

**BY LAWS OF  
WILLIAM PENN ELEMENTARY  
PARENT-TEACHER ORGANIZATION**

ARTICLE I: Name

The name of this organization is the William Penn Elementary School Parent Teacher Organization.

ARTICLE II: Articles of Organization

The organization exists as an unincorporated organization of its members. Its "articles of organization" comprise these by-laws, as from time to time amended, and its articles of organization, if any. In the absence of separate articles of organization, the by-laws shall be deemed to be the articles of organization.

ARTICLE III: Objects

Section 1: The objects of organization are:

- a) To bring into closer relationship the home and the school, that parents and teachers may cooperate intelligently in the training of the child.
- b) To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social, and spiritual education.
- c) Promote the welfare of children and youth in home, school, and community.
- d) To secure adequate laws for the care and protection of children and youth.

ARTICLE IV: Basic Policies

Section 1: The following are the basic policies of the organization:

- a) The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b) The name of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objects of the organization.
- c) The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in nay political campaign on behalf of , or in opposition to any candidate for public office; or devote more than any insubstantial part of it's activities to attempting to influence legislation by propaganda or otherwise.

- d) The organization shall cooperate with schools to support the improvement of education in ways that will not interfere with administration of the schools and shall not seek to control their policies.
- e) The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization shall make no commitments that bind the organization.
- f) In the event of the dissolution of the organization, its assets shall be given to the William Penn Elementary to be dispersed by the Principal in cooperation with the School Advisory Council in a manner designed to benefit the school and/or students.

ARTICLE V: Membership and Dues

Section 1: Any individual who subscribes to the objects and basic policies of this organization and who is a parent, guardian, or teacher of a William Penn Elementary student may become a member of this organization. Membership in this organization shall be available without regard to race, creed, color, or national origin.

Section 2: The organization shall conduct an annual enrollment of members in September of each year. Membership will be valid through October of the ensuing year.

Section 3: Each family of the organization shall pay annual dues to the organization.

Section 4: Only members of the organization shall be eligible to serve in any of its elective positions.

Section 5: Only members of the organization are entitled to vote on PTO business.

ARTICLE VI: Officers and Their Elections

Section 1:

- a) The officers of this organization shall consist of a president or co-presidents, a first vice-president, a second vice-president, a recording secretary, a corresponding secretary, and a treasurer. When deemed necessary by the organization, the duties of recording secretary and corresponding secretary may be combined.
- b) Officers shall be elected by ballot annually in the month of April. However, if there is but one nominee for any office, it shall be in order to move that the secretary cast the elective ballot of the organization for the nominee.

- c) Officers shall assume their official duties on July 1<sup>st</sup> and shall serve for a one-year term ending June 30<sup>th</sup>. The out-going officers will work with the new officers to ensure a smooth transition.
- d) A person shall not be eligible to serve more than two consecutive terms in the office of president, co-presidents, or treasurer.

Section 2:

- a) There shall be a nominating committee composed of three members selected by the Executive Committee at the March meeting.
- b) The Nominating Committee shall nominate at least one eligible person for each office. (Only those who have signified their consent to serve if elected shall be nominated for or elected to such office.) The Nominating Committee will then report its nominees at the regular meeting in April, at which time additional nominations may be made from the floor.

Section 3: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Committee prior notice of such election having been given to the members. In case a vacancy occurs in the office of president, the first vice-president will assume the duties of president.

ARTICLE VII: Duties of Officers

Section 1: The president or co-presidents shall preside at all meetings of the organization and of the Executive Committee; 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 Committee; and shall coordinate the work of the officers and committees, in order that the objects may be promoted.

Section 2: The first vice-president shall act as an aide to the president and shall perform the duties of the president in the absence or inability of that officer to serve. The first vice-president shall be chairperson of the Hospitality Committee in the absence of an additional volunteer from the organization. The first vice-president shall be chairperson of the Nominating Committee. The first vice-president will perform additional duties as assigned by the Executive Committee or organization in order that objects of the organization may be promoted.

