

# HAINES SCHOOL PARENT TEACHER ORGANIZATION BY-LAWS

## ARTICLE 1: NAME

The name of this organization shall be Haines School Parent Teacher Organization, Cranberry Township, Pennsylvania.

## ARTICLE 2: OBJECTIVE

The objectives of Haines PTO shall be:

- 1) To develop a closer relationship between home and school, so that parents and teachers may work closely together cooperatively to educate the child.
- 2) To create a united effort between teachers and the general public so that all youth may benefit from the highest advantages possible through physical, mental and social education.

## ARTICLE 3: BASIC POLICIES

- 1) The objective of this organization shall be promoted through educational programs directed toward parents, teachers and the general public; shall be developed through committees and projects; and shall be governed and qualified by the basic policies set forth in this Article.
- 2) This organization shall be noncommercial, nonsectarian and nonpartisan.
- 3) This organization shall not participate in any political campaign on behalf of or in opposition to any candidate for public office; however, it shall provide information to the general membership on legislative concerns affecting our objective.
- 4) This organization shall seek neither to direct the administrative activities of the school nor to control its policies.
- 5) This organization may cooperate with other organizations and agencies active in child wellbeing such as conference groups or coordinating councils, provided its representatives make no commitments without Board approval.
- 6) In the event of dissolution of the organization, the assets of the organization shall be distributed equally between the principals of Haines Elementary and Middle Schools to further benefit the children. This distribution shall follow guidelines as specified in Section 501(3) of the Internal Revenue Code of 1954.
- 7) The fiscal year will begin September 1<sup>st</sup> and end August 30<sup>th</sup>.

## ARTICLE 4: MEMBERSHIP AND DUES

- 1) Any teacher, staff member, parent or guardian of a student enrolled at Haines School may be a member of this organization for \$3.00 per family. No family will be denied membership based on inability to pay and will be reviewed on a case by case basis.
- 2) A member of the PTO Board may be requested to resign with due cause. Cause for immediate action will include, but not limited to, issues where there are financial discrepancies, gross neglect of duties, or irresolvable personal conflicts interfering with committee responsibilities, and/or the degradation of the reputation of the PTO organization, its members, and/or of the school body.

The process to handle conflicts (when deemed necessary or requested by any party) will be to:

- A) Step 1: Conduct an informal meeting with PTO Co-Presidents and parties involved.
- B) Step 2: Conduct a meeting with all parties, PTO Co-Presidents and the Principals where the Principal acts as the mediator.
- C) Step 3: Principal reports to the Officers and Chairpersons vote on the action. PTO majority rules.

## ARTICLE 5: ELECTION OF OFFICERS AND CHAIRPERSONS

- 1) The Officers of this organization shall be two Co-Presidents (one representing elementary and one representing the middle school), a 1st Vice President, a 2nd Vice President, a Secretary and a Treasurer.
- 2) Co-Presidents will ideally be one new Officer and one who has already served his/her first year.
- 3) To be eligible for the position of Co-President, two years service on Haines PTO is required as a Chairperson or at least one year as an Executive Board member at CVE or Rowan.
- 4) Officers shall be elected by ballot annually in the Spring. However, if there is but one nominee for any position, it shall be in order to move that the Secretary cast the elective ballot of the organization for the nominee.
- 5) Chairpersons may chair their committee for 2 years. This is regulated by the following:
  - A. Lack of interested candidates.
  - B. Newer Chairperson requiring guidance.
  - C. Multiple individuals (including current Chairperson) running for the same committee will result in an election.

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- 6) There shall be a nominating committee headed by the Secretary and consisting of at least 2 PTO Board members (one Officer and one Chairperson).
- 7) The nominating committee shall bring forth all nominees for each office/committee and report at a regular PTO meeting in the Spring.
- 8) Following the report of the nominating committee, an opportunity shall be given for nominations from the floor.
- 9) Only those who have consented to serve if elected shall be eligible for nomination, either by committee or from the floor.
- 10) A vacancy occurring in an office shall be filled by a majority vote of the remaining PTO Chairpersons, due notice of such election having been given. In any case a vacancy occurs in the office of President, one of the two Vice Presidents shall serve the remainder of the term.

