

BY-LAWS PARK FOREST MIDDLE SCHOOL
PARENT STUDENT TEACHER ORGANIZATION

Adopted March 13, 2018

Article I: Name:

The name of this organization shall be the Park Forest Middle School Parent Student Teacher Organization. The organization is located in State College, Pennsylvania. The organization is an unincorporated association under Pennsylvania State law.

Article II: Objectives:

To support and enhance the educational and social environment of Park Forest Middle School.
To promote the welfare of children in school, home and community.

Article III: Policies

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

Section 2. The 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 interest, 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.

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 commitments that bind their member groups.

Article IV: Membership

Any student enrolled at Park Forest Middle School is a member and shall have voting rights. Any parent, guardian, or other adult standing in loco parentis for a student enrolled at Park Forest Middle School is a member and shall have voting rights. The principal and any teacher or professional staff member employed at the school is a member and shall have voting rights. Membership rights are exercised by attending meetings and participating in votes. Community members in good standing are welcome to attend the meeting but may not vote.

Article V: Officers and their Election

Section 1. The PTSO Executive Board shall include the President, Vice- President, Secretary, Treasurer, school principal, and school vice-principal. All elected officers of the Board shall serve for a term of two years and/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 May PTSO meeting affirms election.

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

Section 5: Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where previous notice of at least one month has been given.

Section 6: Half the number of executive board members plus one constitutes a quorum.

Article VI: Duties of the 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 his/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 all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting. The treasurer will post a final report on the website by the end of the the fiscal year and will give a summary of the previous year at the first meeting in the next fiscal year.

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

Section 6: The President or Vice-President attends the meetings of the State College Area Council of Parent Teacher Associations/Organizations (or other meetings of State College Area PTSO representatives) and acts as liaison between this council and the PFMS PTSO.

Section 7: The fiscal year of the PTSO will run from August 1 until July 31.

Article VII: Meetings

Section 1: PTSO meetings are held in September, October, November, January, February, March, and April and May. Meetings during other months are optional at the discretion of the Board.

Section 2: Any member may hold office, make motions, debate and vote.

Section 3: The duties of the Executive Board shall be to: a. Transact business, b. approve routine bills within the limits of the budget.

Section 4: At least one faculty member from each team and department is encouraged to attend every PTSO general meeting.

Section 5: A quorum is ten members.

Section 6: The president shall present the agenda for each meeting to the executive board for approval at least 5 days before the meeting.

Section 7: Special meetings of the Executive Board shall be called by the President or a majority of the Executive Board members provided 5 days notice has been given. For the purpose of a special meeting, those whose attendance is requested are the Executive Board members, with special meeting minutes added to the last regular minutes as an addendum. All decisions made during the special meeting must be reported at the next regular meeting.

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 and/or in writing and presented at the next regular meeting. In the alternative, votes may be taken at a special meeting, and memorialized in minutes to be presented at the next regular meeting. Votes for general matters and matters involving an expenditure of the lesser of \$300 or 5% of the current PTSO balance will require a simple majority vote to carry. Votes for expenditures exceeding the 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: Activities of the organization:

No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Article IX: Dissolution

In the event the organization ceases to exist, PTSO monies and assets shall go to the State College Area School District Educational Foundation.

Article X: Parliamentary Authority

Robert's Rules of Order Revised shall govern this organization in all cases in which they are applicable.

Article XI: Amendments:

By-Laws may be amended at any regular meeting of the organization by a two-thirds vote of the members present.

Witnessed this ____ day of _____, _____

Signature: _____

Signature: _____

Printed name: _____

Printed name: _____

Date: _____

Date: _____