

# **Bylaws of the Schnecksville Elementary Parent Teacher Organization**

## **Article I – Name of Organization**

The name of the organization is Schnecksville Elementary Parent Teacher Organization.

## **Article II – Definitions**

- A. “Schnecksville PTO”, “PTO”, or “Organization” shall mean the Schnecksville Elementary Parent Teacher Organization.
- B. “School Year” shall mean July 1<sup>st</sup> of a given year until June 30th of the following year.
- C. “Member” or “General Member” shall mean any individual who meets the criteria for membership as defined in Article IV(A) of these Bylaws. “Member” or “General Member” includes the Officers on the Executive Board.

## **Article III – Purpose**

A. The primary objective of this Organization is to enhance the quality of education for the students and staff at Schnecksville Elementary School by:

- 1. Promoting the education and well-being of our children at home, in school, and in the community;
- 2. Encouraging and enhancing communication between parents, administrators, and educators in our community;
- 3. Encouraging families and educators to take an active role in Schnecksville Elementary School and the PTO;
- 4. Enhancing the educational facilities and opportunities for the students of Schnecksville Elementary School that are not provided by the Parkland School District;
- 5. Promoting volunteer programs and resources for the Schnecksville Elementary School community;
- 6. Sponsoring projects and events for the benefit of Schnecksville Elementary students; and
- 7. Raising funds as required to provide for all of the above.

B. The Schnecksville PTO is organized exclusively for charitable, scientific, literary, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

C. In the development and fulfillment of its purpose, the Organization, its officers, its committees, and Members: (1) while acting on behalf of the PTO, shall not act in any manner which is partisan in any commercial, political, or sectarian way; (2) shall not act in any official capacity to endorse any commercial, political or sectarian group; and (3) shall not benefit financially, directly or indirectly, as a result of membership.

#### **Article IV – Membership**

A. Membership in the PTO shall include all teaching staff and parents and guardians of students attending Schnecksville Elementary School of the Parkland School District.

B. No dues or fees are required for membership.

C. Members have the right to:

1. Attend General Meetings;
2. Vote on Officers to be elected to the Executive Board for the following School Year;
3. Participate in school activities, committees, events, fundraisers, and educational programs sponsored by the PTO;
4. Volunteer to serve as chairpersons on committees created by the Executive Board;
5. Provide input on expenditure of funds raised by the PTO;
6. Share ideas and concerns related to PTO sponsored events;
7. Review and approve the budget at either the first morning or evening General Meeting of each year. (The President shall decide and announce whether the budget will be voted on at either a morning or evening meeting);
8. Review and approve the By-Laws at the first morning or evening General Meeting of each year. (The President shall decide and announce whether the Bylaws will be reviewed at either a morning or evening meeting); and
9. Review and provide input on proposed Capital Improvements or Major Purchases of One Thousand Dollars (\$1,000.00) or more that do not fall within any of the categories set forth in the annual budget.

## **Article V – Executive Board/Officers**

A. At all times, the PTO shall have an Executive Board to manage the day-to-day affairs of the Organization.

B. The Executive Board shall be comprised of the following Officers:

1. President;
2. Vice President, Ways and Means;
3. Vice President, Internal Affairs;
4. Vice President, Social Events;
5. Vice President, Communications;
6. Secretary; and
7. Treasurer.

C. Election of Officers.

1. Prior to the end of a given School Year, Officers shall be elected annually to serve on the Executive Board for the following School Year.

2. Any individual who will be a Member of the PTO the following School Year is eligible to run for any of the Officer positions.

3. Any individual who will be a Member of the PTO the following School Year and who is interested in serving as one of the Officers for the following School Year shall verbally or in writing notify the President no later than April 30<sup>th</sup> of the current School Year.

4. If two or more Members desire to fill one Officer position together the following School Year, they should notify the President no later than April 30<sup>th</sup> of the current School Year.

5. At a General Meeting after April 30<sup>th</sup>, an election shall be held for all of the Officer positions that are contested for the following School Year. Every individual who submitted his or her name to the President by April 30<sup>th</sup> shall be up for election. Each position shall be voted on separately. The President shall have the discretion to determine how votes are casted, whether it be by secret ballot or by public vote. All Members in attendance at the meeting shall each have one vote. For each position, whichever candidate receives the majority of the votes shall serve in that position the following School Year. In the event of a tie, the President will cast the tie-breaking vote. The results of the vote must be made public and recorded in the meeting minutes.

