**H.D. Staples Elementary School Parent/Teacher/Student Organization By-Laws**

**Organized May 19, 2017**

**Objectives**

To create and foster a spirit of close relationship between home and school, so that the students may secure the best education possible.

To take an active interest in the civic, social, and moral welfare of the students and assist them in becoming outstanding members of our community.

To create opportunities for students, families, teachers and staff to serve the community.

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purpose, the making of distributions to organizations that qualify as exempt organizations under section 501 (c )(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)(3). No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**Article 1—Calendar**

Events will be discussed and determined by the PTSO Board members. The fiscal year end will be June 30th of each year.

**Article 2—Meeting Place**

The Location and time will be discussed and voted on at the first meeting of each school year and will then be published on the school's website and in any newsletters. There will be one meeting held each school calendar month. As needed - a board meeting should be held before any regular meeting to discuss the agenda. Meetings must not be in a public area, such as a restaurant.

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**Article 3—Order of Business**

1. Call meeting to order
2. Pledge
3. Reading of minutes
4. Treasurer's report
5. Announcements
6. Unfinished business
7. New business
8. Program
9. Adjournment

**Article 4—Policy**

This organization shall be nonsectarian and nonpartisan. A revised set of by-laws or amendment to the by-laws may be set if voted on by a majority of present members. Amendments must be posted by the front office and on the website two weeks prior to voting.

**Article 5—Membership Dues**

Any person interested in supporting this organization may become a member after paying the annual dues. The amount of the dues will be set at the first meeting of each school year by the board. Board members are required to pay at least the lowest tier of dues.

**Article 6—Election**

The officers are to be elected annually at the last meeting of the school year. Term of each office will be two complete school calendar years including the summer months. Nominations will be made, second, and voted on by the majority of attending members. If more than one person is nominated for a position, then a paper ballot must be used and tallied by the Principal/Vice-Principal and one other non-nominated person. Membership due must be paid at time of accepting nominations. If an office becomes available for any reason during a term, the position must be posted as soon as possible before the next meeting. The position will then be nominated, second, and voted on at the up-coming meeting.

**Article 7—Officers and Duties**

1. **President**—shall preside at all meetings, break any tie votes, oversee all functions and activities of the organization, and keep a detailed folder of meeting records and activities. Will ensure that the ethics code of JISD is being followed. Will be a signer on the checking account. Can have administrative rights to the website and other social media sites, such as Facebook, to oversee, add, delete or modify information as needed.

2. **Vice-president**—act as aide to President, perform Presidential duties in case of absentee, and preside as President if the office should become vacant in the middle of a term. Help to ensure that the website has updated and correct information. Will be a signer on the checking account. Can have administrative rights to the website and other social media sites, such as Facebook, to oversee, add, delete or modify information as needed.

3. **Secretary**—keep all records, sign-in sheets, and reports on past meetings, type and print agendas for the meetings. Distribute copies of each meeting records to the President and Principal as to stay in compliance with Title 1 campus regulations.

4. **Treasurer**—keep accurate accounts of incoming monies and expenditures of the organization. Will NOT be a signer on the checking account. File any and all necessary forms to keep up the 501 (c )(3) status.

5. **Publicity** (committee)—writes, prints, distributes newsletters and newspaper articles on upcoming and past events.

6. **Fundraise**r (committee)—gathers and submits fundraising ideas to the board and members of the organization. Will organize and oversee all fundraising activities.

7. **Special Projects** –A committee(s) will be formed and a chairperson appointed as needed to coordinate all activities regarding a specific long or short term project the PTSO is actively working on such as Star Student Breakfast and Box Tops. Will provide updates to PTSO on a regular basis and coordinate with school administration, the Executive Board, teachers, vendors and volunteers to accomplish goals.

8. **Volunteer Coordinator**- Help coordinator volunteers for campus events and helping opportunities. Such as copy room and different school projects.

9. **Teacher Representative**—along with Campus Administration, helps to advise the organization of ways it can better assist the students and staff of this organization.

10. **Campus Administration** (Principal and/or Assistant Principal)—helps to advise the organization of ways it can better assist the students and staff of this organization. Will be a signer on the checking account. Will have administrative rights to the website and other social media sites, such as Facebook, to oversee and to add, change, remove or modify information as needed and be the final authority on information posted to the site.

**Article 8—Expenditures**

All expenditures must be signed off on by one Board member and one campus administrator.

**Article 9—Amendments to the By-Laws**

At the beginning of each school year the board must review the by-laws and make any needed adjustments. Any adjustments or amendments must be turned in to the campus principal and the JISD Parent Support Group. If the committee finds anything that should be amended, it should be brought to

the members' attention at the next meeting. The suggestions should be made, second, and voted on to approve by the majority of present members before the amendments can be made.

**Article 10—Dissolution**

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c )(3) of the Internal Revenue code, or corresponding section of any future federal tax code, or shall be distributed to the federal government for public purpose. Any such assets not disposed of shall be disposed of by the court of Common Pleas of the county in which the principal office of the organization is then located exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.