

BY-LAWS
DELTA MIDDLE & HIGH SCHOOL PROGRAM
PARENT TEACHER STUDENT ORGANIZATION (PTSO)
MARCH, 2017

Article I: Name

The name of this organization shall be Delta Parent Teacher Student Organization (PTSO). The organization is located in State College, Pennsylvania.

Article II: Objectives

To support and enhance the community, educational, and social environment of the Delta (Grade 5-12) Program. To promote the welfare of children, teachers, and parents in their school, homes, and community.

Article III: Policies

Section 1. The objectives of the Delta PTSO will be carried out through meetings, committees, education and social events, and fundraising projects.

Section 2. The Delta PTSO shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise and no candidate shall be endorsed by the PTSO. 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 political interests, nor for any other purpose than the regular work of the organization.

Section 3. The PTSO shall not seek to direct the administrative activities of the school nor to control its policies. The PTSO shall not dictate curriculum; its role is supportive only.

Section 4. The PTSO may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided they make no binding commitments on their members.

Article IV: Membership and Dues

Section 1. All teachers, staff, parents, students, and guardians of students enrolled at Delta Middle or High School are automatically members of the PTSO. Whoever attends a meeting of the Delta PTSO may vote on any matter.

Section 2. There will be no annual dues collected, but donations will be solicited and collected in the Fall and delivered to the Treasurer. An annual donation of \$30 per family is suggested.

Article V: Representatives, Officers and Their Election

Section 1. The Delta PTSO Executive Board shall include at least the President, Vice-President, Secretary, and Treasurer; two teacher representatives (one high school teacher and one middle school teacher), two student representatives (one from the middle school and one from the high school), and the school director. [The two student representatives will have alternates named so that representation always occurs at each meeting] The School Director shall serve in an advisory capacity and is not required to be present for voting or spending decisions, but it is recommended to consult with him/her regularly. All elected officers of the Board shall serve for a term of two years 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 PTSO Member with the consent of each candidate. A simple majority of those present at the electing meeting annually (date and month to be decided by whole body) affirms the election of those officers.

Section 4. In the event of a vacancy in an office, the Executive Board shall appoint a replacement.

Section 5. The Delta Middle and High School Program faculty and staff shall appoint the teachers (2 people) to represent them on the PTSO and advise the Executive Board. The faculty and staff *may* elect for this representative to be different people each month, but that is their prerogative.

Article VI: Duties of 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 her/her absence.

Section 3. The secretary shall keep an accurate record of all PTSO 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 PTSO Executive Board authorization, shall present written account balances at every meeting.

The treasurer is responsible for presenting a biannual accounting of the PTSO finances, one report in the Fall, and one report in the Spring, prior to the end of school.

The treasurer may sign checks without co-signatures for anything expense under \$100. For every check that is larger than \$100, the treasurer must have a co-signor, and that co-signor must be on the Board, and may include Director of the Delta Program.

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

Article VII: Meetings, Quorum, and Proxy Voting.

Section 1. Delta PTSO meetings are held monthly (at a day and time of the body's choosing) during the regular academic year. Meetings in June, July, and August are optional at the discretion of the Board.

Section 2. Proxy voting is not permitted, but non-attendees are encouraged to share their opinions through attendees.

Section 3. Quorum is achieved when eight people attend a meeting, two of which must be officers. One of the two officers must be either the president or vice president. For purposes of quorum, an officer is any one of the following individuals:

1. President;
2. Vice President;
3. Secretary;
4. Treasurer;
5. Delta Middle Student Representative (or Alternate/Designate);
6. Delta High School Student Representative (or Alternate/Designate);
7. Delta Middle Teacher Representative,

8. Delta High School Teacher Representative, and;
9. Delta Director

Section 4. Any member may hold office, vote, make motions, and debate.

Section 5. The duties of the PTSO shall be to:

- a. Transact business;
- b. Approve activities of standing committees;
- c. Approve expenditures within the limits of the budget and Section 6 herein.

Section 6. 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 Director.

Section 7. Special meetings of the Executive Board shall be called by the President or a majority of the Executive Board members provided five (5) days notice has been given. There is no need to contact all parents or chairpersons about Executive Board meetings, but all decisions during special meetings must be reported at the next regular meeting and to the Director.

Section 8. 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 (email) and presented at the next meeting regular meeting. In the alternative, votes may be taken at a special meeting and recorded in minutes to be presented at the next regular meeting. Votes for general matters and matters involving an expenditure of the lesser of: 1) \$300; or, 2) 5% of the current PTSO balance will require a simple majority vote to carry. Votes for expenditures exceeding lesser of \$300 or 5% of the current PTSO balance will require all Executive Board members to register a vote and for the Executive Board member vote to be unanimous.

Article VIII: Standing Committees

Section 1. Standing Committees shall be created by the PTSO as may be required to promote the objectives and interests of the PTSO and Delta Middle and High School Program.

Section 2. Requests for funding will be submitted in advance of meetings (or special meetings/votes, as per Article VII, Section 6).

Section 3. The chairperson of a standing committee shall present receipts up to their budgeted amount plus the additional amount approved by the Executive Board, as applicable.

Section 4. Chairpersons may serve for a maximum of two (2) years unless a replacement cannot be found, in which case, the committee may discontinue based on a collective vote, or the chairperson is willing to continue to serve.

Article IX: Dissolution

Section 1. In the event that the Delta PTSO is dissolved, its monies and assets shall go to the State College Area School District general fund.

Article X: Meeting Procedures

Section 1. Similar to Delta Middle Staff meeting and Delta Middle School Advisory Council, deliberation will proceed as follows: A moderator will be chosen for each meeting, as well as a note taker. The moderator and note taker can be any people who are comfortable doing so. Notes will be recorded on a secure, cloud-based server such as Google Drive. In the event of a larger meeting, people should raise their hands to speak--but if the meeting is small and informal, this procedure can be dispensed with. Unanimous consent to treat the meeting as informal can be called with a simple yea or nea vote.

Article XI: Voting Procedure

Section 1. The Delta PTSO will follow the “five finger” voting process that has been a tradition at Delta for years. A motion must be made and seconded. When these two things occur, a vote then takes place. When a person votes with all five fingers, that means that they are willing to take leadership of the initiative because they support it. When someone votes with four fingers, they are indicating that they simply support the initiative. When voting with three fingers, a person is saying that they are neutral about the motion and are non-committal. Voting with two fingers means that person is against the initiative and will not support it as it is proposed. Voting with one finger freezes the process and stops the initiative altogether for a period of time. The person voting with one finger is then required to come back after a period of time (a deliberation period) and try to persuade the rest of the group that their perspective is more beneficial—or perhaps introduce a newly worded proposal. If this still fails, the original motion can still pass, but it must pass with 80% of the eligible voting members at the meeting (see Quorum and

Membership) voting with three, four, or five fingers. If 80% is not achieved, the motion is effectively filibustered and doesn't move forward.

Article XII: Amendments

Section 1. By-laws may be amended at any regular meeting of the organization by a two-thirds vote of the members present, and at least two executive board members.