

LANDISVILLE ELEMENTARY CENTERS PARENT TEACHER ORGANIZATION ("PTO")

EXECUTIVE BOARD BYLAWS

Article I

Name:

The name of this organization shall be the Landisville Elementary Centers Parent Teacher Organization Executive Board ("Executive Board" or "Landisville PTO Board")

Article II

Goals:

- Section 1: to support the vision and mission of the Hempfield School District and the Landisville Elementary Centers,
- Section 2: to provide stimulating programs and activities which promote the education of children, teachers, and parents in the home, school, and community,
- Section 3: to enhance communications between the school and the home regarding scheduled activities and important educational concepts,
- Section 4: to unite parents and teachers by working together for the welfare of children,
- Section 5: to encourage interaction between parents and teachers in an effort to broaden their acquaintances with one another,
- Section 6: to serve as a channel for parents and teachers to positively discuss common issues,
- Section 7: to operate an efficient organization based upon sound management principles, and
- Section 8: to raise money to support and supplement the existing planned school programs.

Article III

Policies:

- Section 1: The programs of this organization shall be designed to achieve the goals as listed in Article II and shall be developed through planning meetings, standing committees, and individual volunteer participation.
- Section 2: This organization shall be nonprofit, nonsectarian, and nonpartisan.

Article IV

Membership:

Every parent or guardian having one or more children in the Landisville Elementary Centers and every teacher at these schools shall be considered a member of the PTO and eligible to hold office on its Executive Board.

Article V

Finances:

The debt incurred and programs funded by the PTO shall be satisfied by money obtained through fund raising projects or donations as determined by the Executive Board.

Article VI

Executive Board Officers and Their Elections:

Section 1:

- a. The elected officers shall all be voting members of this organization and shall include but not be limited to the President, Vice President, Secretary, Treasurer, two (2) Ways and Means Co-Chairpersons, two (2) Parents as Educational Partners ("PEPs") and two (2) Program Co-Chairpersons (Teacher representatives).
- b. These officers, except for the President and Vice-President, shall be elected every two (2) years, usually occurring during the spring.
- c. The Vice-President shall automatically assume the office of president following the completion of one (1) year as Vice-President.
- d. The Treasurer's position is a three (3) term that consists of a training year with the prior Treasurer, solo year, and mentoring year for the incoming treasurer.
- e. Standing committees may be created and their chairpersons appointed by the Executive Board as the need arises.
 - The current standing committees are as follows:
 - Executive Board Committee
 - Members are the President, Vice-President, and Treasurer.
 - The Landisville Primary Center ("LPC") Principal, and Landisville Intermediate Center ("LIC") Principal are advisor members.
 - Basket Auction Committee
- f. The elected officers and standing committee chairpersons shall assume their official duties at the end of the school year and shall serve a minimum of one (1) term. Terms are two (2) years in length except for the President, Vice-President, and Treasurer. The President and Vice-President terms are one (1) year in length. The Treasurer's term is three (3) years in length with the first year of the term occurring simultaneously with the final year of the prior Treasurer's term.
- g. The terms of the (2) ways and means Co-Chairpersons shall be staggered to allow for continuity of these positions.
- h. The terms of the (2) Teacher representatives shall be staggered to allow for continuity of these positions.
- i. The terms of the (2) Parents as Educational Partners ("PEPs") shall be staggered to

- allow for continuity of these positions.
- j. In the event of declared state of emergency or disaster by National or State governmental authorities the PTO President may make a motion that the elected officers and standing committee chairpersons would have the option to add one (1) additional year to the current term length. If the motion is passed by majority vote of the Executive Board, each elected officer and chairperson must declare by the next meeting of the PTO if the additional one (1) year to their term is accepted.
 - k. No currently serving Board Member upon completion of their term shall be nominated to assume another PTO board position until all efforts have been exhausted in obtaining other PTO members to be nominated to serve as an elected officer or committee chairperson or two (2) years after the end of the last term.
 - l. The Landisville Primary Center ("LPC") and Landisville Intermediate Center ("LIC") Principals are both considered permanent members of the Executive Board.
 - m. The Executive Board shall consist of at least three (3) parents and at least two (2) teachers.
 - n. A parent and/or a teacher must be a member of the PTO before being considered for nomination for an elected officer position.
 - o. In situations when a temporary advisor to the board is necessary for training or other functions, the President, with the unanimous approval from the Board, may assign such an advisor. This advisor is not a voting member of the Board.

Section 2:

- a. Nominations of officers shall be made by a nominating committee of at least three PTO Executive Board members.
- b. The consent of each candidate must be obtained before his/her name is nominated.

Section 3:

In case of a vacancy occurring in the office of President, the Vice President shall complete the unexpired term. A vacancy occurring in any other office shall be filled by a majority vote of the remaining members of the Executive Board.

Article VII

Duties of Officers:

Section 1: The President shall preside at all meetings of the PTO and of the Executive Board, shall be a member *ex officio* of all committees except the nominating committee, and shall perform all other duties usually pertaining to the office.

Section 2: The Vice President shall act as aide to the President and shall perform the duties of the President in the absence of that officer. The Vice President is responsible for the Spring Festival.

Section 3: The Secretary shall keep a correct record of all meetings of the Executive Board and shall perform such other duties as may be delegated. Copies of prior meeting minutes should be made available to each Executive Board member prior to the next meeting.

Section 4: The Secretary shall write all required mailings of the PTO throughout the year as delegated by the President. This includes all necessary publicity for PTO events. In case of absence of the Secretary, another Board Member shall perform these duties.

