Boyce Middle School

Parent Teacher Organization By-Laws

Upper St. Clair School District

Prior to filling out the by-laws, you must review the IRS guidelines.

Article I: Name

The name of this organization is the Boyce Middle School Parent Teacher Organization located in Upper Saint Clair, Pennsylvania.

Article II: Purposes

Section 1. The Purposes of the Boyce Middle School Parent Teacher Organization, herein referred to as PTO, are:

a. To promote the welfare of children and youth in home, school, and community,
b. To raise the standards of home life,
c. To provide financial support in accordance with the budget approved by the organization,
d. To bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the education of children and youth, and
e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social education.

Section 2. The Purposes of this PTO are promoted through advocacy and educational programs directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

Section 3. The PTO is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code or corresponding Section of any future federal tax code (hereinafter "Internal Revenue Code").

Article III: Basic Policies

The following are basic policies of the PTO:

a. The PTO shall be noncommercial, nonsectarian, and nonpartisan.
b. The PTO shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
c. The PTO shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among parents, schools, and the community at large.
d. No part of the net earnings of the PTO shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the PTO shall be authorized and empowered to pay reasonable compensation for services rendered, and to

make payments and distributions in furtherance of the purposes set forth in Article II hereof.

e. All budgeted monies that have not been spent by the end of the fiscal year (hereafter SURPLUS MONIES") will be automatically reallocated/recategorized and included as "Unallocated Reserves" on the approved annual budget as of July 1 for the following school year. These SURPLUS MONIES shall be spent at the discretion of the Boyce PTO Executive Board for gift-to-school expenditures and said expenditures must be reported to the general PTO membership as they are made.
f. Notwithstanding any other provision of these articles, the PTO shall not carry on any other activities not permitted to be carried on (i) by an entity exempt from federal income tax under Section 501 (c)(3) of the internal Revenue Code or (ii) by an entity, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
g. Upon the dissolution of the PTO, after paying or adequately providing for the debts and obligations of the PTO, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations that have established their tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code. In the event of dissolution of this PTO, the remaining assets shall be distributed to Boyce Middle School to be dispersed by the principal in a manner agreed to by a two-thirds majority vote of the membership and designed to benefit the school and/or students.
h. The PTO or members in their official capacities shall not, directly, or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition 1o, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
i. Members of the executive board and committee chairs will review and abide by the Conflict of Interest Policy of this PTO.

Article IV: By-Laws

Section 1. This PTO shall adopt such by-laws for the government of this PTO as may be approved by a two-thirds majority vote of its membership.

Section 2. This PTO's by-laws and conflict of interest policy shall be updated every three (3) years and shall be submitted to the Upper St. Clair Parent Teacher Council upon adoption.

Section 3. Amendments:

a. These by-laws may be updated or amended at any general membership meeting of this PTO by a two-thirds majority vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least twenty-eight (28) days prior to the meeting at which the amendment is voted upon.
b. Amendments of by-laws shall be submitted to the Upper St. Clair Parent Teacher Council for approval upon adoption.

Article V: Voting

Section 1. Only members of this PTO who have paid activity fees for the current membership year may vote on the business of this PTO.

Section 2. Current membership must be verified for voting privileges.

Section 3. The by-laws of this PTO shall prohibit voting by proxy.

Article VI: Membership & Activity fees

Section 1. Membership in this PTO shall be made available without regard to race, color, creed, or national origin, under such rules and regulations.

Section 2. This PTO shall conduct an annual enrollment of members but may admit individuals to membership at any time.

Section 3. Activity Fees:

a. Each member of this PTO shalt pay such annual activity fees to said PTO as may be prescribed by the PTO.
b. The treasurer of this PTO shall keep records of the member activity fees separate from records of the general funds of this PTO.