6. If any Officer position is uncontested for the following School Year, a vote is not necessary. The position shall be filled by the only individual who has

submitted his or her name for that position. The name of that individual should be announced at the same General Meeting during which there is an election for contested Officer positions. This information should be made public and recorded in the meeting minutes.

D. Terms.

1. The term of office for each Officer is one year, and runs during the entire School Year.

2. A nominee for President should have served on the PTO Executive Board for at least one year, or have equivalent experience. If no successor is available for a Board position, the incumbent Officer may continue to serve until such time as a successor is found. Even if there is a successor, the outgoing President shall be invited to serve as an advisor to the Executive Board for one year to ensure continuity.

3. Successive Terms are permissible, but the Bylaws may be amended at any time in accordance with Article XI, to expressly designate the permissible number of successive terms.

E. Vacancies.

If there is ever a vacancy of an Executive Board position, the vacancy may be filled at any time by a majority vote of the current Officers on the Executive Board.

**Article VI – Duties of the Executive Board and its Officers**

A. The primary duty of the Executive Board is to manage the PTO by handling the day-to-day business of the Organization. In order to fulfill this duty, each Officer shall have the duties and responsibilities listed in this Article.

B. Other duties of the Executive Board shall include:

1. Transacting all necessary business in the intervals between General Meetings;

2. Creating general committees as the need arises;

3. Approving the plans and work of the general committees;

4. Presenting reports at General Meetings;

5. Preparing and submitting for adoption a yearly budget;

6. Approving routine bills within the limits of the budget;

7. Electing Executive Board Members for the following School Year;

8. Making a good faith effort to attend scheduled Executive Board Meetings, General Meetings, Special Executive Committee Meetings, and Special Meetings;

9. Upon completion of term, turning over all relevant documents and information to incoming Executive Board Members;

10. Working to ensure that the following activities occur on an annual basis, as long as the Principal has given his or her consent:

a. A Book Fair for parents and students at the school during, at minimum, the night of Open House. All proceeds shall be used by the Librarian for the Library, and by the Reading Specialist for reading needs. Other Book Fairs may be held during the School Year, if deemed necessary. Proceeds from these other Book Fairs can be used at the discretion of the Executive Board;

b. At least one Fundraiser during the current School Year; and

c. Other social, academic, and charitable activities throughout the School Year.

11. Making policies on the disbursement of a designated amount of funds in certain circumstances, such as the death of a student's parent.

C. Duties of the President.

1. The President serves as the primary liaison between school personnel and parents. The President shall exercise general supervision of the Organization and shall see to the proper functioning of its activities and to the enforcement of the By-laws.

2. The President has the authority to review the expenditures and bank statements of the Organization at any time, and should review this information if asked to do so by any Member, Executive Board Member, or Special Executive Committee Member.

3. The President shall be responsible for scheduling General Meetings, Executive Board Meetings, Executive Committee Meetings, and any other Special Meetings that are necessary. The President shall preside at all meetings of the Executive Board and the Special Executive Committee, as well as General Meetings, and shall be a member of all committees. In the absence of the President, the President shall appoint one of the Vice Presidents or other Board Members to preside over a meeting.

4. The President may disburse funds not exceeding One Hundred Dollars (\$100.00) without an Executive Board vote, as long as the President provides details of the disbursement at the next General Meeting.

5. Whenever a request for funds exceeding One Hundred Dollars (\$100.00) is made to the PTO between General Meetings and it would be prudent to approve or deny the request before the next General Meeting, the President shall notify all of the Executive Board Members of the request. The President shall give each Executive Board Member a reasonable amount of time to vote on the request. Every Executive Board Member position shall vote except for the President. Each Executive Board Member position shall cast one vote, regardless of how many individuals hold that position. The

request will be approved or denied based on a simple majority of the votes. If there is a tie, the President shall cast the deciding vote.

6. The President shall coordinate the work of the Officers, and with the approval of the Board, shall create committees and appoint their chairpersons.

7. The President has the right to reassign and allocate new responsibilities, as he or she deems necessary, to any of the Executive Board Members.

8. At any time, the President has the right to establish new policies for the Organization upon proper approval by the Executive Board. In order for the President to establish a new policy by proper approval, the President shall notify all Officers of the Executive Board of the proposed new policy. The President shall give each Executive Board Member a reasonable amount of time to vote on the new policy. Every Executive Board Member position shall vote except for the President. Each Executive Board Member position shall cast one vote, regardless of how many individuals hold that position. The new policy will be approved or denied based on a simple majority of the votes. If there is a tie, the President shall cast the deciding vote.