Section 5:

- a. The Treasurer shall manage all assets of the organization and shall keep an accurate record of receipts and expenditures as authorized by the Executive Board. The Treasurer shall present a statement of accounts at every meeting of the Executive Board and at other times as requested by the Executive Board.
- b. The Treasurer's accounts shall be examined annually. A written account of such action shall be maintained with the financial records.
- c. The Treasurer, incoming Treasurer, LPC Principal and LIC Principal shall be the only signatories of the PTO bank accounts.

Section 6: The Programs Co-Chairpersons shall perform the function of implementing programs and projects designated by the Executive Board.

Section 7: The Ways and Means Chairpersons shall be primarily responsible for all fundraising except for the Spring Festival. The Ways and Means Chairpersons shall assist the Vice-President with the Spring Festival.

Section 8:

- a. The Board must establish and maintain a policy for the proper use of internet social media channels for any PTO postings. Examples of social media channels include but are not limited to Facebook, Instagram, LinkedIn, Twitter, and any other internet platform for the sharing of text, photo, and video.
 - The administrator of internet social media channels shall be the current secretary of the PTO board.
 - All other board members may be moderators of the internet social media channels.
 - Non-board members shall not be administrators or moderators of internet social media channels.
 - The internet social media channel privileges will be updated at the first meeting of the PTO board each new school year.
 - Administrators and moderators shall follow the guidelines of section 8b and 8c.
- b. Postings to the social media channels in Sec. 8a of this article by individual elected officers of this Executive Board regarding PTO or Hempfield School District policies or events must be approved

by the Board.

- Exceptions to approval of the entire Board:
 - Postings requested by the LIC or LPC Principals.
(The President of this Board must be informed when a post of this type occurs)
 - Postings that announce or update events previously approved by the Board.
- c. Postings to the social media channels in Sec. 8a of this article regarding events which are public requests and not officially approved Hempfield School District events or activities must be approved by the Board and meet the following criteria for consideration:
 - The posting and details shall be submitted to the PTO Board at least 2 weeks prior to the event.
 - The event shall be directly related to the goals listed in Article II.
 - The proposed posting shall be reviewed and approved by majority vote of the Board.
 - If approved, it shall be noted on the posting that it is a community event that is not affiliated with the Landisville PTO. The posting shall only be placed on social media channels and not emailed or distributed by other means.
 - Advertising for goods or services will not be approved.

Article VIII

Meetings:

- Section 1:** Regular meetings of the Executive Board shall be held periodically during the school year. The dates are to be finalized at the first PTO Board meeting after the proposed meeting dates have been provided by the LPC and LIC principals.
- Section 2:** At the discretion of the President, meetings of the Board may be conducted through use of Internet meeting services designated by the President that support visible displays identifying those participating, identifying those seeking recognition to speak, and showing (or permitting the retrieval of) the text of pending motions. Examples of services would be Zoom, Google Meet, WebEx, etc.
- Section 3:** Special meeting of the Executive Board may be called by the President or by a majority of the members of the Executive Board.
- Section 4:** A majority shall constitute a quorum.
- Section 5:** The President shall vote either by secret ballot or last during a roll call vote. In the event of a tie, a single consensus vote of the LPC and LIC Principals shall be the tiebreaker. Only members that are physically present shall be allowed to vote unless prior arraignments have been made with the President.
- Section 6:** *Robert's Rules of Order Revised* shall govern this organization in all cases to which they are applicable, and in which they do not conflict with these Bylaws.

Article IX


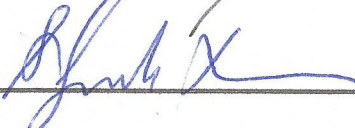
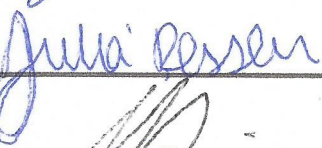

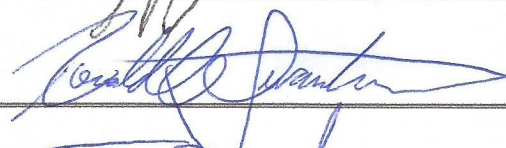
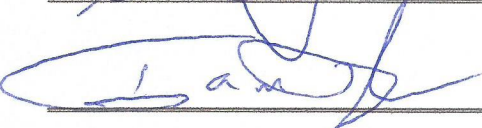
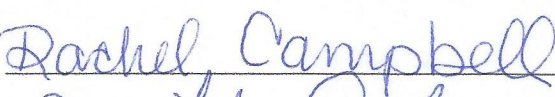
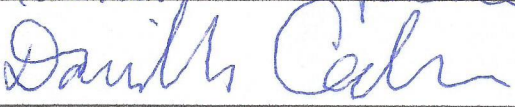
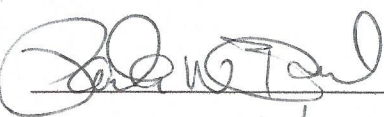
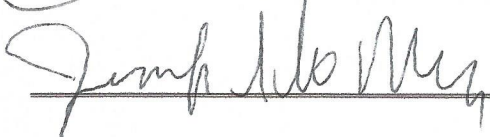
Amendment of Bylaws:

These Bylaws may be amended at any regular meeting of the Board by two-thirds (2/3) vote, provided that the amendment has been submitted in writing at the previous meeting.

Article X

These bylaws shall remain in effect unless revised by the Landisville PTO Executive Board.

The undersigned Executive Board members of the Landisville Elementary School PTO hereby declare their consent for the approval of these Bylaws on this day of, January 10th, 2024:

 _____	President
 _____	Vice President
 _____	Secretary
 _____	Current Treasurer
 _____	Principal, LPC
 _____	Principal, LIC
 _____	Programs Chairperson, LPC
 _____	Programs Chairperson, LIC
 _____	Ways & Means Chairperson
 _____	Ways & Means Chairperson