion to accept these bylaws. D. Stebick made a second motion.**

**Signed on February 8, 2011**