**Londonderry PTO Bylaws**

**(As amended and restated on November 9, 1998)**

**(As amended on February 14, 2000)**

**(As amended on September 13, 2011)**

**Article I: Name**

The name of this organization is the Londonderry Parent Teacher Organization (the “PTO”). It

was organized at the Londonderry Elementary School of the Lower Dauphin School District,

Londonderry Township, Dauphin County, Pennsylvania.

**Article II: Objectives**

The following are the objectives of the PTO:

1. To promote the overall welfare of the children at Londonderry Elementary School

(“Londonderry School”) and in the community associated with Londonderry

School;

1. To bring into closer association the home and Londonderry School so that parents and teachers can cooperate in the education of the child; and
2. To support the efforts of the administration, the teachers and the general public toward securing the highest advantages

**Article III: Basic Policies**

The following are the basic policies of the PTO:

1. The PTO shall be noncommercial, nonsectarian and nonpartisan.
2. The name of the PTO, or the names of any of its members in their official

capacities on behalf of the PTO, shall not be used in connection with any

commercial concern, with any partisan interest or for any purpose not

appropriately related to the promotion of the objectives and the policies of the PTO.

1. The PTO shall not, directly or indirectly, participate or intervene in any way, including in the publishing or distribution of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
2. No individual officer of the PTO shall represent the interests of the PTO in a public forum unless such representation has the express prior approval of the PTO.
3. The PTO may cooperate with other organizations and agencies active in child welfare such as conference groups or coordinating councils; however, binding organizational commitments to such projects or programs shall not be valid without the approval of the PTO.
4. The PTO shall cooperate with the administration, teachers and staff of Londonderry School to support the improvement of education in ways that will not interfere with school board policies.
5. In the event of the dissolution of the PTO, its assets shall be assigned to Londonderry School for the enrichment of its programs and students.

**Article IV: Membership**

1. Membership: Membership in the PTO shall be made available without regard to race, creed or national origin, Any person agreeing to actively work toward the objectives and basic policies of the PTO as stated herein may become a member, subject only to compliance with the provisions of these bylaws and any other rules and policies of the PTO.
2. Donations: The amount of an annual individual donation to the PTO by any administrator, teacher, staff member or parent is optional. Donations are not a requirement of membership in the PTO.

**Article V: Officers, Committees, Elections and Vacancies**

1. Officers: The officers of the PTO shall consist of a President, Vice-President, Treasurer,

Recording Secretary and Corresponding Secretary (“the Officers”). The duties performed by each of the Officers are set forth on Appendix A.

1. Committees: The standing committees of the PTO shall be set forth on Appendix B. Coordinators of the Standing Committees shall be determined at the time of the annual election of officers.

It may be necessary to create special committees for a specific purpose and duration (the “Special Committees”). The duties and duration of any Special Committees shall be determined by the Executive Committee (as defined in Article VI hereof).

Members of Standing Committees and Special Committees are expected to attend all meetings of the PTO at which business pertaining to their particular committee is scheduled to be transacted.

1. Elections: Officers shall be elected annually at a regular meeting of the PTO. Officers shall assume the duties set forth in Appendix A. Officers shall be elected by a simple majority of the people present at the regular meeting in which the elections were held.
2. Vacancies: Any vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority of the remaining members of the Executive Committee (as defined in Article VI hereof. Notice of the vacancy and names of any newly elected officers shall be given to the administration, teachers and parents of Londonderry School students. In the event of a vacancy in the office of President, the Vice President shall assume the duties of the office of President for the remainder of the unexpired term.

**Article VI: Executive Committee**

1. Members: The following shall comprise the executive committee: the current elected officers of the PTO, the coordinators of the Standing Committees, and the principal of Londonderry School or his or her duly appointed representative (the “Executive Committee”).
2. Duties: The Executive Committee shall transact such routine and necessary business. Specifically, the Executive Committee shall have the following powers and duties:
3. Transact any business which must or should, in the discretion of the Executive Committee, be completed between regular meetings of the PTO, but not to include any transaction exceeding $200;
4. Create a Standing Committee, define its duties and amend Appendix B, if necessary;
5. Create a Special Committee, select its members and define its duties;
6. Review reports and communications of Standing Committees and Special Committees and advise the chairs of such committees;
7. Review special agenda items for regular meetings of the PTO;
8. Review the annual budget prior to presentation at any PTO meeting;
9. Call special meetings of the PTO;
10. Periodicreview ofthe bylaws, including recommendations and amendments to a Special Committee formed for the purpose of review;
11. Transact such other business as may be determined by the Executive Committee to be in the best interests of the PTO, subject to the limitations herein.
12. Meetings: Meetings of the Executive Committee may be called by the President or by a majority of its members. Any action to be taken by the Executive Committee shall require approval by a simple majority of members present at a duly authorized meeting.

