

DWIGHT D. EISENHOWER ELEMENTARY SCHOOL

PARENT TEACHER ORGANIZATION

BYLAWS

ARTICLE I: NAME

The name of this organization is the Dwight D. Eisenhower Elementary School Parent Teacher Organization (hereinafter "PTO") located in Upper St. Clair, Pennsylvania.

ARTICLE II: PURPOSES

Section 1. The Purposes of this 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 to the PTO in accordance with the budget approved by this PTO;
- 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. This 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 this PTO:

- a. This PTO shall be noncommercial, nonsectarian, and nonpartisan.
- b. This 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. This 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 this PTO shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that this 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. Notwithstanding any other provision of these articles, this 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.
- f. Upon the dissolution of this PTO, after paying or adequately providing for the debts and obligations of this PTO, the remaining assets shall, by a two-thirds (2/3) majority vote of the then-existing membership, be rolled over to a new parent teacher organization or distributed to Dwight D. Eisenhower Elementary School to be dispersed by its Principal in a manner agreed to by a two-thirds (2/3) majority vote of the then-existing membership, which shall be designed to benefit the school, students and/or community.
- g. This 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 to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

ARTICLE IV: BYLAWS

Section 1. This PTO shall adopt such bylaws for the government of this PTO as may be approved by its members.

Section 2. This PTO's bylaws shall be updated every three (3) years and shall be submitted to the Upper St. Clair Parent Teacher Council (hereinafter "USCPTC") upon adoption.

Section 3. Amendments

- a. These bylaws may be updated or amended at any general membership meeting of this PTO by a two-thirds (2/3) 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 or updated bylaws shall be submitted to the USCPTC upon adoption.

ARTICLE V: VOTING

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

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

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

ARTICLE VI: MEMBERSHIP & DUES

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

Section 2. This PTO shall conduct an annual enrollment of members, but may admit individuals to membership at any time. Members must be employees of the school, school district or have a family member enrolled at the school.

Section 3. Each member of this PTO shall pay such annual dues to this PTO as may be prescribed this PTO.

Section 4. Upon payment of dues, a person of the age of 18-years or older shall become a member of this PTO, and shall be entitled to all privileges of membership, including holding office and voting.

Section 5. The Treasurer of this PTO shall keep records of membership dues separate from the records of the general fund of this PTO, but the membership dues will be deposited in the general bank account of the PTO.

ARTICLE VII: OFFICERS

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

- a. One (1) president;
- b. One (1) first vice-president;
- c. One (1) second vice-president;
- d. One (1) secretary;
- e. One (1) treasurer;
- f. One (1) board advisor
- g. One (1) vice-treasurer

Section 2. Officers shall be elected in the month of May, as specified in the Standing Rules of this PTO.

Section 3. The vote shall be conducted by written or electronic ballot unless there is only one candidate for office, at which time a verbal 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 this PTO:

- a. Each officer shall be a member of this 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 elected position in this PTO simultaneously.

- d. Each officer of this PTO shall have been a member of this PTO for six (6) months.
- e. No officer may be eligible to serve more than two (2) consecutive terms in the same office, except that the office of treasurer cannot serve more than one consecutive 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 on July 1, after the close of the books for the previous fiscal year (June 30). The president, first vice president and board advisor shall serve for a term of one (1) year in each position, or until his/her successor is elected. The secretary and the treasurer shall each serve for a term of two (2) years, or until his/her successor is elected. The vice-treasurer shall serve for a term of one (1) year as vice-treasurer followed by two (2) years as treasurer.

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. A nominating committee composed of five (5) (an uneven number, no less than three) members shall be elected by this PTO at a regular meeting in March, at least two (2) months prior to the election of officers as outlined in Article II, Section 2, with the board advisor who shall serve as chairman. The vice treasurer shall not be permitted to vote.

- a. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees to the general membership in April (at least one (1) month after the nominating committee is elected). Before the election takes place, the president shall call for nominations from the floor.
- b. Only those individuals who have met the qualifications as outlined in Article VII, Section 4 and who have signified their consent to serve if elected, shall be nominated for, or elected to, such office.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1. The president shall:

- a. preside at all meetings of this PTO;
- b. serve as 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. perform other duties as may be provided for by these laws, prescribed by the parliamentary authority, or directed by the executive board;
- e. appoint a parliamentarian as needed; and
- f. have a current copy of this PTO's bylaws available for membership review.

Section 2. The first vice president shall:

- a. act as an aide to the president;
- b. perform the duties of the president in the president's absence or inability to serve; and
- c. perform the duties as specified in the Standing Rules of this PTO for the first vice president.

