

Lincoln Elementary School Parent Teacher Organization Constitution and Bylaws

As Amended April 2, 2025

ARTICLE I - NAME

The organization shall be named Lincoln Elementary Parent Teacher Organization (PTO); herein referred to as the PTO.

ARTICLE II - MISSION STATEMENT

The PTO is organized for the purpose of supporting and enhancing the educational experiences of the School's students by:

- a. providing an organization through which the parents, school, and teachers can work cooperatively; and
- b. providing financial support for programs funded outside of the annual school budget.

ARTICLE III - POLICIES

Section 1: Non-Discrimination

The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2: Cooperative Work

The PTO may cooperate with other PTOs within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

Section 3: Conflict of Interest

Whenever a director or officer has a financial or personal interest in any matter coming before the Executive Board, the affected person shall a) fully disclose the nature of the interest and b) withdraw from voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the organization to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

ARTICLE IV - FISCAL YEAR

The fiscal year of the PTO shall begin on August 1st and end on the following July 31th.

ARTICLE V - MEMBERSHIP & VOTING RIGHTS

Section 1: Membership

Any parent or guardian of a student at the School, the Principal, or any teacher/staff member currently employed at the School may become a PTO Member.

Section 2: Voting Rights

Each member in attendance at a meeting shall have voting rights and receive one vote per member in attendance.

ARTICLE VI - OFFICERS

Section 1: Officers

- a. The Officers shall consist of an elected President, Secretary, and Treasurer.
- b. The Officers shall act in the best interest of the PTO.
- c. The Officers shall not be compensated by the PTO for their service.
- d. The Officers shall attend the Executive Board and monthly PTO meetings.
- e. Each Officer is expected to serve on a minimum of one committee.
- f. Each Officer must be a parent/guardian of a current or past student enrolled at the School.

Section 2: Eligibility

Any member of the PTO who has approved Gettysburg Area School District (GASD) clearances.

Section 3: Nominations & Elections

- a. Nominations for Officers' positions shall be submitted to the secretary prior to the May PTO meeting. At this meeting, additional nominations may also come from the floor. Self nominations are acceptable. Voting shall take place by written ballot at the May PTO meeting.
- b. Vacant Officers' positions shall be voted on by the PTO membership at the next monthly meeting. Nominations for vacant positions shall be submitted to the secretary prior to the next meeting or nominations may come from the floor during the meeting. Self nominations are acceptable. Voting shall take place by written ballot.

Section 4: Term of Service

Officers shall be elected for a term of one calendar year (beginning August 1st and ending on the following July 31st).

Section 5: Officer Transition Period

It is expected outgoing officers work with incoming officers for a smooth transition.

Section 6: Contracts & Purchases

No Officer shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO Officers. Purchases greater than \$500 require a vote for funding during a PTO meeting. Purchases less than \$500 can be made if approved by all PTO Officers. Any approved purchases must be made within the budgetary restrictions.

Section 7: Removal from Office

Any Officer may be removed from office, with or without cause, by a two thirds vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one week prior to the meeting.

ARTICLE VII - OFFICER DUTIES

Section 1: President

Preside over all meetings of the PTO.

- a. Prepare each meeting's agenda.
- b. Be a member collectively, of all committees.
- c. Assist in the coordination of all committees and the PTO.
- d. Spend no more than \$100 on any one item or combination of related items, not included in the

- budget, without consent of the PTO members, not to exceed the amount on the discretionary purchases line on the approved budget.
- e. Appoint special committees as needed.
- f. Announce PTO meetings to the School population at least one week in advance of that meeting.

Section 2: Secretary

Record the minutes of the Executive Board and PTO meetings.

- a. Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting.
- b. Distribute the monthly PTO newsletter. The secretary must communicate with officers and the committee chairs regarding the contents of each newsletter, which should include upcoming events and recent events.

Section 3: Treasurer

- a. Act as custodian of funds and perform all banking activities of the PTO.
- b. Maintain up-to-date and accurate financial records of the PTO.
- c. Receive all funds of the PTO; including, but not limited to: donations, fundraising, and contributions.
- d. Provide a written and oral financial report of the receipts and expenditures at each PTO and Executive Board meeting and at other times upon request of the Executive Board.
- e. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies.
- f. Pay all bills and disburse funds as authorized by the Executive Board.

ARTICLE VIII - EXECUTIVE BOARD

Section 1: Executive Board

The Executive Board shall consist of the Officers and the School Principal.

Section 2: Principal & Teacher Representative

The Principal acts as liaison between the School and the PTO and ensures that all PTO activities are in accordance with School policies and procedures.

Section 3: Duties

The Executive Board shall conduct necessary business in preparation for the Regular PTO meetings and shall prepare a proposed budget to be voted upon by the PTO Membership at the September meeting.

ARTICLE IX - MEETINGS

Section 1: Regular Meetings of the PTO

Shall be held monthly from September-May at the School, on a date and time pre-established by the Executive Board. The May PTO meeting shall take place prior to the close of school.

Section 2: Executive Board Meetings of the PTO

- a. Executive Board meetings should occur on a monthly basis prior to the Regular Meetings of the PTO.
- b. The newly elected Executive Board shall meet at least once between August 1st and the September PTO meeting for the purposes of preparing a balanced budget proposal. This balanced budget proposal shall be presented at the September ~~first regular~~ PTO meeting. A vote shall be taken at that meeting as to either accept or amend the Executive Board's proposed budget.

Section 3: Committee Meetings of the PTO

The board may establish standing or special committees and each committee shall be chaired by an officer.

ARTICLE X- FUNDS

Section 1: Purpose

PTO funds shall be used for programs, events, and items that directly benefit the students and teachers of the School.

Section 2: Income

All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt.

Section 3: Expenses

Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer.

Section 4: Non-Budgeted Requests

Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any PTO member in good standing. A vote for approval of the monetary disbursement shall be taken at that same meeting or no later than the next scheduled meeting of the PTO.

ARTICLE XI- GENERAL PROVISIONS

The board may purchase and maintain such directors and officers liability insurance and/or errors and omissions of liability insurance as it deems necessary and appropriate.

ARTICLE XII- PARLIAMENTARY AUTHORITY

Section 1: Rules

The rules contained in Robert's Rules of Order, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these rules shall be held by the Secretary and be made available at each meeting.

Section 2: Bylaws Amendment

The constitution and bylaws may be amended at any regular meeting of the organization by a 2/3 vote of the members present. The proposed amendment automatically becomes effective upon approval by the organization.

ARTICLE XIII - DISSOLUTION

Section 1: Dissolution

The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting, and the request is approved by a majority vote of those present.

Section 2: Remaining Funds

Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

- a. A vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or
- b. The remaining funds be held in escrow by the Principal for use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used towards the benefit of the students under the discretion of the Principal.

Recording Secretary, Date
