

# Ehrman Crest PTO Bylaws

## Ehrman Crest Elementary & Middle School Parent-Teacher Organization

### Article I: Name

The objects of the organization are:

- To promote the welfare of children in the home, school, and community.
- Parents and teachers may cooperate intelligently in children's education to bring closer relationships between the home and the school.
- To develop between educators and the community, such united efforts will secure the highest advantages in physical, mental, and social education for all children.

### Article II: Basic Policies

The following are the basic policies of this organization:

- The organization shall be non-commercial, nonsectarian, and nonpartisan.
- 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 the promotion of the objects of the organization.
- The organization shall not, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.
- The organization shall work with the schools to provide quality education for all children. It shall seek to participate in the decision-making process of establishing school policy, recognizing that the people have delegated the legal responsibility to make decisions to boards of education.
- 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.
- The organization shall follow Robert's Rules of Order when conducting business at any meeting.

## **Article III: Membership**

Membership policy is as follows:

- Membership in this PTO shall be open to all current Ehrman Crest Elementary and Middle School parents, guardians, faculty, and staff members who subscribe to the objects and basic policies of the organization without regard to race, color, creed, sex, or national origin.
- Members of the organization are eligible to participate in the general meetings or to serve in any of its elective or appointive positions.
- The PTO shall subscribe to an open membership policy. Persons may become members of the organization at any chosen time.

## **Article IV: Officers And Their Election**

### Section 1. Eligibility of Office

- Each officer of this PTO shall have been a member of this PTO for at least six months.
- To be eligible for the Presidency, a person must have served on the Executive Board for at least one year.

### Section 2. Officers and Their Election

- The officers of this organization will serve as Executive Board members and shall consist of a President, a Vice-President, a Secretary, and a Treasurer. There may be two members assigned to each role as approved by the general committee.
  - Additional Officers but not Board Members: YearBook, Middle School Dance, Community Liaison, Staff Appreciation, and Fundraising Chair. Additional committees may be added or resolved depending on the need and require a two-thirds vote by the general meeting.
- Officers shall be nominated at the April meeting and elected at the May meeting. Officers may accept nominations and be elected even if not present for the meeting if there is correspondence ahead of time.
- Officers shall assume their official duties on July 1st and shall serve for a term of one year or until their successors are elected.

- The Vice-president shall be nominated to the office of President at the end of his/her term if said Vice-President chooses to be nominated.

### Section 3. Vacancies

- A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, notice of such election having been given. In case a vacancy occurs in the office of President, the Vice-President shall serve notice of the election.

## **Article V: Duties Of Officers**

### Section 1. President

- The President shall preside at all meetings of the organization and of the Executive Board; shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the organization or by the Executive Board; and shall coordinate the work of the officers and committees of the organization so that the objects may be promoted.
- The President will be a part of every committee and, therefore, held responsible for adhering to standards set forth by the Seneca Valley School District and the Ehrman Crest Administration.
- The President will ensure that all necessary forms are submitted in advance to the Seneca Valley School District. Fundraising forms, Food truck, Facility Forms, etc.

### Section 2. Vice President

- In the event of two presidents, the role of vice president does not have to be filled.
- The Vice President shall act as an aide to the President and shall (in their designated order) perform the duties of the President in the absence or inability of that office to act; shall organize events; and shall assume the responsibility of any open committee chair.
- The Vice President will oversee at least 1 event during each year and will be responsible for all additional paperwork required. They may be delegated

additional events during the school year as well. Events will be known at the start of each school year.

- The Vice President will also oversee the Book Fair; making sure that they are within budget, proper forms are submitted, and communication to staff and the students is done in advance.

### Section 3. Secretary

- The Secretary shall record the minutes of all meetings of the organization and the Executive Board, provide and keep a record of membership and attendance forms, and distribute copies of said minutes to the Seneca Valley School District and on the PTO Website.
- The Secretary shall be responsible for all PTO recognitions and perform other duties as may be delegated to him/her.
- Unless delegated to someone else, the Secretary shall be responsible for all communication on the primary email, Facebook, and PTO website.

### Section 4. Treasurer

- The Treasurer shall have custody of all of the organization's funds; keep a complete and accurate account of receipts and expenditures; make disbursements authorized by the President, Executive Board, or organization; and sign all PTO checks with a designated second signer.
- The Treasurer shall present a written financial statement at every organization meeting and at other times when requested by the Executive Board.
- The Treasurer shall keep such permanent books of account and records sufficient to establish the organization's gross income, receipts, and disbursements.
- The Treasurer's account shall be examined annually by an Auditing Committee of not less than three members who are satisfied that the Treasurer's annual report is correct and shall sign a statement at the end of the report. The Executive Board shall select the Auditing Committee at least two weeks before the meeting at which new officers assume duties.

