

BY-LAWS OF  
CONESTOGA ELEMENTARY SCHOOL PTO  
(Revised 2/11/2015)

Article I: NAME

The name of this organization shall be Conestoga Elementary Parent-Teacher Organization (PTO), Conestoga, Pennsylvania, an independent organization.

Article II: OBJECTIVES

- Section 1. Communication: To provide a process of mutual understanding and effective teamwork among home, school and community.
- Section 2. Participation: To promote good relations and communication for the purpose of promoting active participation in school and community affairs.
- Section 3. Student Benefits: To establish and promote partnership between parents and teachers for the common benefit of the pupil.

Article III: POLICIES

- Section 1. The purpose of this organization shall be an auxiliary to our school and to enhance educational opportunities through the united efforts of the home, school and community.
- Section 2. This organization shall in no way seek to direct the administrative activities of the school or to control its policies.
- Section 3. Any member may request to add any concern to the agenda by communicating with an executive officer no later than one day prior to the next scheduled meeting. Executive board has the right to table a request until the next month's meeting. Executive officers and principal reserve the right to consider these topics and choose only those which pertain to goals and objectives of our PTO. Those topics outside the PTO objectives shall be deferred to the principal.
- Section 4. President reserves the right to table discussion, for the purpose of allowing more time to gather information regarding the subject at hand. In addition, any funds in excess of \$300 of current authorized budget must be approved by a 2/3 balloting of the membership in attendance at any general meeting. Funds of \$50 - \$299 in excess of the current budget must be approved by 2/3 of the executive board.

Article IV: MEMBERSHIP

- Section 1. Any parent, guardian or teacher affiliated with Conestoga Elementary School may become a member of this organization, provided they are interested in our objectives and willing to uphold its policies and by-laws.
- Section 2. No dues shall be required for membership.
- Section 3. Members of this organization shall be eligible to participate in business meeting and/or serve in any of the elected or appointed positions.

Article V: OFFICERS

- Section 1. The officers of this organization shall be president, vice-president, secretary and treasurer. Co-officers are permitted if needed.

- Section 2. These officers shall be elected yearly. Duties for these officers shall be assumed August 1<sup>st</sup>.
- Section 3. Notice will be announced in May of the outgoing year for vacancies of executive offices. Any committee vacancies will also be made known at that time. (See Section VIII for list of standing committees).
- Section 4. Nominations should be presented to the executive board no later than the final meeting date of the school year. The permission of those nominated must be secured before his/her name is placed.
- Section 5. In the event there is more than one candidate nominated for any office, voting for that office shall be by ballot. Where there is only one nominee for any office, it shall be that the members present will cast a vote and move to elect the nominee .
- Section 6. A vacancy occurring before term in an office shall be filled by presidential appointment with the approval of the executive committee.

#### Article VI: DUTIES OF OFFICERS

- Section 1. President:
- a. Organizes committees to carryout PTO activities throughout the year.
  - b. Preside over monthly meetings. Board meetings may be scheduled as the president so wishes. A monthly meeting is optional.
  - c. Acts as public relations person between parents and teachers.
  - d. Work with principal in meeting common goals to benefit students.
  - e. Shall coordinate the work of the officers and committees of the organization in order that objectives may be promoted.
  - f. Announces upcoming PTO meetings.
- Section 2. Vice-President:
- a. Attend PTO board meetings each month.
  - b. Works with the President and assists in the duties of presidency.
  - c. Acts as president in the event of the president's absence.
  - d. Helps coordinate all volunteers for activities.
- Section 3. Secretary:
- a. Attends PTO board meetings each month.
  - b. Records minutes of the meeting in an ongoing journal.
  - c. Emails Conestoga secretary meeting minutes for the blog.
  - d. Coordinates correspondence to staff and community members.
- Section 4. Treasurer:
- a. Attend PTO meetings each month.
  - b. Keeps financial records via checking account and money market, and pays bills as they are submitted.
  - c. Handles money collected from various fundraising projects (profit and non-profit) during the year.
  - d. Reports the financial standing of the PTO to parents and teachers at the monthly meetings.
  - e. The treasurer along with the president will be named on the checking account.

#### Article VII: EXECUTIVE COMMITTEE

- Section 1. The executive committee shall consist of the officers of the organization and the principal. The principal will act as an ex/officio member of the board.
- Section 2. The duties of the executive committee shall be as follows:
- a. To transact necessary business in the intervals between general meetings and such other business as may be referred to it by the organization.
  - b. To propose to the organization for approval of a budget for the fiscal year.
  - c. To approve routine bills within the limits of the budget.
  - d. To present a report to the general meeting of the organization as necessary
  - e. To approve plans of work of the standing committees.
- Section 3. Special meetings may be called by the president or a majority of the executive committee.

#### Article VIII: STANDING COMMITTEES

- Section 1. A minimum of three standing committees shall be created by the officers, as may be required to promote the objectives and interests of the organization. The chairman shall be approved by the executive board. The terms of office shall be through the school year in which they are selected.
- Section 2. The chairman of each standing committee shall present a plan of work to the executive committee during a scheduled chairperson and board planning meeting and any necessary budget request shall be approved by the executive board or the general membership as appropriate.
- Section 3. The power to form special committees and to appoint their chairman rest with the president, with the approval of the executive committee.
- Section 4. The president shall be a member ex-officio of all committees when possible.
- Section 5. All committee chairmen shall be present at monthly meetings or have one of their committee members sit in for them, particularly if their committee is listed on the agenda.
- Section 6. In the event chair or committee members are not able to attend a scheduled monthly meeting, they must provide to the president an update no later than one week prior to the meeting.
- Section 7. Current list of standing committees and their duties involving each committee shall be confirmed at the start of the school year.

#### Article IX: MEETINGS

- Section 1. Meetings will be held on a regular basis for the executive board and committee chairpersons, as well as the general PTO meetings.
- Section 2. A special meeting may be called by the executive committee at any time.
- Section 3. Postponement of any meeting may be made by majority vote of the executive committee. When school is closed by inclement weather, meetings are to be considered cancelled.

#### Article X: FISCAL YEAR

- Section 1. The fiscal year of the organization shall begin on the first of August, and end on the thirty-first of July.
- Section 2. The budget proposed by the executive committee shall be presented for approval by the organization at the first general meeting of the school year.

Section 3. If funds must be disbursed prior to approval of the general membership, the executive committee shall have the authority to extend not more than 20% of the proposed budget for the coming year.

#### Article XI: RULES OF ORDER

The rules contained in “Roberts Rules of Order Revised” can govern this organization in all cases in which they are applicable.

#### Article XII: AMENDMENTS

These by-laws may be amended by a 2/3 vote of the members present and voting, providing changes were submitted in writing at the previous meeting. In addition, written notice of the proposed change must be posted one week prior to meeting for review by interested members.