Section 3. the second vice president shall:

- a. be filled by the principal of the school to maintain the continuity between the school and this PTO;
and
- b. act in an advisory role to this PTO.

Section 4. The secretary shall:

- a. record the minutes of all meetings of this PTO;
- b. maintain a current copy of the bylaws and membership list;
- c. post an electronic version on the PTO website and/or present a written copy at the meeting of the previous meeting's minutes;
- d. have at each meeting, written records available for review by members, for at least the previous twelve (12) meetings; and
- e. perform the duties as specified in the Standing Rules of this PTO for the secretary.

Section 5. The treasurer shall:

- a. have custody of and maintain a full account of the funds of this PTO;
- b. submit dues as directed in Article VI, Section 6 of these bylaws;
- 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 people (the treasurer and one other executive board member);
- e. have debit card purchases approved, in writing, by another bank account signatory
- f. provide a written financial statement to the executive board at each meeting;
- g. present an annual report of the financial condition of this PTO to the membership;
- h. have the accounts examined annually by an independent auditor or an auditing committee, 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. If necessary, 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. upon resignation of an officer during a term, have the accounts examined by an auditor or an auditing committee following the fiscal year end auditing procedures;
- j. report the findings of the annual audit in writing to the executive board;

- k. shall present all audit reports to the general membership for adoption at the first general membership meeting held after the completion of the report;
- l. open to inspection such books of account and records, at all reasonable times, by an officer of this PTO;
- m. if necessary, notify the Pennsylvania Department of State, Bureau of Incorporation, when there is a change of officers;
- n. file and provide the USCPTC a copy of Form 990N, 990, or 990EZ as required per IRS regulations; and
- o. forward a signed copy of all audit reports to the USCPTC immediately following their adoption by the general membership.

Section 6. The board advisor shall:

- a. serve as chairman of the nominating committee; and
- b. serve as the parliamentarian.

Section 7. The vice treasurer shall:

- a. maintain and update the list of members of this PTO;
- b. perform administrative duties as assigned by the treasurer or other PTO executive board members; and
- c. assist the treasurer with paperwork and month end activities as needed.

Section 8. All officers shall perform other duties as may be provided for in these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive board.

ARTICLE IX: EXECUTIVE BOARD

Section 1. The business of this 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 PTO.

Section 3. The members of the executive board shall be elected officers and the principal.

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

- a. transact business as may be referred to it by the membership of this PTO;
- b. create special committees as needed and appoint chairpersons 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. elect 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
- g. approve payment of routine bills within the limits of the approved budget.

Section 5. If any member of the executive board shall at anytime cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the position by resolution adopted by the executive board.

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 one (1) member 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

Section 1. Only members of this PTO shall be eligible to serve as chairpersons.

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. Each committee chair shall present a plan of work to at least one (1) member of the executive board for approval. No committee work shall be undertaken without the consent of an executive board member.

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 as specified in the Standing Rules of this PTO, at which time the budget and the slate of officers for the upcoming year shall be presented to the membership for a vote.

Section 4. A quorum of five (5) members is required for the transaction of business in any meeting of this PTO.

Section 5. In case of a school delay or cancellation, a general membership meeting will be cancelled. All business will be postponed until the meeting is rescheduled or until the following meeting.

ARTICLE XII: COUNCIL MEMBERSHIP

Section 1. This PTO shall be represented in executive board and general meetings of the 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 (1) year.

- a. All representatives to the USCPTC 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 his/her appointed alternate.

Section 3. This PTO shall pay annual dues to Council by December 1 unless otherwise specified by PTC (Parent Teach Council) prior to the last general membership meeting of each school year. Failure to pay this fee will result in the PTO's elimination from PTC events, programs or services that the PTC is planning, sponsoring and paying for, such as, but not limited to, the USC Family Directory, Arts in USC, Welcome Dinner, Spelling Bee, Partners in Education (PIE) and Gifted and Talented Education (GATE).

ARTICLE XIII: FISCAL YEAR

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

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 (2/3) vote is required to dissolve this PTO;
- c. require each person voting to dissolve be a member of this PTO for at least 90 days;
- d. arrange for the proper disposal of PTO funds and property according to the provisions of these bylaws and applicable law, including those of the state of Pennsylvania and the Internal Revenue Service;
- e. provide for the dissolution to take effect within the time frame required by applicable law; and
- f. 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 association and in all cases in which they are applicable and in which they are not in conflict with these bylaws or the articles of incorporation.