

**STONY BROOK ELEMENTARY SCHOOL  
PARENT TEACHER ORGANIZATION BY-LAWS**

(Revised March 2012)

**ARTICLE I: NAME**

The name of the organization shall be the Stony Brook Elementary School Parent Teacher Organization (SBESPTO). The SBESPTO is the local PTO unit associated with Stony Brook Elementary School in the Central York School District in York, Pennsylvania ("the school"). The SBESPTO has no affiliation with any state or national PTA/PTO and is independent of all other PTA/PTO organizations.

**ARTICLE II: PURPOSE**

Section 1. The purpose of the SBESPTO is to promote the welfare of children in home, school, and community; strive for a close working relationship with parents, teachers, administrators, and children in an effort to achieve the best possible education for every student; conduct activities and establish an atmosphere that will build self esteem, confidence, readiness, and enrichment in the lives of the students of the school.

Section 2. The SBESPTO shall raise funds to be used solely for the purpose of achieving the objectives in Article II, Section 1, within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future Federal Tax Code.

**ARTICLE III: MEMBERSHIP**

Section 1. Any parent, guardian, adult family member, or other adult standing in loco parentis for a student at the school may be a member. The principal, and any teacher or staff member employed by the school, may be a member. Every member of the SBESPTO has the right to be an active member or chairperson of any committee, make a motion, and vote.

Section 2. Membership shall be available any time throughout the school year.

Section 3. Membership for qualifying individuals shall be available without regard to race, color, creed, gender, sexual orientation, physical disability, or national origin.

**ARTICLE IV: OFFICERS AND ELECTIONS**

Section 1. **Officers.** The officers shall be a president, vice president, secretary, and treasurer.

Section 2. **Nominations and Elections.** Elections will be held during the regular meeting in the month of April. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office. Nominations for officers may be made from the floor. Voting shall be by voice vote. If more than one person is running for the same office, a ballot vote shall be taken.

Section 3. **Eligibility.** Members are eligible for the office of president if they have been a member of the SBESPTO for a minimum of twelve (12) months at the time of nomination. Members are eligible for the office of vice president, secretary, and treasurer if they have been a member of the SBESPTO for a minimum of six (6) months at the time of nomination.

Section 4. **Terms of Office.** Officers are elected for a term of one (1) year. Each person elected shall hold only one office at a time.

Section 5. **Vacancies.** If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. **Removal From Office.** Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

#### **ARTICLE V: DUTIES OF OFFICERS**

Section 1. **President.** The president shall:

- a. Preside over meetings of the SBESPTO and the executive board.
- b. Coordinate the work of all the officers and committees so that the purpose of the organization is served.
- c. Handle correspondence to the Central York School District Administration or Central York School Board, as required.
- d. Handle correspondence received by the SBESPTO and forward it as necessary to individuals.
- e. See to the printing and distribution of the SBESPTO Information Packet at the start of each school year.
- f. Perform such other duties as may be prescribed in the Bylaws or assigned to him/her by the Executive Board.

Section 2. **Vice President.** The Vice-President shall:

- a. Assist the president and carry out the president's duties in his or her absence or inability to serve.
- b. Select assemblies and SBESPTO programs with the Principal.

Section 3. **Secretary.** The secretary shall:

- a. Keep all records of the organization.
- b. Take and record minutes at all meetings of the SBESPTO, or designate someone to record minutes if unable to attend.
- c. Prepare minutes for presentation at the next SBESPTO meeting.

Section 4. **Treasurer.** The treasurer shall:

- a. Receive all funds of SBESPTO.
- b. Keep an accurate record of receipts and expenditures.
- c. Make disbursements as specified by the SBESPTO budget, or as directed by the president or executive board.
- d. Present a treasurer's report at every SBESPTO meeting, and at other times of the year when requested by the president or executive board.
- e. Prepare an end of year report to submit, with all records and books, to the Central York School District Board on or before August 30.

## **ARTICLE VI: THE EXECUTIVE BOARD**

Section 1. **Executive Board.** The Executive Board shall consist of officers of the SBESPTO and the Principal of the school, or a representative appointed by him/her.

Section 2. **Duties.** The Duties of the Executive Board shall be to transact necessary business as may be referred to it by the SBESPTO; create standing and special committees; approve and submit a budget to the membership; prepare and present reports and recommendations to the membership.

Section 3. **Quorum.** The quorum of the Executive Board shall be three of the five members.

## **ARTICLE VII: MEETINGS**

Section 1. **Regular Meetings.** A minimum of seven (7) meetings of the SBESPTO shall be held during the school year. Dates, times, and locations of meetings shall be determined by the president and principal, and notification of such dates and times shall be sent home at the beginning of the school year. Seven (7) days notice shall be given of a change of date. As long as one quarter of the executive board members are present, it shall be considered a regular meeting. An annual combined meeting of the SBESPTO and Executive Board shall be held in June.

