

MOUNT NITTANY ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION (PTO)

PTO BYLAWS

Article I. Name

The name of this organization shall be the Mount Nittany Elementary School Parent Teacher Organization, Inc. It also shall be known as the MNES PTO or herein as the PTO.

Article II. Articles of Organization

The PTO exists as a non-profit organization of its members. Its "Articles of Organization" comprise these Bylaws, as from time to time amended.

Article III. Objectives

The purpose of the PTO is to enrich the education of the children of Mount Nittany Elementary School and to enhance the efforts of the staff through involvement with the talents and resources of the parents and teachers.

The 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 IV. Policies

- A. The purpose of the PTO is educational, as well as social, and it shall be developed through programs, conferences, committees, and projects. The PTO is non-commercial, non-sectarian, and non-partisan. The PTO shall not attempt to direct the administrative work of the school.
- B. Neither the name of the PTO nor the names of any members in their official capacities shall be used in any connection with a commercial concern, with any partisan interest, or with any charitable organization for any purpose not related to promotion of the objectives for this PTO.
- C. The PTO may cooperate with other organizations and agencies which promote the welfare of the children at Mount Nittany Elementary School, but only the Executive Board as defined herein shall have the ability to make commitments that bind the PTO.
- D. Financial contributions to any other organization by the PTO shall only be made for purposes which further the PTO's objectives and only with prior express approval of the Executive Board.

Article V. Membership, Dues, and Voting Rights

- A. Membership in the PTO is open to any parent or guardian, who has/have a child[ren] enrolled at Mount Nittany Elementary, and also any teacher at Mount Nittany Elementary School, who will uphold the policies of the PTO and agree to these Bylaws.
- B. Dues shall be set annually by the Executive Board and shall be payable, at any time during the school calendar year (fiscal year) upon registration for membership. Payment of dues shall indicate agreement with the policies and Bylaws of the PTO and constitute membership in good standing.
- C. Each member shall be entitled to one vote on each matter submitted to a vote of the membership, provided that the member is present at the meeting at which such vote is taken and the member is in good standing.

Article VI. Meetings

Section 1. Meetings of the Membership

- A. Meetings of the membership shall be held at least three times annually for the transaction of business. The exact date of such meetings shall be specified by the Executive Board.
- B. Special meetings of the membership may be called by the President, or the Principal, or the Executive Board or by not less than one-tenth of the membership at large.
- C. Members present shall constitute a quorum for the transaction of business in any meeting of the PTO provided that there are at least four members present in addition to PTO Officers.
- D. Notices of all meetings shall be provided two weeks in advance of the meeting. Notices of special meetings shall include a proposed agenda provided by those seeking the special meeting.

Section 2. Meetings of the Executive Board

- A. Meetings of the Executive Board shall be held as deemed necessary to effectuate and further the objectives of the PTO.
- B. The presence of at least three Officers shall constitute a quorum for the transaction of business by the Executive Board.
- C. Notices of meetings of the Executive Board shall be communicated to each Officer of the Executive Board. Communication may be made orally, electronically or in writing.

Article VII. Officers and their Election

Section 1. Elected Officers

- A. The Officers of the PTO shall be elected bi-annually from the membership at large and shall consist of a President, Vice- President, Secretary, and Treasurer. The Principal may also elect to serve as an Officer. These Officers collectively shall constitute the PTO Executive Board.
- B. Officers shall be installed annually during the last general meeting of the year. To promote continuity, the positions of President and Secretary shall be elected in even numbered years commencing in 2010 and the positions of VicePresident and Treasurer shall be elected in odd numbered years commencing in 2009. In order to be eligible for election to an Executive Board position, members must be in good standing.
- C. Officers shall assume their official duties at the close of the school term and shall serve for a term of two years unless a successor is installed sooner.
- D. A person shall not be eligible to serve more than two (2) consecutive terms in the same office.
- E. The Executive Board shall have the authority to form such committees as the Board finds to be necessary to support PTO objectives and to appoint the chair-persons of such committees.

Section 2. Electoral Operation

- A. A Nominating Committee, composed of three (3) volunteers from the membership at large, will solicit nominations in March for the next years' PTO Board. The Nominating Committee will send a query soliciting nominations to all PTO members, parents, teachers and staff, and present a nominating petition to the PTO. The PTO will present and discuss the slate of nominations at the April meeting.
- B. Officers shall be elected by a show of hands at a meeting of the membership to be held in May of each year.

Section 3. Vacancy

- A. Any Officer may be removed by a majority vote of the Executive Board whenever it is the judgment of the Executive Board that the best interest of the PTO would be served by such action.
- B. A vacancy in any office for whatever reason shall be filled by the majority vote of the Executive Board for the unexpired portion of the term.

Article VIII. Duties of Officers

A. The President shall preside at all meetings of the PTO and the Executive Board and shall perform such other duties as may be prescribed in these Bylaws or assigned by the PTO or by the Executive Board; and shall coordinate the work of the Officers and committees in order that the PTO's objectives are promoted. The President will act as a liaison between the Mount Nittany Elementary School PTO and the State College Area School District PTO/PTSO President's Council, will attend meetings of the latter and will report back to the Mount Nittany Elementary PTO members at large.

