

BY-LAWS
CORL STREET ELEMENTARY PARENT TEACHER
ORGANIZATION
JANUARY 1994 (AMENDED JANUARY 2010)

Article I: Name

The name of this organization shall be the Corl Street Elementary Parent Teacher Organization. The organization is located in State College, Pennsylvania.

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.

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. The PTO shall not dictate curriculum; its role is supportive only.

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 teachers/staff, parents, and guardians of children enrolled 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 at least the President, Vice-President, Secretary, and Treasurer; faculty representatives and the school

principal shall serve in an advisory capacity. All elected officers of the Board shall serve for a term one year and/or until their successors are elected.

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.

Section 5: The Corl Street Elementary School principal shall appoint the faculty representatives to advise the Executive Board.

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. .

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 audit committee of two non-Executive Board members appointed by the president. The signed audit should be completed by August 1.

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

Section 6: As available, the **President or Vice-President** attends the meetings of the State College Area Council of Parent Teacher Associations/ Organizations (President's Council), or communicates as necessary with the President's Council president and acts as liaison between the council and the Corl Street PTO. For purposes of these bylaws, the President's Council is a coordinating council.

Article VII: Meetings

Section 1: Other than the month of December, PTO meetings are held monthly during the regular academic year.

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: Organizational meetings of the Executive Board may be held. Officers will attend as available, and those attending will communicate as necessary to all other executive board members and the principal.

Section 5: 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.

In the alternative: Section 5: Special meetings shall be called by the President or a majority of the Executive Board members provided 5 days notice has been given. For purposes of a special meeting, those whose attendance is requested are the Executive Board members, the principal, and all PTO members, chairs, and teacher representatives who attended the last regular meeting. The special meeting shall be considered a continuation of the last regular meeting, with special meeting minutes added to the last regular minutes as an addendum. There is no need to contact all of Corl Street parents or chair persons for a special meeting, but all decisions during the special meeting must be reported at the next regular meeting.

Section 6: 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.

In the alternative: Section 6: Special votes may be taken when timeliness will not allow...next regular meeting. Those who are eligible to vote are as follows: Executive Board members, the principal, all PTO members, chairs and teacher

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representatives present at the last regular meeting. Votes for general matters... Votes for expenditures exceeding the lesser... unanimous, as well as a simple majority vote from the rest of the attendees.

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 or removed by the PTO Officers.

Section 2: All chairpersons must submit verbal or written plans to the Executive Board at the monthly meeting prior to the event's occurrence. A formal Request for Funds must be submitted and approved at this monthly meeting for any funds expected to exceed the amount of money already budgeted for the event.

Section 3: The chairpersons of all standing committees shall present receipts up to their budgeted amount plus the additional amount approved through the Request for Funds procedure to the treasurer as applicable.

Section 4: **Chairpersons may serve for a maximum of 2 years unless a replacement can not be found by the deadline for the return of forms in the fall.**

Article IX: Dissolution

In the event of the dissolution of the Corl Street Elementary PTO, its monies and assets shall go to the State College Area School District and be used to fund programs at Corl Street Elementary. In the event the school ceases to exist, PTO monies and assets State College Area School District general fund.

Article X: Parliamentary Authority

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

Article XI: Amendments:

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