Section 4. Local PTO Membership:

a. Upon payment of activity fees, a person of Full Age shall become a member of this PTO and shall be entitled to all privileges of membership, including holding office and voting.
b. Full Age: Of the age of eighteen years or over, as set forth by the Pennsylvania Consolidated Statutes, Title 15, Corporations and Unincorporated Associations.
c. Membership in the organization shall be open to all residents of Upper St. Clair with a Boyce student, teachers, staff and administrators. Membership is contingent upon payment of annual activity fee(s) (dues for teachers, staff, administrators) as herein provided.

Article VII: Officers

Section 1. The officers of this local PTO shall consist of:

one (1) president;

two (2) vice presidents;

one (1) secretary;

one (1) treasurer; and

one (1) board advisor

Section 2. Officers shall be elected by the end of the month of May.

Section 3. The vote shall be conducted by written ballot unless there is only one candidate for office, at which time a voice vote may be held. A majority vote shall be required for election.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Boyce Middle School PTO:

a. Each officer shall be a member of this local PTO.
b. A person who has served in an office for more than one-half of a full term shall be deemed to have served a full term in such office.
c. No person may serve in more than one (1) elected position in this PTO simultaneously.
d. Each officer of this PTO shall have been a member of an Upper Saint Clair PTA, PTSO or PTSO for six (6) months.
e. No officer may be eligible to serve more than two (2) consecutive terms in the same office other than the office of the treasurer, which cannot serve more than one (1) term.
f. To be eligible for the presidency a person must have served on the executive board of this PTO for one (1) year.

Section 5. Officers shall assume their official duties at the beginning of the next fiscal year (July1). Prior to leaving office, the treasurer shall prepare the books and records of the organization and submit to the auditor or audit committee for examination.

The president, first vice-president, second vice-president, and board advisor shall serve for a term of one year. The treasurer and secretary shall serve a term of two years and shall be elected in opposite years. The Principal of Boyce Middle School will serve as Second Vice President and will serve throughout the duration of their employment as Building Principal.

Section 6. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the first vice-president. A vacancy in any office other than the president shall be filled by a member elected by the executive board.

Section 7. The nominating committee will be composed of the Executive Board. The committee shall be chaired by the board advisor.

Article VIII: Duties of Officers

Section 1. The president shall:

a. preside at all meetings of this PTO;
b. serve as an ex officio member of all committees except the nominating committee and the auditing committee, if authorized to sign checks;
c. coordinate the work of the officers and committees of this PTO in order that the Purposes may be promoted;
d. send contact information (name, address, phone, email) for the incoming officers to the USC Parent Teacher Council;
e. perform other duties as may be provided for by these by-laws, prescribed by the parliamentary authority, or directed by the executive board; and
f. have a current copy of this PTO's by-laws available for membership review.

Section 2. The first vice-president shall:

a. act as aide to the president;
b. perform the duties of the president in the president's absence or inability to serve;

c. appoint standing committee chairpersons for the following school year; and
d. secure volunteers for PTO activities as directed by the executive board.

Section 3. The second vice-president is an ex-officio member of the executive board and shall be the principal of the school.

Section 4. The secretary shall:

a. record the minutes of all meetings of the PTO;
b. file the monthly financial report to the membership as part of the monthly minutes;
c. attach the membership list to the minutes of the November and January general meetings;
d. maintain a current copy of the by-laws, standing rules, conflict of interest policy and membership list;
e. present a written copy of the previous meetings records at each meeting; and
f. have at each meeting, written records available for review by members, for at least the previous year's meetings.
g. compile a monthly newsletter with all pertinent information to be sent to the families at Boyce Middle School. After review and approval from the President and the Principal, the newsletter shall be emailed to the families.