## ARTICLE 6: DUTIES OF OFFICERS & CHAIRPERSONS

- 1) The Co-Presidents shall preside over all meetings of the organization and of committees. They shall perform such other duties as may be described in these bylaws and standing rules or assigned them by the organization.
- 2) The Vice President shall act as an aide to the Co-Presidents and shall perform the duties of the Co-President in the absence of that officer in their designated order. They shall perform such other duties as may be described in these bylaws and standing rules or assigned them by the organization.
- 3) The Secretary shall keep an accurate record of all meetings of the organization and shall perform such other duties as may be described in these bylaws and standing rules or assigned them by the organization. The Secretary shall also maintain a list of all business donations on behalf of the entire PTO.
- 4) The Treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out local funds as authorized by the Co-Presidents. The Treasurer shall present a statement of account at every meeting of the organization. The Treasurer's accounts shall be examined annually by an authorized accountant and is responsible for filing yearly tax returns. They shall perform such other duties as may be described in these bylaws or assigned them by the organization.
- 5) All Chairpersons shall perform the duties described in these bylaws and standing rules or assigned them by the organization.
- 6) All Officers and Chairpersons will transact business in the intervals between organization meetings and such other business as may be referred to it by the organization.
- 7) All Officers and Chairpersons shall perform the duties to create standing committees.
- 8) All Officers and Chairpersons shall approve the plans of work of the standing committees.
- 9) All Officers and Chairperson must prepare and submit to the organization for approval a budget for the fiscal year at the end of the year for the following year.
- 10) All Officers and Chairpersons shall approve bills not within the limits of the budget. Monies must be voted on by either of the following:
  - a. At a monthly meeting by two-thirds vote of PTO Board members present. OR
  - b. Via e-mail (e-vote) sent to the PTO Board members giving at least five (5) days for e-mail response. Votes will be tallied and the majority will rule, as long as two-thirds of the PTO Board members responded. Outcomes will be sent via e-mail and will be reiterated at the next monthly meeting. The outcomes will be recorded by the Secretary.
- 11) The Officers have the authority to approve additional spending not within the limits of the budget for standing committees up to \$500.

## ARTICLE 7: PTO BOARD

- 1) The Board shall consist of the Officers of the Organization, the Chairpersons of the standing committees, two Teacher representatives from each school and the Principals of the schools or a representative appointed by him/her. The members of the PTO Board shall serve until their successors are elected.

## ARTICLE 8: MEETINGS

- 1) Regular meetings of this organization shall be held once a month as decided by the Officers. Ten days notice shall be given for change of date.
- 2) The Officers may call special meetings, five days notice having been given.
- 3) Ten members shall constitute a quorum for the transaction of business in any meeting of this organization.
- 4) The privilege of holding office, introducing motions, debating and voting shall be limited to current committee Chairpersons, Officers, Principals and Teacher Representatives.

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## **ARTICLE 9: STANDING AND SPECIAL COMMITTEES**

- 1) The PTO Board as deemed shall create such standing committees as necessary to promote the objective and carry on the work of the organization.
- 2) Communication with the Principals shall be done before new committees are adopted and only by the Officers.
- 3) The power to form special committees and appoint their members rests with the organization. Since a special committee is created and appointed for a specific reason, it automatically goes out of existence when its work is done and its final report is given.
- 4) NO Chairperson may sign a contract without the Co-President's approval and signature.

## **ARTICLE 10: ARTICLES OF ORGANIZATION**

The bylaws of this organization shall be deemed part of its Articles of Organization.

## **ARTICLE 11: AMENDMENTS**

- 1) These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the PTO Board present and voting, provided notice of the proposed amendment shall have been given at the previous meeting.
- 2) The PTO bylaws shall reviewed and if needed revised every two years by the Officers and voted on at the monthly PTO meeting by two-thirds vote of PTO Board members present.
- 3) Revisions shall be presented at a monthly PTO meeting and adoption of the revisions shall be made by a two-thirds vote of the PTO Board members present.

The Haine School PTO bylaws were reviewed, revised and voted upon by the PTO Board members on November 15, 2011.