B. The Vice-President shall act as an aid to the President and shall perform the duties of the President in the absence or disability of the Officer to serve, shall be in charge of program planning, shall regularly review the financial records with the Treasurer and also such other duties as assigned by the Executive Board.

C. The Secretary shall provide notice of meetings to the membership at large, record the minutes of all meetings of the PTO and of the Executive Board, and shall perform other duties as may be delegated.

D. The Treasurer shall receive all monies of the PTO; shall keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with the approved budget as authorized by the PTO.

1. To the extent possible, the Treasurer shall maintain an operating balance of not less than \$1,000 in the checking account to facilitate paying PTO expenditures.

2. The Treasurer shall present a financial statement at each meeting of the PTO and other times when requested by the Executive Board.

3. The Treasurer and other members of the Executive Board will be designated signatories on the PTO financial accounts. All PTO checks shall require the signature of two signatories.

4. The Treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than two (2) members who, satisfied that the Treasurer's annual report is correct, shall sign a statement to that fact at the end of the report. The Treasurer's accounts shall be audited immediately when there is a vacancy in this office. The accounting period will run from July 1 to June 30.

5. The Treasurer shall comply with all applicable regulations, laws, and procedures to adhere to guidelines set forth by the SCASD PTO Council.

6. The Treasurer shall be responsible for coordination with any outside accountant, auditor, or governmental entity for any audit or review.

E. The Principal shall serve as a liaison between the school district and the Executive Board. She/he must approve any and all fund raising projects of the PTO prior to the actual commencement of fund raising.

Article IX. Executive Board and Duties

- A. The affairs of the PTO shall be managed by its Executive Board.
- B. The duties of the Executive Board shall be to:
 - 1. Transact necessary business in the intervals between PTO meetings.
 - 2. Create committees and approve their plans of work.
 - 3. Present a report at the regular meeting of the PTO.
 - 4. Appoint a Financial Review Committee each school year to audit the Treasurer's accounts.
 - 5. Prepare and submit to the PTO Board for approval a budget for the fiscal year.
 - 6. Adopt Standing Rules that clarify, but do not contradict, the Bylaws.
- C. Votes of the Executive Board shall be made by a show of hands and duly noted in the minutes.

Article X. Committees

- A. Committees shall be created by the Executive Board as deemed necessary to support PTO objectives.
- B. The chair-person of each committee shall present a plan of work to be approved by the Executive Board.
- C. The power to form committees and appoint their members shall rest with the Executive Board. A committee, created and appointed for a specific purpose, is automatically out of existence once its work is completed as evidenced by the submission and acceptance of a final report to the Executive Board.
- D. With the exception of the Nominating Committee, the President and the Principal shall be recognized as a member of all committees and may elect to vote on any matter before the committee.

Article XI. Contracts, Checks, Deposits, and Funds

- A. The Executive Board may authorize any Officer(s) or agent(s) of the PTO, in addition to the Officers so authorized by these Bylaws, to enter into any contract for the PTO. Such authority may be general or confined to a specific instance. However, the liability of the PTO shall be limited to the authority conferred to the Officer or Agent.
- B. The Executive Board may accept any gift or contribution on behalf of the PTO provided that the same is for an accepted purpose of the PTO.

Article XII. Records

The PTO shall keep correct and complete books and records which may be inspected by any member or his/her agent or attorney for any proper purpose at any reasonable time.

Article XIII. Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised, shall govern the PTO in all cases in which they are applicable except when they are in conflict with these Bylaws.

Article XIV. Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the PTO by a two-thirds vote of the members present and voting; and further provided that notice of the proposed amendment has been given at the previous regular meeting or by written notice communicated to the membership prior to the meeting at which the vote is taken.

A committee may be appointed to submit a revised set of Bylaws as a substitute for the existing Bylaws only by a majority vote at a meeting of the PTO, or by a two-thirds vote of the Executive Board. The requirements for adoption of a revised set of Bylaws shall be the same as in the case of an amendment.

Article XV. Authority

These Bylaws shall be read to comply with the decisions, policies or procedures adopted by the State College Area School District PTO/PTA/PTSO Presidents' Council. To the extent, if any, that any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the State College Area School District PTO/PTA/PTSO Presidents' Council, that section shall be deemed null and void, and the decision of the State College Area School District PTO/PTA/PTSO Presidents' Council shall, in all cases, control.

Article XVI. Dissolution

Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of this PTO, any remaining assets shall be distributed to Mount Nittany Elementary School. If Mount Nittany Elementary School ceases to exist, remaining PTO assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

By their signatures to follow, the initial Officers of the Mount Nittany Elementary School Parent Teacher Organization Inc. adopt and ratify the foregoing Bylaws:

**Mount Nittany Elementary
School Parent Teacher Organization, Inc.**

Rachelle Coffey, President Date

Tanya Labosky, Secretary Date

Amy Baldwin, Treasurer Date