A.G. Elder Elementary School Parent/Teacher/Student Organization
By-Laws
Organized October 30, 2014
Amended January 27, 2015

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.

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.

Article 1—Calendar

Functions will be discussed and determined by the PTSO Board members. It will then be presented and voted on at the beginning of each school year. 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. (Months of exception include December and March) 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.

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 front office and on 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.

Article 6—Election

The officers are to be elected annually at the last meeting of the school year. Term of each office will be a complete school calendar year including the summer months. No one person can hold more than one seat in each term. 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. ***Past President***-(Optional position) shall act as a mentor and consultant to the PTSO Executive Board and members by sharing previous experiences, contacts and knowledge of past events, projects and commitments regarding the PTSO. Should the need arise can perform the duties of a Board member in the case of absence or a vacancy to ensure that leadership positions on the Executive Board are filled throughout the school year. Must have held the office of President for at least 1 year within the previous three years. Can be a signer on the checking account in the event the Vice President and President cannot be reached. Can have administrative rights to the website and other social media sites, such as Facebook, to oversee, add, delete or modify information as needed.

4. ***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 President and Principal as to stay in compliance with Title 1 campus regulations.

5. ***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.

6. ***Historian***—will take pictures and have administrative rights to media sites such as Facebook and be the primary contact to update the PTSO page regarding matters pertaining to PTSO and other campus activities. At the end of each year she/ he will turn in a summary of the year's activities to the President. If there is no one to fill this position the Secretary will furnish a summary of the year's events.

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

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

9. ***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.

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

11. ***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.