**Article VII: Meetings**

Regular meetings of the PTO shall be held monthly with the dates established by the current Executive Committee prior to the beginning of the school year**.** Special meetings of the PTO may be called by the Executive Committee. Special meetings require 24 hournotice to the members of the PTO. Business at any meeting of the PTO shall be approved by a majority of those present at any PTO meeting.

**Article VIII: Other**

1. Fiscal Year: The fiscal year of the PTO shall begin on August 1 and end on the following July 31.
2. Expenditure of Funds: Any request for expenditure of funds that exceed the budgeted amount by more than $25.00 in the current fiscal year, must be approved by a majority of the Executive Committee. All checks issued by the PTO require two signatures; one of which must be either the PTO Treasurer or PTO President.
3. Governance: Robert’s Rules of Order Revised shall govern the meetings of the PTO in all cases in which they are applicable and in which they are not in conflict with these bylaws.
4. Amendments: These bylaws may be amended upon both (i) the recommendation of a Special Committee formed for the purpose of reviewing these ByLaws and recommending changes, and (ii) a majority vote of those persons present at any PTO meeting at which reasonable prior notice has been given that an amendment to these ByLaws will be considered.

**Appendix A – Duties of Officers**

Section 1. The President and/or Co-President shall have the following duties and responsibilities:

1. Preside at all meetings of the PTO and of the Executive Committee at which he/she may be present.
2. Create the agenda for all meetings, other than Standing Committee and Special Committee meetings called to discuss matters pertaining exclusively to such committee.
3. Call special meetings, or reschedule meetings, of the PTO and the Executive Committee at his/herdiscretion.
4. Set up the nominations and any Special Committees deemed necessary by the PTO.
5. Recruit committee chairpersons and other volunteers for PTO functions and fund-raisers.
6. Provide information to be included in all correspondence to the administration, teachers, and parents of Londonderry School students.
7. Set PTO function dates in coordination with the Londonderry School administration.
8. Act as school administration/PTO liaison and contact person.
9. Represent the PTO at the Lower Dauphin School District PTO Council meetings, or appoint a representative in his/herabsence**.**

Section 2. The Vice President shall:

1. Preside a all meetings of the PTO and of the Executive Committee at which the President or Co-Presidentis not present
2. Assist the President and/or Co-Presidentas needed.

Section 3. The Treasurer Shall:

1. Prepare and present the financial status of the PTO at every meeting, including the current year’s budget at the first PTO meeting, and at other times when requested.
2. Maintain checking and savings accounts, make disbursements in accordance with the approved budget, and provide cash as requested by the coordinator of any Standing Committee or Special Committee for any PTO sponsored event in accordance with the prior approved actions of such committee.
3. Assist at PTO functions for the collection of moneys, and recruit assistance for collecting and counting of money if necessary.
4. Prepare a yearend financial report for publication.

Section 4. The Recording Secretary shall:

1. Record the minutes of all PTO meetings which are to be prepared for and distributed at the next regular PTO meeting.

Section 5. The Corresponding Secretary shall:

1. Prepare all internal and externalcorrespondence as necessary.

**Appendix B – Duties of Standing Committees**

Section 1. All Coordinators of the Standing Committees shall:

1. Attend regularly scheduled meetings of the PTO or if unable to attend, notify the President and/or Co-Presidentso that specific agenda items of concern can be addressed.
2. Serve as a member on each Special Committee he/she coordinates, as needed.
3. Recruit volunteers as needed.
4. Be available, as needed, for each event he/she coordinates.
5. Review committee reports for completion and accuracy.
6. Make recommendations for the following fiscal year’s budget.

Section 2. The Fundraising Coordinator shall oversee all moneymaking efforts and work closely

 with the PTO Treasurer when collection of funds is necessary. Fund-raising efforts may

 include but are not limited to sub sales, poinsettias sales, clothing sales, bake sales, the

 Book Fair, the May Fair, etc.

Section 3. The EventCoordinator shall oversee all social and educational programs as approved

 by the PTO and secure contracts and any necessary facility requirements needed.

 Examples of the PTO events include the dinner event, ~~ice~~ skating parties, movie nights,

the Easter Egg Hunt, Santa Shop, and after school clubs, etc.

Section 4. The Health and Welfare Coordinator shall oversee all community service and student

 welfare projects sponsored by the PTO and secure and facility requirements needed. Examples of such services include Holiday Baskets, Kindergarten Registration and

student gifts, etc.

Section 5. The Hospitality Coordinator shall oversee the purchase and preparation of food and

 serving items, maintain an inventory of stock items, such as paper products and non-

 perishable food, which are to be stored 9n the designated PTO storage closet, and

 obtain proper approvals for use of cafeteria and school facilities.