Section 2. **Special Meetings.** Special meetings of the SBESPTO may be called by the president, seven (7) days notice having been given. An election meeting shall be held in April, the second to last meeting of the year.

Section 3. **Quorum.** All votes taken will be decided by a simple majority of all organization members present. The quorum shall be 8 members of the organization.

## **ARTICLE VIII: COMMITTEES**

Section 1. **Membership.** Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2. **Standing Committees.** The executive board may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the organization.

a. The chairman of each standing committee shall serve a term of one (1) year. Subsequent terms may be served by those persons who have signified their consent to serve. If more than one person has expressed interest in chairing the same committee, a ballot vote shall be taken.

b. The chair of each standing committee shall present their plan of action during regular monthly meetings. No committee work shall be undertaken without the consent of the president and the approval of the principal of Stony Brook Elementary School.

Section 3. **Additional Committees.** The executive board may appoint additional committees as needed.

Section 4. **Special Committees.** The power to form special committees and appoint their members rests with the executive board. Since a special committee is created and appointed for a special and specific purpose, it automatically goes out of existence when its work is done.

Section 5. All standing and special committee chairpersons shall be given a copy of these bylaws and other guidance as may be necessary for them to fulfill their duties.

Section 6. A committee chair or co-chair person can be removed from his/her duties with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

#### **ARTICLE IX: COUNCIL MEMBERSHIP**

Section 1. SBESPTO shall be represented in meetings of the Central York School District Council, whether or not they are a PTA or a PTO, by a council delegate, the president, or a designated SBESPTO member chosen by the council delegate.

Section 2. Delegates to the Central York School District Council meetings, regardless if the school district is a PTA or a PTO, shall serve for a term of one (1) year. Subsequent terms may be served by a person who has signified his/her consent to serve. If more than one person has expressed an interest in serving as delegate, a ballot vote shall be taken.

#### **ARTICLE X: FINANCES**

Section 1. The fiscal year of the SBESPTO shall begin on July 1 and end on June 30, inclusive.

Section 2. A tentative budget shall be drafted by the Treasurer, with the assistance of the President and Vice President, in the fall of each school year to be approved and made the official budget by a majority vote of the members present at the first regular meeting.

Section 3. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 4. Authorized signers of any checks shall be the president or treasurer.

Section 5. Expenditures greater than twenty-five dollars (\$25) over the approved budget of a committee must be approved by a majority vote of the members present at a monthly meeting prior to reimbursement.

#### **ARTICLE XI: AMENDMENTS**

Section 1. These bylaws may be amended at any regular or special meeting, providing that notice was given at least twenty-five (25) days prior to the meeting at which the amendment is to be voted upon. Notice may be given verbally at a preceding meeting, by postal mail, e-mail, newsletter, flyer, website, or fax. Amendments will be approved by a two-third vote of those present, assuming a quorum.

Section 2. A special 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 SBESPTO. The requirements for adoption of a revised set of laws shall be the same as in the case of an amendment.

#### **ARTICLE XII: DISSOLUTION OF STONY BROOK ELEMENTARY SCHOOL PTO**

Section 1. The SBESPTO may be dissolved at a regular or special meeting, providing that notice was given at least sixty (60) days prior to the meeting at which dissolution is to be voted upon. Notice may be given verbally at a preceding regular meeting, by postal mail, e-mail, newsletter, flyer, website, or fax. Dissolution will be approved by a two-third vote of those present, assuming a quorum.

Section 2. Upon the dissolution of the SBESPTO, any remaining funds should be used to pay any outstanding bills and, with the membership's approval (the Treasurer must distribute), spent for the benefit of the school.

#### **ARTICLE XIII: PARLIMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, newly revised, shall govern meetings as long as they are not in conflict with the organization's approved bylaws.

## ARTICLE XIV: CONFLICT OF INTEREST

Section 1. **Purpose.** The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or member of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest to nonprofit and charitable organizations.

Section 2. **Policy.** Officers and members have a duty to avoid potential or apparent conflicts of interest. To avoid the appearance of impropriety, it is important for individuals to disclose any of the following facts.

- Whether they have a potential conflict of interest with respect to any transaction, business decision or other matter in which the organization is involved;
- Whether they have a financial, business or personal interest in an entity in which the nonprofit organization is or will be doing business;
- Whether individuals related to them have a financial, business or personal interest in an entity with which the nonprofit organization is or will be doing business; or
- Whether they serve as a director, member or employee of a corporation with which the nonprofit organization is or will be doing business.

The board should proceed with caution when any of the above facts are present because there may be a conflict of interest. An individual who has a potential conflict with respect to a particular transaction should abstain from participating in the negotiations and decisions surrounding that transaction. To avoid the appearance of impropriety, the individual who has the conflict of interest should not be counted in determining the existence of a quorum at the meeting of the board at which the matter is voted upon and should not be present in the room during any discussions that relate to the transaction. The minutes of the meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.