Section 5. The treasurer shall:

a. have custody of and maintain a full account of the funds of this PTO;
b. submit activity fees as directed in Article VI Membership &Activity fees Section 4 of these by-laws;
c. make disbursements as authorized by the executive board, or this PTO in accordance with the budget adopted by this PTO;
d. have checks or vouchers signed by two officers (the treasurer and the president or 1st vice president);
e. provide a written financial statement to the executive board at each meeting;
f. report the findings of the annual audit in writing to the executive board and present an annual report of the financial condition of this PTO to the membership;
g. present all audit reports to the general membership for adoption at the first general membership meeting held after the completion of the report;
h. have the accounts examined annually by an auditor, certified accountant or an auditing committee of not fewer than three (3) members, who are not authorized to sign checks. If satisfied that the treasurer's annual report is correct, they shall sign a statement to that fact at the end of the report. The auditing committee shall be elected by the executive board at least one (1) month before the meeting at which new officers assume duties;
i. open to inspection such books of account and records, at all reasonable times, by an officer of this PTO;
j. in accordance with articles of incorporation, notify the Pennsylvania Department of State, Bureau of Incorporation, when there is a change of officers;
k. require a certified accountant to prepare and file Form 990N, 990 or 990EZ on behalf of this PTO as required by IRS ·or state regulations;
l. file to the appropriate state office each year upon completion, an updated list of incorporated officers, a copy of the Form 990N, 990, or 990EZ as required per IRS

regulations and any other documents required to remain in compliance with IRS or state regulations;

m. forward a signed copy of all audit reports to the USC Parent Teacher Council immediately following their adoption by the general membership and will notify, in writing, to USC PTC that they have submitted the -required forms by October 15 of each calendar year. If a unit is requesting an extension on any filing, they will provide that information to USC PTC.
n. upon resignation of an officer with check signing privileges during a term, have the accounts examined by an auditor or an auditing committee following the fiscal year end auditing procedures.
o. any individual who has given a check to the PTO, which is subsequently returned to the organization by reason of insufficient funds, shall be responsible for paying the full amount of the funds owed or forfeit all related goods or services. In addition, that individual will also be asked to reimburse the organization for the amount of the return check fee that is charged to the organization. The Treasurer will maintain thorough records of all transactions and communications related to returned checks and related fees.
p. ensure completion of W-9 for consultants (e.g., author day) and produce 1099-Misc and 1096, if necessary.

Section 6. The board advisor shall:

a. serve as by-law chairperson for this PTO;
b. serve as chairperson of the nominating committee and
c. review the monthly bank statements and initial after review.

Section 7. All officers shall perform other duties as may be provided for in these by-laws, prescribed by the parliamentary authority, or directed by the president, or the executive board.

Article IX: Executive Board

Section 1. The business of the Boyce Middle School PTO shall be managed by the executive board in the intervals between PTO general membership meetings.

Section 2. Each executive board member shall be a member of this local PTO.

Section 3. The members of the executive board shall be elected officers and the principal who shall serve as the second vice-president.

Section 4. Duties of the executive board shall be to:

a. transact business as may be referred to it by the membership of this local PTO;
b. create special committees as needed and appoint chairmen for each special committee;
c. approve plans of work of the committees;
d. present a report at the regular general meeting of this PTO;
e. select an auditor or an auditing committee to audit the treasurer's accounts;
f. prepare and submit an annual budget to this PTO general membership for adoption; and approve payment of routine bills within the limits of the approved budget.
g. elect a parliamentarian from the executive board members, as needed.

Section 5. If any member of the executive board shall at any time cease to meet the qualifications or fulfill the duties of the position as listed in the by-laws, that person shall be removed from the position by a motion adopted first by the executive board and then by the general membership. The vote shall be by a majority.

Section 6. Regular meetings of the executive board shall be held with the date and time to be fixed by the board at its first meeting of the year.

Section 7. Special meetings of the executive board may be called by the president or when requested by a majority of the executive board members upon three (3) days' written notice to each member of the board.

Section 8. At all meetings of the executive board, a majority of the members of the board shall constitute a quorum for the transaction of business.

