

BY-LAWS FOR WARWICK ELEMENTARY SCHOOL

PARENT TEACHER ORGANIZATION

1340 Almshouse Road

Jamison, Pennsylvania 18929

ARTICLE I – NAME OF ORGANIZATION

The name of this organization shall be Warwick Elementary School Parent Teacher Organization, Inc., Jamison, PA (Hereafter referred to as PTO).

ARTICLE II – MISSION AND OBJECTIVES

Section A. To help promote the education and well-being of all Warwick students in our school and in the community.

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Section B. To implement the above mission, the PTO objectives shall be:

1. To provide an alternate means of communication between parents, teachers and the principal about education related issues and topics.
2. To enhance the educational efforts of the school's professional staff by assisting in the funding of educational opportunities for the students
3. To provide extension education and/or enrichment programs for children and adults.
4. To fund the PTO annual budget, various fund raising activities will be held in accordance with School District policies. No part of the net earnings of the PTO shall go towards the benefit of any member or officer of the PTO. No PTO member shall benefit from any fundraiser.
5. To encourage maximum participation of the school, parent, and community populations in decision making, fund expenditures and volunteerism.

ARTICLE III – POLICIES

Section A. The PTO shall be non-commercial, non-sectarian, and non-partisan. It shall not endorse a commercial enterprise or candidate directly or indirectly.

Section B. No committee member shall make an official statement of the PTO policy unless directed by the Executive Board.

Section C. This PTO shall not seek to direct the administrative activities of the school or to control its policies.

ARTICLE IV – MEMBERSHIP

Section A. All parents and guardians of children enrolled at Warwick Elementary School and all Administrators and Faculty members of Warwick Elementary School are members of the PTO. All members are eligible to vote at the PTO meeting. Only one vote per family will be permitted.

Section B. There will be no annual dues charged to our school families.

ARTICLE V – Fiscal Year

The fiscal year of the PTO shall begin on July 1st and end on June 30th. The books and records of the PTO shall be maintained on an accrual basis.

ARTICLE VI – OFFICERS

Section A. The officers of the PTO shall be President, a First Vice President, Second Vice President, a Secretary and two Treasurers (payable and receivable). Two individuals may be nominated and elected as a unit to share an office, according to nominating procedures. Hereafter, all references to an officer position means co-officer when applicable.

Section B: Term of Office

1. The term of the office shall be two years with no officer serving more than one term in the same office.

2. In the event of a vacancy in the Presidency between elections, the First Vice-President shall assume the Presidency. In the event of vacancy in any other office, the vacancy shall be filled by appointment by the President with approval of the Executive Board.

Section C. Duties of Officers:

The President shall:

1. Have the responsibility and authority with the right of delegation, for overseeing the operation of the PTO and promoting our mission.

2. Be the official liaison and spokesperson between the PTO and any other body, and shall have the right to delegate this authority when warranted.
3. Preside at all PTO meetings of the Executive Board and present new business.
4. Appoint chairpersons for all committees, subject to Executive Board approval, except for the Nominating Committee.

Be an unofficial member of all committees except the Nominating Committee, but not the chairperson of any committee. The First Vice President shall:

1. Act as an aide to the President.
2. Perform the duties of the President in the absence of that officer.
3. Move up to the office of President if the current President must leave that position.
4. Act as Parliamentarian.
5. Perform other duties as delegated to that office.

The Second Vice President shall:

1. Act as an aide to the President.
2. Shall assume the duties of First and Second Vice President if the current First Vice President must become President or otherwise is unable to fulfill the requirements of the position.
3. Perform the duties of Treasurer in the absence of that officer.
4. Perform other duties as may be delegated to that office.

The Secretary shall:

1. Keep the minutes of all general and executive meetings of the PTO and act as the official custodian of records. Records will be retained for four years, with the current secretary passing their archives to the incoming secretary.
2. Distribute copies of minutes for review and approval at each general PTO meeting.
3. Provide highlights of PTO meetings for monthly communication in the newsletter and on the school website.
4. Receive and carry out all correspondence pertaining to the PTO.
5. Inform all members of the date of all PTO meetings.
6. Perform other duties as may be delegated to that office.
7. Should have a current copy of bylaws at each meeting.

The Treasurers shall:

1. Receive all money of the PTO; deposit monies in banking institution designated by the PTO.
2. Keep an accurate record of the receipts and expenditures, detailing items that have been approved for the PTO annual fiscal budget.
3. Pay out funds as authorized by the Executive Board as stated in the approved budget. Expenditures not in, or over, the budget require approval of the Executive Board before such expense may be incurred.

These expenditures are not to exceed \$500.00 total during any fiscal years.

4. Prepare a statement of account for distribution at each PTO meeting to be used as necessary, and at other times as requested.
5. Prepare an annual report as of June 30th in such manner that it may be audited at the end of each fiscal year.

Section D. Elected officers shall compile a tentative calendar of activities and draw up a budget for the following year to be approved at the last membership meeting.

Section E. The elected officers shall transact the necessary business of the PTO, including any unscheduled business, which may occur between its general meetings as needed. The elected officers shall also approve plans of the appointed committees, and prepare the annual budget.