D. Duties of the Vice President, Ways and Means.

1. The Vice President, Ways and Means, shall assist the President.

2. The Vice President, Ways and Means, shall manage all fundraising activities, such as: Book Fairs; BoxTops for Education; Cartridge Recycling; Spirit wear; Coupon Book sales; and Race for Education.

E. Duties of the Vice President, Internal Affairs.

1. The Vice President, Internal Affairs, shall assist the President.

2. The Vice President, Internal Affairs, shall coordinate and facilitate designated school related activities, such as: Landscaping; Make Your Own Sundae; Hospitality; School Concerts; Birthday Table; and 5th Grade Celebration.

F. Duties of the Vice President, Social Events.

1. The Vice President, Social Events, shall assist the President.

2. The Vice President, Social Events, shall manage designated social events throughout the school year, such as: Visitation Night; Family Nights; Skating Party; Book Bingo; and Canvas Night.

G. Duties of the Vice President, Communications.

1. The Vice President, Communications, shall assist the President.

2. The Vice President, Communications, shall manage the transmission of information such as: Yearbook; Community Outreach; Assemblies; Community Advisory Council Meetings; School Sign and Bulletin Boards; and Facebook page or other social

media forums as approved by a majority of the Executive Board, with the approval of the Principal.

3. As it pertains to PTO news, information, and events, the Vice President, Communications, shall provide information to any individual responsible for maintaining and updating the school website or any social media pages.

H. Secretary.

1. The Secretary shall keep a record of the proceedings of all Executive Board, Special Executive Committee, General, and Special Meetings, as well as other matters of record deemed necessary.

2. Other responsibilities of the Secretary shall include: providing the Executive Board with copies of the minutes following any meeting; having minutes from meetings available upon request of a Member; preparing materials needed for distribution or reference at General Meetings; preparing the school directory; distributing, collecting, and collating the fall and winter PTO membership and volunteer sheets; providing reasonable advance notice of PTO General and Special Meetings to Members, the Executive Board, and the Executive Committee.

I. Treasurer.

1. The Treasurer shall collect and disburse all funds of the Organization in accordance with the approved budget or as authorized by the Executive Board. The Treasurer shall have custody of all funds, keep a full and accurate account of these funds, and make financial reports at each meeting. The Treasurer shall prepare an annual budget for presentation at the first General Meeting of the given School Year.

2. The Treasurer is responsible for providing bank statements and supporting documents to the PTO President upon request by the President. Any audit of the account is the means of assuring that the account is accurate, and it relieves the Treasurer of responsibility, except in the case of fraud.

3. The Treasurer shall prepare and make available forms for the collection and reimbursement of funds. The forms should require certification and/or proof regarding the funds collected or reimbursed.

4. The Treasurer shall supply cash boxes at PTO events.

5. The Treasurer shall ensure that sufficient liability insurance is purchased each School Year to cover all Executive Board Members.

6. The Treasurer is responsible for taking all reasonable and necessary actions to keep a minimum balance of Five Thousand Dollars (\$5,000.00) in the PTO bank accounts to be carried forward to the following School Year.

## **Article VII – Special Executive Committee**

A. The PTO believes it is paramount to maintain a strong relationship with the Schnecksville Elementary Principal and teachers. The PTO desires to have teacher and principal involvement in the PTO. As a result, it is necessary to create a Special Executive Committee to foster communications between the PTO and the Principal and teachers.

B. The purpose of the Special Executive Committee shall be to discuss any important issues involving Schnecksville Elementary School, its students, parents and guardians, and its staff, which may be better discussed in the small setting of a committee.

C. The Special Executive Committee shall consist of the following individuals:

1. President;
2. Vice President, Ways and Means;
3. Vice President, Internal Affairs;
4. Vice President, Social Events;
5. Vice President, Communications;
6. Secretary;
7. Treasurer;
8. Principal;
9. Teacher's Representative for Grades K-2; and
10. Teacher's Representative for Grades 3-5.

D. Meetings of the Special Executive Committee shall be held as needed, and can be called by any member of the Special Executive Committee. Reasonable advance notice of the meeting must be given to all of the members of the Special Executive Committee.

E. Although the Special Executive Committee exists, the Executive Board invites and encourages the Teacher Representatives and the Principal to also attend General Meetings. General Meetings are open to all teachers and staff members at the school.

F. The Special Executive Committee shall have the sole power of removal of an Executive Board Member, in accordance with Article IX of these Bylaws.