Section 9. Upon the expiration of the term of office or when individuals cease to hold the position, all records, books, and other materials pertaining to the position shall be turned over to the president within ten (10) days.

Article X: Committees

Section1. Only members of this PTO shall be eligible to serve as chairpersons. The executive board shall create standing and special committees as needed and appoint chairpersons for each committee.

Section 2. The standing committees of this PTO shall be listed in the standing rules.

Section 3. The term of office of each committee chair shall be one (1) year or until the selection of a successor.

Section 4. No chairperson may be eligible to serve more than two (2) consecutive terms in the same chairmanship without approval of the executive board.

Section 5. No committee work shall be undertaken without the consent of the president.

Section 6. Standing committees of this PTO will be reviewed on an annual basis. Standing committees may be discontinued by a majority vote of the executive board. Notification of the vote will be provided to the membership at the following general meeting.

Article XI: General Membership Meetings

Section 1. At least three (3) general membership meetings of this PTO shall be held during the school year. Dates of meetings shall be determined by the executive board and announced at the first general membership meeting of the year. Three (3) days' notice shall be given to the membership of a change of date.

Section 2. Special meetings of this PTO may be called by the president or by the majority of the executive board on three (3) days' notice having been given.

Section 3. The annual meeting shall be held in May at which time the budget and slate of officers for the upcoming year shall be presented to the membership for a vote.

Section 4. A quorum of seven (7) members in addition to any executive board members is required for the transaction of business in any meeting of this PTO. In the event of approval of general meeting minutes, if a seven-member quorum is not present, a majority of the executive board may approve the minutes.

Article XII: USC PTC Membership

Section 1. This PTO shall be represented in executive board and general meetings of the Upper Saint Clair Parent Teacher Council (USCPTC) by the president or appointed alternate and by the first vice-president or appointed alternate, each of whom shall serve for a term of one year.

a. All representatives to the Upper Saint Clair PTC must be members of this PTO.
b. Alternates shall be selected by the executive board.

Section 2. This PTO shall also be represented in general meetings of the USCPTC by its principal or their alternate.

Section 3. This PTO shall pay annual membership, by November 1st, to the Upper Saint Clair PTC, as provided in the council by-laws.

Article XIII: Fiscal Year

The fiscal year of this PTO shall begin on July 1 and end on the following June 30.

The fiscal year of this PTO shall be the same as its accounting year and shall be in accordance with the information provided on the SS-4 form currently filed with the IRS.

Article XIV: Dissolution & Withdrawal of Charter

A PTO considering dissolution must:

a. upon decision to recommend dissolution of the unit, present the resolution to the members at the next general meeting for their information;
b. announce that a vote on the dissolution will be taken at the next general meeting. A two thirds majority vote is -required to dissolve this PTO;
c. require each person voting to dissolve be a member of this PTO for at least ninety (90) days;
d. arrange for the proper disposal of PTO funds and property according to the provisions of these by-laws and applicable law, including those of the State of Pennsylvania and the Internal Revenue Service; and
e. provide for the dissolution to take effect within the timeframe required by applicable law and transfer all PTO books and records to the USCPTC.

Article XV: Parliamentary Authority

The rules contained in the -current edition of Robert's Rules of Order Newly Revised shall govern this PTO and in all cases in which they are applicable and in which they are not in conflict with these by-laws or the articles of incorporation.

SIGNATURE/APPROVAL PAGE

By-laws of the Boyce Middle School PTO

Approved by the general membership at its meeting on May 23, 2023. (Date of Approval)

Attached is a copy of the minutes for the meeting when the by-laws were approved by the general membership.

President Name (Printed): Erica Baldasare

President Signature: _____

Secretary Name (Printed): Nicole Paoly

Secretary Signature: _____

Reviewed by USC Parent Teacher Council By-Laws Chairperson

PTC By-Laws Chairperson Name (Printed): _____

PTC By-Laws Chairperson Signature: _____

Date Reviewed: _____