Section 3: The second vice-president shall act as an aide to the president and shall be responsible for coordinating the annual fundraising efforts. The second vice-president will perform additional duties as assigned by the Executive Committee or organization in order that the objects of the organization may be promoted.

Section 4: The recording secretary shall record the minutes of all meetings of the organization and the Executive Committee and shall perform such other duties as assigned by the Executive Committee or organization.

Section 5: The corresponding secretary shall respond to all organizational correspondence as well as coordinate mailings to staff regarding organizational activities. The corresponding secretary shall be responsible for cards and gifts to staff as appropriate during the year. The corresponding secretary shall be chairperson of the newsletter, The Penn Express, in the absence of additional volunteers from the organization.

Section 6:

- a) Receive all monies of the organization; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the organization. The treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the Executive Committee.
- b) The treasurer's records shall be audited annually by a person/persons other than the treasurer at the end of the fiscal year or as deemed necessary the Executive Committee.
- c) Any expenditure of the PTO funds will require the signature of the president, co-president, or the treasurer.
- d) The treasurer will provide the Executive Committee with a detailed monthly statement of transactions.

Section 7: All officers shall:

- a) Perform the duties outlined in the by-laws and those assigned by the organization.
- b) Deliver to their successors all official material within ten days after the meeting at which their successors are elected. The exception being the treasurer, who will work with their successor until the close of the fiscal year (June 30<sup>th</sup>) and then deliver their official material after the annual audit has been completed.

#### ARTICLE VIII: Executive Committee

Section 1: The Executive Committee shall consist of the officers of the organization and the Principal of the school or a representative appointed by him/her.

Section 2: The duties of the Executive Committee shall be:

- a) To transact necessary business in the intervals between meetings.
- b) To create or eliminate standing committees and appoint chairpersons.

- c) To approve the plans of work of the standing committees.
- d) To present a report at the regular meeting.
- e) To approve routine bills within the limits of the budget.

ARTICLE IX: Meetings

Section 1: Regular meetings of the PTO shall be held monthly during the school year.

Section 2: Special meetings of the Executive Committee may be called by the president or by the majority of the members of the committee.

Section 3: The annual meeting shall be in May.

Section 4: The members present shall constitute a quorum for the transaction of business of the organization.

ARTICLE X: Standing and Special Committees

Section 1: The Executive Committee may create or eliminate such standing committees as it may deem necessary to promote the objects and carry on the work of the organization.

Section 2: The chairman of each standing committee shall present a plan of work to the members at a regular meeting. The chairman of each committee is responsible for making a report and maintaining a file to be handed over at the annual meeting in May.

Section 3: The president or co-presidents shall be members' ex-officio of all committees except the Nominating Committee.

ARTICLE XI: Council Membership

Section 1: The association shall be represented in meetings of the Bethel Park PTA-PTO Council by the president or co-presidents or his/her alternate and the principal or his/her alternate.

ARTICLE XII: Financial

Section 1:

- a) A sum not less than \$500 shall be set aside each year from the funds of the organization to be appropriated for the use of the succeeding administration.
- b) The Budget and Finance Committee will consist of members of the Executive Committee. Decisions will be made by a majority vote. This committee shall prepare and present the annual budget at the first meeting of the fiscal year for approval by the organization.
- c) Any amount under \$100 may be spent with the approval of the Executive Committee. All expenditure over \$100 must be approved by

the general membership. Notice must be given to all members before voting on any expenditure over \$500. This notice must include details of the expenditure, including the item being purchased, the amount and the date of the meeting at which the expenditure will be voted upon.

- d) By the third day after a fundraising event, the chair [person] of the event shall count the money, which will then be turned over to the treasurer. In the absence of the treasurer, the president or co-presidents will assume this responsibility.
- e) The fiscal year of this organization shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup>.
- f) The Executive Committee shall approve all contracts entered into by the organization after approval of the general membership.

### ARTICLE XIII: Amendments

#### Section 1:

- a) These by-laws may be amended at any regular meeting of the organization by a majority vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting.
- b) The requirements for the adoption of a revised set of by-laws shall be the same as in the case of an amendment.

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