

# Ellwood City Elementary Parent Teacher Organization Bylaws

*Updated 2016-2017*

## *I. Name of Organization*

The name of this organization shall be Ellwood City Elementary Parent Teacher Organization, hereafter referred to as ECE PTO.

## *II. General Purpose*

The purpose of the ECE PTO is to provide support to, and communication with, parents, teachers, students, and administrators.

## *III. Members*

Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member. Membership is free. Voting rights shall be granted to those members in good standing. Good standing consists of members who are in attendance of ½ the meetings with active participation in at least one committee and are compliant with the pto disciplinary policy. Membership may be revoked immediately due to uncooperative, immoral, aggressive behavior and any behavior that violates school or pto bylaws, conduct, policy and code. Revoked members will not be permitted to attend or participate in pto activities, events or functions. School Administrators or the executive pto board may enact revokement.

## *IV. Goals*

1. To foster a cooperative relationship between parents, teachers, support staff, and school administrators.
2. To encourage family participation within the school and/or PTO committees
3. To plan and carry out special events, of which all money raised, will be used to directly benefit the school, teachers, and students.
4. To keep informed about the school's educational programs and strategic goals.

## *V. Officers and Elections*

1. The officers shall be a president, vice president, secretary, and treasurer.
  - a. President. The president shall preside over meetings and executive board, prepare agenda, finalize school calendar with principal/board members, coordinate elections of Board members, and vote only to break any ties on motions; oversees committees, chairs, facilitates as required, confers with principals.
  - b. Vice President(s). The vice president(s) shall assist the president and carry out the president's duties on his/her absences or inability to serve, time keeper at meetings, facilitates/oversees committees as needed.
  - c. Secretary. The secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes, bylaws, rules, membership list and brings them to the meetings. The secretary may be asked to post information on the PTO website, as necessary, and initiate media coverage as needed.
  - d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will make a financial statement at every meeting or when requested by the executive board, and make a full report at the end of the year.
  - e. All officer terms are one year and can be re-elected.
2. Nominations and Elections. Elections will be held at the next to last meeting of the school year (May). Nominations will be taken in April. Voting shall be by voice vote if one person is running for an office; a ballot vote will be taken if more than one person is running. Newly elected officers shall assume the responsibilities of their offices upon the closing of the school year.
  - a. Eligibility. All elected officers must have a child currently enrolled in Ellwood City Elementary School. Vacancies that occur mid term will be

- filled for the remainder of the term, by a person(s) elected by a simple majority vote of the PTO Executive Board.
- b. Non-elected position, Principal(s), serves as advisor to PTO Ex. Board
  - c. Removal from Office. Officers can be removed from office by majority vote at any time such that he or she fails to perform assigned duties, is corrupt, or any act/behavior that brings dishonor to, or negates, the purpose and/or goals of this organization.
  - d. Executive Board Positions- Candidates for executive board positions need to have experience as committee chairs and have shown regular attendance at the ECE PTO monthly meetings. Candidates for Presidency need to have experience as an executive board member. These stipulations can be void, if no interest from those qualified candidates exist.
  - e. Committee chairs and vice chairs will be appointed by the executive board at the May PTO meeting. Appointments will be based on interest and qualifications needed to best lead the committees.

#### *VI. Meetings*

1. Regular Meetings. A regular meeting of the PTO shall be conducted monthly, as needed, during the school year at 7pm. The Executive Board may meet prior to the general meeting, if needed.
2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, committees, or five general members submitting a written request to the Board.
  - a. Committees shall:
    - i. Coordinate/Organize/Facilitate special events
    - ii. Report progress at PTO Executive and General meetings as requested by the Board
    - iii. Submit reports to Board and General membership upon completion of the project/event.
3. Quorum. Half the number of board members constitutes a quorum.

#### *VII. Finances*

1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.
2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.
3. The Board shall approve all expenses of the organization.
4. The fiscal year shall coordinate with the school year.
5. In House Field Trips will be the standard. One In house field trip per grade level will be provided yearly if funding is available. Funding will dictate the frequency. Non- Educational trips will not be considered or funded; this includes amusement and water park locations.

#### *VIII. Parliamentary Authority*

1. Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws and be consulted when needed.
2. These bylaws will be reviewed annually.

#### *VIII. Dissolution Clause*

Upon the dissolution of the organization, the Executive Board of Officers shall, after paying or making provision for the payment of all liabilities of the organization, dispose of all the assets of the organization to the Ellwood City Area School District for educational purposes for the elementary schools within the district. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas in Lawrence County in which the principal office of the organization is located, exclusively for such purposes as said Court shall determine.