## **Article VI: Executive Board**

### Section 1.

- The Executive Board shall consist of the organization's officers, the chairpersons of standing committees, and the school's principal or a representative appointed by him/her.

## Section 2. Duties of the Executive Board

- To transact necessary business in the intervals between organizational meetings and such other business as may be referred to it by the organization.
- To create standing and special committees.
- To approve the plans of work of the standing and special committees.
- To select an Auditing Committee to audit the Treasurer's accounts.
- To prepare and submit to the organization for adoption a budget for the year.
- To approve routine bills within the limits of the budget.
- The required quorum of eight (8) as set forth by these by-laws will consist of the following voting member pool to conduct the business of said Executive Board: President, Vice-President, Secretary, Treasurer, Assistant Treasurer, Fundraising Coordinator, Advisor, Principal, and the Chairpersons of the recognized committees set by the presiding PTO President.

## Section 3. Meetings

- Regular meetings of the Executive Board shall be held during the school year; the time to be fixed by the Board at its first meeting.
- Special meetings of the Executive Board may be called by the President or by a majority of the members of the Board.
- If a meeting has to be canceled, it will be rescheduled at the first opportunity.

## **Article VII: Meetings**

### Section 1. Meetings

- Regular monthly meetings of the organization shall be held during the year; the time will be established at the May meeting.

### Section 2. Special Meetings

- Special meetings of the organization may be held by the president or by a majority of the executive board.

### Section 3. Installation Meeting

- The Installation of officers shall be held in June during the organization's regular monthly meeting.

### Section 4. Quorum

- Eight (8) members representing the Executive Board or a Committee Chair shall constitute a quorum (members physically present) for the business transaction in any organization meeting.

## **Article VIII: Standing and Special Committees**

### Section 1.

- Only members of the organization shall be eligible to serve in any elective or appointive positions.

### Section 2.

- At the end of each term, the presiding President shall name and determine any committee created or dissolved during that term. The committee Chairpersons will then possess or relinquish voting responsibilities if a Quorum is called. The term of each chairperson shall be one year, but they may serve as chairpersons if re-elected.

### Section 3.

- The chairperson of each standing or special committee shall present a work plan to the Executive Board for approval. This plan must be made available to the

board at a monthly meeting no less than two months before the committee's event. No committee work shall be undertaken without the consent of the Executive Board.

- The Treasurer will provide a Budget for each committee that the Executive Board and the general membership approve. It is the responsibility of the chairperson to operate within their budget. (See Article IX)

#### Section 4.

- The President and Vice President shall be a member ex-officio of all committees.

### **Article IX: Financials**

#### Section 1. Fiscal Year

- The fiscal year of this organization shall begin July 1 and end June 30

#### Section 2. Reimbursement

- Reimbursement requests must be submitted to the treasurer within two weeks of the original purchase. Requests must include a reimbursement request form and itemized receipts for all items included on request. Failure to meet these requirements will result in denied reimbursement.
- Reimbursement checks will be provided at the monthly PTO meeting or mailed the day after the meeting if the individual requesting the reimbursement is absent.

#### Section 3. Budget

- The Treasurer will create an annual budget for approval by the Executive Board in April. Once approved, it will be voted on at the general meeting in April or May.

- Chairpersons will be made aware of the Budget at the beginning of their term. It is the responsibility of the Chairperson to operate within the budget given.
  - If they require additional funds, the Chairperson must present in person at the general meeting at least 30 days before needing the additional funding. If these guidelines are not met, additional funding will be denied, and reimbursement will be paid only to the maximum budget allotment.

#### Section 4. Events

- Two members of the Executive Board must withdraw start-up money. The form must be filled out, and it must be communicated to the Treasurer if they are not present at withdrawal.
- Only members of the Executive Board or current Chairs will be authorized to interact with money. This includes but is not limited to using cash registers, cash boxes, counting donations, etc.
- Prior to events with money being exchanged, two members must sign off on the start-up funds form. One form per cash box or cash register is required.
- During the event the same members are held responsible for collecting funds and giving accurate change when necessary.
- At the end of the event, with money exchanged, two members must count all money and fill out the Event Collected form. Those members are held responsible if the funds are inaccurate.
- The Treasurer or another Executive Board member will be responsible for depositing all funds into the PTO account.

### **Article X: 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 that notice of the



proposed amendment shall have been given at least thirty days before the meeting.

## Section 2.

- A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws only by a majority vote at an organization meeting or by a two-thirds vote of the Executive Board. The requirements for adopting a revised set of by-laws shall be the same as in the case of an amendment.

## Amendment 1. Dissolution

- In the event of dissolution of the corporation, whether voluntary or involuntary or by operation of the law, none of the assets of the corporation shall be distributed to any private person but instead shall be distributed to such organization or organizations officially recognized as described in Section 501( c )(3) of the Code as the Board of Directors of the corporation shall elect.