Section F. All officers shall assume the duties of their respective offices at the beginning of the fiscal year.

Section G. It shall be the duty of each elected officer to attend all scheduled business meetings.

ARTICLE VII – THE EXECUTIVE BOARD

Section A. The Executive Board shall consist of the 6 elected officers: the President, First Vice President, Second Vice President, Secretary and Treasurers, the Principal and at least one Faculty Representative. Two individuals may share an office as described in Article VI.

Section B. Membership on the Executive Board will be terminated by resignation, moving out of the school district, expiration of the term of office or dismissal by majority vote at a PTO meeting.

Section C. Each member of the Executive Board shall have one (1) vote to cast on motions brought before the membership. The attendance of more than half of the Executive Board plus 7 other members in good standing of the PTO will constitute a quorum at general meetings.

Section D. All requests for expenditure not within the approved budget over \$500.00 must be presented to a member of the Executive Board at least one week prior to a general meeting. Voting items over \$500.00 will be presented to the General Membership for approval. At the discretion of the Executive Board, a vote on any fiscal or policy matter may be delayed until the next general meeting.

ARTICLE VIII- NOMINATIONS, ELECTIONS: TERMS OF OFFICE

Section A. Title nominations of candidates for all offices shall be made by a Nominating Committee of three persons – two members in good standing and a faculty representative. The Executive Board shall appoint all members of the Nominating Committee and none shall be eligible for the office of President in the following election.

The Nominating Committee shall:

1. Become appointed on or about March 15th of the election year.

2. Obtain permission of any person under consideration before placing that person's name on the ballot.
3. Present its slate of nominations to the Executive Board on or about April 15th.
4. Present the slate of nominations to the general PTO membership in the April newsletter, at least 14 days prior to the May general meeting.
5. Prepare a ballot to be used for the election.

Section B. Elections

1. The Nominating Committee shall conduct the election at the annual meeting in May.
2. At the election meeting other nominations may be made from the floor provided that the person nominated consents.
3. Voting shall be conducted by secret ballot (prepared by the Nominating Committee) at the May general meeting. A member in good standing may only cast election ballots, with one vote per membership/ family. A majority of valid ballots constitutes the winning candidate for each office. In the event of a tie, the current Executive Board will decide.
4. The Nominating Committee will control preparation and distribution of ballots. Only members may cast a ballot, with one ballot per membership family. The office (Secretary under direction of the Principal) will control collection and counting of ballots.

ARTICLE IX – MEETINGS

Section A. General meetings will be held regularly throughout the year, in the Warwick Elementary School building, unless otherwise specified/communicated by the Executive Board. Due notice shall be given of any change of date or venue.

1. All meetings shall be open to the general PTO membership.
2. Voting rights are given to all members and the Executive Board.
3. In general, all members must be present to cast vote.
4. All members are welcome to provide written comments to a board member prior to any meeting they cannot attend. These comments will be shared with the participants present at the general meeting.

Section B. The President may call special meetings of the PTO, five days' notice having been given.

Section C. The May meeting is the annual meeting, at which time annual reports shall be received and officers elected when applicable to the election year.

Section D. The Final meeting is to be held between the date of the annual meeting in May and the end of the fiscal year, and at this meeting the newly elected officers shall be present when applicable to the election year.

Section E. A quorum at the general membership meetings shall consist of more than half of the Executive Board Members and at least 7 members in good standing.

ARTICLE X - STANDING AND SPECIAL COMMITTEES SECTION A: Committees shall be created by the PTO as deemed necessary to carry out the work of the organization. All current and new committee requires its own Chairperson(s).

SECTION B: Volunteer Committee chairs shall be responsible to the Executive Board of the PTO and shall make reports and recommendations as needed.

SECTION C: The Executive Board has the final decision on all appointed committee chairs.

SECTION D: The committee chairpersons will conduct themselves in a professional manner as they are a representative of the school. They will follow the guidelines as requested from the executive board and fulfill the responsibilities of their position. If they cannot fulfill their duties, the executive board has a right to replace the position.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in Roberts’ Rules of Order, Revised shall govern this PTO in all cases where they are applicable and not inconsistent with these by-laws.

ARTICLE XII- AMENDMENTS TO THE BY-LAWS

Section A. The Executive Board shall review the by-laws on a regular basis and make necessary revisions according to Article XII. Section B.

Section B. These by-laws may be amended at any general meeting of the PTO by a two-thirds vote of all the members present and voting, provided notice of the proposed amendment shall have been at least ten days prior to the meeting. The amendment should not be in conflict with the required articles prescribed in the by-laws.

Section C. A committee may be appointed to submit a revised set of by-laws.

ARTICLE XIII – DISSOLUTION

If, for any reason, this organization shall be dissolved, all assets shall be turned over to the school for the specific use designated by the PTO membership.

Adopted this _____ day of _____, 2014 by the Warwick

Elementary Parent Teacher Organization.

ATTEST _____

(Signature – Organization President)

ATTEST _____

(Signature – Organization Secretary)

REVISION HISTORY

- ADOPTED NOVEMBER 14, 2001
- REVISED MONTH/DATE/ 2014