

# **BYLAWS OF THE LANDISVILLE MIDDLE SCHOOL PARENT-TEACHER ORGANIZATION**

## **Article I – Name**

The name of this organization shall be the Landisville Middle School Parent-Teacher Organization, also known as the LMS PTO (hereinafter referred to as the “PTO”).

## **Article II – Mission**

The mission of the PTO is to support the educational mission of Landisville Middle School (“LMS”), foster cooperation between parents, teachers, staff, and the community, promote educational opportunities benefiting the students of LMS, and provide volunteer and financial support for school programs and activities.

## **Article III - Membership**

Membership is open to all parents, guardians, teachers, staff, and administrators of LMS who are interested in supporting the PTO. Parent/guardian members must be the parent or guardian of a current student at LMS or an upcoming student in the following school year. Teachers, staff, and administrators must be currently employed by the School District of Hempfield, and currently working at LMS. A member of the community who does not meet these criteria may serve as a PTO member if a majority of the voting members of the PTO approve his/her membership. Each member shall have one vote.

At all times, the PTO must include, but is not limited to, the Officers of the PTO (identified below and hereinafter referred to as “the Officers”), the principal and/or vice principal of LMS, one teacher currently working at LMS, and one parent/guardian of a current student at LMS or an upcoming student in the following year. The parent/guardian member may also serve as an Officer.

Membership shall not be denied on the basis of race, color, creed, religion, gender, or national origin.

## **Article IV – Officers and their Duties**

The PTO shall have at least three named Officers, each of whom shall be appointed by a majority vote of the other members of the Organization. Each Officer shall serve a minimum term of one year in office. Officers may hold their positions for consecutive years as long as a majority of the voting members agree to additional terms in office. Officers must be parent/guardian members of the PTO. Votes for the positions of Officers shall be held at the last meeting of the school year. Terms are to begin at the first meeting of the following school year. Each Officer shall have the responsibilities and duties as set forth in this Article:

1. President – The President shall be responsible for the overall management of the PTO and support the other Officers in the performance of their duties. He/she shall conduct periodic meetings of the PTO. He/she shall be responsible for ensuring that the PTO abides by the requirements of the Hempfield Middle School (CMS/LMS) Student Handbook. He/she shall be the primary liaison between the PTO and the LMS administration. The President shall be responsible for calling and tallying votes on any and all issues upon which the members must reach a majority. The President also shall be responsible for delegating any responsibilities and duties necessary for the PTO to achieve its mission as stated in Article II above. The President shall be responsible for passing along all documents and records maintained during his/her term in office to his/her predecessor.
1. Vice-President/Treasurer – This position may be held by one individual who serves as both the Vice-President and Treasurer, or it may be held by two individuals, one of whom serves as the Vice-President and the other who serves as the Treasurer. In his/her role as Vice-President, this Officer will support and assist the President in any way necessary for the President to perform his/her duties and responsibilities. The Vice-President shall act for the President in the event the President is not available to perform his/her duties and responsibilities. In his/her role as the Treasurer, this Officer is responsible for maintaining a bank account and any other financial accounts necessary for the PTO to collect, maintain and disburse funds. The Treasurer also is responsible for keeping an accounting of all the money spent and received by the PTO. He/she shall be responsible for knowing the funds available to the PTO, and he/she shall provide an annual year-end budget, including funds collected and disbursed throughout the year. The Vice-President/Treasurer shall be responsible for passing along all documents and records maintained during his/her term of office to his/her predecessor.
2. Secretary – The Secretary shall be responsible for attending all meetings of the PTO. He/she shall be responsible for taking minutes at each meeting and subsequently publishing these minutes so they are available for review by the members and any others in the LMS community who wish to view such. The Secretary also shall be responsible for taking attendance at all meetings of the PTO. The Secretary shall be responsible for passing along all minutes from his/her term of office to his/her predecessor.

## **Article V – Meetings**

General meetings shall be held at least 4 times per school year. Special meetings may be called by the President or by a majority of the Officers.

## **Article VI – Committees**

The PTO may establish standing or special committees as needed. Committee chairs shall be appointed by the President, with approval of the other Officers.

## **Article VII – Finances**

The fiscal year shall run from August 1 to July 31. An annual electronic tax filing, Form 990-N (e-Postcard) (or whatever the current requirement is pursuant to IRS regulations), shall be made in August of every year. An annual report shall be filed with the Commonwealth of Pennsylvania between January 1 and June 30 of each year, pursuant to regulations for domestic nonprofit corporations in the Commonwealth

Funds shall be used solely to carry out the purposes of the PTO. All accounts held on behalf of the PTO shall have the names of two PTO members on the account. The Treasurer will be one of these names. All members must agree by a majority vote to the second party to sign onto any and all accounts.

## **Article VIII – Voting**

If any member deems it necessary to vote on an issue before the PTO, or if any vote must be taken pursuant to the Articles of these Bylaws, the President shall call for a vote of all members present at the meeting. A vote will pass if a majority of the members present at the meeting vote in favor. Otherwise, the vote will fail.

## **Article IX – Amendments**

These Bylaws may be amended by a majority vote of members present at a regular meeting. Any proposed amendments shall be brought in writing to the members of the PTO. The Secretary shall give notice to all members in attendance at the meeting that the proposed amendments will be voted on at the next scheduled meeting. The presiding Officers at the time of any adopted amendments will sign the latest version of these Bylaws to indicate that they are accepted.

## **Article X – Dissolution**

Upon dissolution of the PTO, remaining funds shall be distributed to LMS, the Hempfield Foundation, or another nonprofit organization in the Hempfield School District serving educational purposes.

**Adopted on:** July 23, 2026

**President:**

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Michael Sebergandio

**Vice-President**

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Matthew Haines

**Treasurer:**

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Jeffrey Spiker

**Secretary:**

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Michelle Reich