

**ROUNDTOWN ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION
CENTRAL YORK SCHOOL DISTRICT
ORGANIZATION BYLAWS**

I: NAME

The name of this organization is the Roundtown Elementary School Parent Teacher Organization (hereinafter PTO), York, Pennsylvania.

II: PURPOSES

- 1. The objects of the PTO are:
 - a. To promote the welfare of children and youth in home, school and community.**
 - b. To bring into closer relation the home and the school, that parents and teachers may cooperate in the education of children and youth.**
 - c. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social education.****
- 2. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal tax code.**

III: BASIC POLICIES

The following are the basic policies of the Roundtown Elementary School PTO.

- 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 to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objects of the organization.**
- 3. The organization shall not (directly or indirectly) participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to any candidate for public office.**
- 4. The organization shall work with the schools to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions**

- has been delegated by the people to the Board of Education.
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. No part of the net earnings of the organization shall be paid to its members, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for material goods or services for which the person would normally be paid in the course of his/her business.
 7. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more Parent Teacher Organizations within the Central York School District.

IV: MEMBERS

1. Membership in the PTO shall be made available by such organization, without regard to race, color, creed, or national origin.
2. The PTO shall conduct an annual enrollment of members but may admit persons to membership at any time.
3. Each member of the PTO shall donate monies and/or time to said organization as may be prescribed by the organization.
4. Upon donation, a person of Full Age shall become a member of the PTO and shall be entitled to all privileges of membership, including holding office and voting. (Full Age: Of the age of eighteen years or over.) In the case of voting to dissolve the PTO, the person must be a current PTO member. Current membership is required for voting privileges.

V: OFFICERS AND THEIR ELECTION

1. Each officer of this PTO shall be a member of this PTO.
2. Officers and their election:
 - a. The officers of this organization shall consist of a president, two vice presidents, a secretary, assistant secretary, treasurer and an assistant treasurer.
 - b. Officer shall be elected by ballot annually. However, if there is but one nominee for any office, election for that office may be by voice vote.
 - c. Officers shall assume their official duties following the close of the meeting in May and shall serve for a term of one year or until their successors are elected.

- d. A person shall not be eligible to serve more than two consecutive terms in the same office.
 - e. The office of president must be filled by an existing executive board member.
3. 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. In case a vacancy occurs in the office of president, the first vice president shall preside over the election. A vacancy at any time on the executive board shall be filled by a person elected by a majority vote of the existing executive board.
 4. In the event that any elected officer in not fulfilling his/her obligations as outlined in these bylaws and the responsibilities and expectation guidelines, is subject to removal of duties by a majority vote of the executive board.

VI: DUTIES OF OFFICERS

1. The president shall preside at all meetings of the organization and of the executive committee, shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the executive committee, and shall coordinate the work of the officers and committees of the organization in order that the objects may be promoted. The president shall have access to the PTO bank account with a checkbook available to them to assist the treasurer. The president wil reconcile the monthly bank statement with the quicken account.
2. The vice presidents shall act as aids to the president and shall (in their designated order) perform the duties of the president in the absence or inability of that officer to act.
3. The secretary shall record the minutes of all meetings of the organization and shall perform such other duties as may be delegated to him/her. The secretary shall take responsibilities of sending information regarding the Fall Festival.
4. The assistant secretary shall act as an aid to the secretary and shall perform such other duties as may be delegated to him/her. The assistant secretary shall take on the responsibilities of the Sunshine Committee.
5. The treasurer shall have custody of all the funds of the organization, shall keep a full and accurate account of receipts and expenditures, and in accordance with the budget adopted by the organization, shall make disbursements as authorized by the president, executive committee, or organization. The treasurer shall present a financial statement upon request and shall make a full report at the meeting at which new officers assume their duties. The treasurer shall be responsible for the maintenance of such books of account and records. The treasurer will work with the president to reconcile the monthly bank statement with quicken.
6. The assistant treasurer shall act as an aid to the treasurer and shall perform such

other duties as may be delegated to him/her. The assistant treasurer shall oversee the scholarship fund, which was established during the 1993/94 school year. The assistant treasurer shall assume the treasurer responsibilities in the absence of the treasurer.

7. The executive board shall be responsible for the preparation of the annual budget to be presented to and voted upon by the general membership at the September meeting.
8. The executive board will act as the nominating committee for all the offices and special committees.

VII: EXECUTIVE COMMITTEE/BOARD

1. The executive committee shall consist of the president, 1st vice president, 2nd vice president, Treasurer, Assistant Treasurer, Secretary and Assistant Secretary. The principal and/or head teacher of the school shall comprise the remainder of the general organization board.
2. The duties of the executive committee shall be as follows.
 - a. Transact necessary business as may be referred to by the organization
 - b. Create standing and special committees
 - c. Approve the plans of work of the standing committees
 - d. Present a report at the regular meetings of the organization
 - e. Approve routine bills within the limits of the budget.
 - f. The executive committee/board will oversee a scholarship fund, which was established during the 1993/94 school year.
3. Regular meeting of the general organization board shall be held during the school year, the time to be fixed by the president. Special meetings of the executive committee may be called by the president or by a majority of the members of the committee.
4. The Executive Committee will reevaluate the by laws every 2 years.

VIII: EXPENDITURES

1. All expenditures must have pre-approval from the Executive Board prior to purchase.
2. Pre-approved expenditures with original receipt must be submitted to the Treasurer for reimbursement.

IX: AUTHORIZATIONS

- 1. All organization checks issued must have two (2) approved signatures.**
- 2. Approved signatures include Roundtown Principal, PTO President, and PTO Treasurer.**
- 3. Any and all contractual agreements entered into by the organization must be approved in advance by the Executive Board.**
- 4. All executed contracts must be signed by two (2) Executive Board members or PTO President and appropriate committee chair.**

X: MEETINGS

- 1. At least three regular meeting of this organization shall be held during the school year. These dates will be made available to the principal in March for publication in the school calendar.**
- 2. Special meetings of the organization may be called by the president or by a majority of the executive committee.**
- 3. The annual combined board meeting shall be held in August.**
- 4. A quorum of three officers is needed at all meetings. All votes taken will be decided by a simple majority of all organization members present.**

XI: STANDING AND SPECIAL COMMITTEES

- 1. Only members of the organization shall be eligible to serve in any elective or appointive positions.**
- 2. The executive committee may create such standing committees as it may deem necessary to promote the objects and carry on the work of the organization. The term of each chairman shall be two years or until the appointment of the successor.**
- 3. The chairman of each standing committee shall present a plan of work to the executive committee for approval. No committee work shall be undertaken without the consent of the executive committee.**
- 4. The power to form special committees and appoint their members rests with the organization and the executive committees.**
- 5. The president shall be a member ex officio of all committees.**

XII: FISCAL YEAR

- 1. The fiscal year of the PTO shall be July 1 to June 30 inclusive.**

2. The treasurer will complete and file the taxes by September 15th of each year.

XIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.

XIV: AMENDMENTS

1. These bylaws may be amended at any regular meeting of the organization by a simple majority vote of the members present and voting.
2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Approved by General Membership

(President)

(Date)

(First Vice President)

(Date)

(Second Vice President)

(Date)