

BY-LAWS CORL STREET PARENT TEACHER ORGANIZATION JANUARY 1994

(AMENDED February, 2016) (AMENDED November 2017) (AMENDED February 2018)

Article I: Name:

The name of this organization shall be the Corl Street Parent Teacher Organization. The organization is located in State College, Pennsylvania. The organization is an unincorporated association under Pennsylvania State law.

Article II: Objectives:

To support and enhance the educational and social environment of Corl Street Elementary. To promote the welfare of children in school, home and community. The organization is organized exclusively for charitable and educational purposes under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article III: Policies

Section 1. The objectives of the PTO will be carried out through meetings, committees, educational/social events and fundraising projects.

Section 2. The PTO shall be non-commercial, non-sectarian and non- partisan. No commercial enterprise and no candidate shall be endorsed by the PTO. Neither the name of the organization nor the names of its officers in their official capacities shall be used in connection with commercial concerns, with partisan interest, nor for any other purpose than the regular work of the organization

Section 3. The PTO shall not seek to direct the administrative activities of the school nor to control its policies.

Section 4. The PTO may cooperate with other organizations and agencies active in child welfare,

such as conference groups or coordinating councils, provided they make no commitments that bind their member groups.

Article IV: Membership and Dues

Section 1. All parents and teachers/staff at Corl Street Elementary are automatically members of PTO.

Section 2. There will be no annual dues collected, but donations will be solicited and collected in the fall and delivered to the Treasurer.

Article V: Officers and their Election

Section 1. The PTO Executive Board shall include the President, Vice- President, Secretary, Treasurer, and school principal. All elected officers of the Board shall serve for a term of two years and/or until their successors are elected. No officer may serve more than one concurrent term in the same position. If a faculty member is interested in serving as faculty representative, the board will include that representative; otherwise, at least one faculty member should attend every PTO general meeting.

Section 2: Only the President, Vice President, Secretary and Treasurer shall be elected offices.

Section 3: Nominations for officers shall be made by any PTO member with the consent of each candidate. A simple majority of those present at the May PTO meeting affirms election.

Section 4: In the event of a vacancy in an office, the Executive Board shall appoint a replacement.

Article VI: Duties of the Officers

Section 1: The president shall preside at all meetings of the organization and of the executive board; shall be a member ex-officio of all committees; and shall perform all other duties pertaining to the office. The president shall submit PTO information for publication in the school newsletter.

Section 2: The vice-president shall act as an aide to the president and perform the duties of the

president in his/her absence.

Section 3: The secretary shall keep an accurate record of all PTO meetings and shall initiate and respond to correspondence as needed.

Section 4: The treasurer shall receive monies of the organization, shall keep an accurate record of all receipts and expenditures, shall pay out funds only with PTO Executive Board authorization, shall present a written account at every meeting. The treasurer's accounts shall be examined annually by an auditor located by the treasurer and approved by the board.

Section 5: The principal advises the Executive Board and represents the State College Area School District.

Section 6: The President or Vice-President attends the meetings of the State College Area Council of Parent Teacher Associations/Organizations (or other meetings of State College Area PTO representatives) and acts as liaison between the council and the Corl Street PTO.

Section 7: The fiscal year of the PTO shall coordinate with the school year, running from July 1 until June 30.

Article VII: Meetings

Section 1: PTO meetings are held monthly. Section 2: Any member may hold office, make motions, debate and vote.

Section 3: The duties of the Executive Board shall be to: a. Transact business, b. Approve activities of standing committees; C. Approve routine bills within the limits of the budget.

Section 4: Special meetings of the Executive Board shall be called by the President or a majority of the Executive Board members provided 5 days notice has been given. For the purpose of a special meeting, those whose attendance is requested are the Executive Board members and all PTO chairs who attended the last regular meeting, with special meeting minutes added to the last regular minutes as an addendum. All decisions made during the special meeting must be reported at the next regular meeting.

Section 5: Special votes may be taken by the Executive Board members when timeliness will not allow business to wait until a regular meeting. Votes will be electronic and in writing and presented at the next regular meeting. In the alternative, votes may be taken at a special meeting, and memorialized in minutes to be presented at the next regular meeting. Votes for general matters and matters involving an expenditure of the lesser of \$300 or 5% of the current PTO balance will require a simple majority vote to carry. Votes for expenditures exceeding the lesser of \$300 or 5% of the current PTO balance will require all Executive Board members to register a vote and for the Executive Board member vote to be unanimous.

Article VIII: Standing Committees

Section 1. Standing Committees shall be created by the Executive Board, as may be required to promote the objectives and interests of the organization. The chairpersons of the committees shall be selected, and confirmed each year by the PTO Officers.

Section 2: The chairpersons of all standing committees shall present plans to the Executive Board for approval.

Article IX: Activities of the organization:

No part of the net earnings of the association shall inure to the benefit of, or be distributable to its 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 association shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the association 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 bylaws, the association shall not carry on any other activities not permitted to be carried on (a) by an association 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 an association, 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 X: Dissolution

In the event the organization ceases to exist, PTO monies and assets shall go to the State College Area School District Educational Foundation, which is a 501(c)(3) organization. If, at the time of dissolution, this foundation is not 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, the monies will go to the State College Area School District (a local government entity) for public purposes.

Article XI: Parliamentary Authority

Robert’s Rules of Order Revised shall govern this organization in all cases in which they are applicable.

Article XII: Amendments:

By-Laws may be amended at any regular meeting of the organization by a two-thirds vote of the members present.

Witnessed this ____ day of _____, _____

Signature: _____

Signature: _____

Printed name: _____

Printed name: _____

Date: _____

Date: _____