## **Article VIII – General Committees**

A. The Board may create committees, as necessary, to carry out the work of the Organization. The President shall appoint a chairperson for each committee as set forth in Article VI(D)(6). Additionally, the President shall be a member of each committee.



B. The chairperson of each committee shall present a report or updates to the Executive Board when requested by the President. No committee work shall be undertaken without the consent of the Executive Board and appropriate school personnel.

### **Article IX – Removal from Executive Board**

A. All Executive Board Members are subject to removal for the reasons listed within this Article.

B. An Executive Board Member may be removed at any time if said Executive Board Member: fails to perform his or her assigned duties; engages in fraudulent, dishonest, or corrupt behavior; acts or behaves in a way that brings dishonor to the PTO or Schnecksville Elementary School; or acts in a way to negate or disrupt the purpose and/or goals of this Organization.

C. In order for removal of an Executive Board Member to be considered, a Special Executive Committee Meeting shall be held where no less than 75% of all Special Executive Committee Members are present. If the President receives a request that a Board Member be removed, the President has a duty and obligation to schedule a Special Executive Committee Meeting as soon as reasonably possible. The President shall notify the Executive Board Member who may be removed that there has been a request for his or her removal, and shall provide said Executive Board Member with the date of the Special Executive Committee Meeting.

D. At the Special Executive Committee Meeting, the Executive Board Member who is up for removal, the person requesting the Executive Board Member's removal, and all of the other Special Executive Committee Members have a right to present testimony and evidence on the issue of whether the Executive Board Member should be removed. Following testimony and presentation of evidence, all Special Executive Committee Members, except for the Executive Board Member up for removal and the individual who has requested the removal of the Executive Board Member, should discuss the evidence and testimony and make a determination as to whether the Executive Board Member should be removed. This discussion can be done privately or in front of the Executive Board Member subject to removal and the person(s) requesting the Board Member be removed. Following discussion, all Special Executive Committee Members except for the Executive Board Member subject to removal and the individual who has requested the removal of the Executive Board Member (if that individual is a member of the Special Executive Committee), shall vote publicly in front of the Board Member who is being considered for removal as to whether said Board Member should be removed. The vote shall be recorded in the minutes.

If a majority of the Special Executive Committee Members present at the meeting vote for removal, the Executive Board Member shall be removed from office.

## **Article X – Meetings and Voting**

### **A. General Meetings.**

1. At least five (5) General Meetings of this Organization shall be held during each School Year. All Members, as well as the Principal, are invited to attend the General Meetings. The President shall determine the dates and times of the General Meetings. Notice of General Meetings shall be provided to Members. Notice may be sent home with students, posted on social media, sent via e-mail, and/or sent through the school's e-communication system. Additional meetings may be held at the Executive Board's discretion.

2. The first General Meeting of the School Year shall include a financial report, with review of the budget, a review of the Bylaws, and a review of planned events for the new School Year.

3. At each General Meeting, every Member who is present, including any individual on the Executive Board and the Special Executive Committee, shall have one (1) vote. Any measure that is voted on will be deemed approved when the measure receives a simple majority of votes.

### **B. Executive Board Meetings.**

1. The President shall call regular Executive Board Meetings. The President shall determine the dates and times of the Executive Board Meetings. Reasonable written advance notice must be given to all Executive Board Members.

2. Although it is the responsibility of the President to call Executive Board Meetings, an Executive Board Meeting may be called by other members of the Executive Board if a majority of the members of the Executive Board determine that an Executive Board Meeting is necessary.

3. The Organization shall have at least one (1) Executive Board Meeting during each School Year. An Executive Board Meeting must be held prior to the first General Meeting of the School Year to discuss the budget, the Bylaws, and the upcoming events for the School Year.

4. Each Executive Board Member position shall be entitled to only one (1) vote, regardless of how many individuals hold the specific position. The President shall only vote in the event of a tie. If there is a tie, the President shall cast the deciding vote. Any measure that is voted on will be deemed approved when the measure receives a simple majority of votes unless another provision in these Bylaws provides otherwise.

### **C. Special Executive Committee Meetings.**

1. Special Executive Committee Meetings may be called by any member of the Special Executive Committee Meeting and are subject to the provisions set forth in Article VII of these Bylaws.

2. Each Special Executive Committee Member position shall be entitled to only one (1) vote, regardless of how many individuals hold the specific position. The President shall only vote in the event of a tie. If there is a tie, the President shall cast the deciding vote. Any measure that is voted on will be deemed approved when the measure receives a simple majority of votes unless another provision in these Bylaws provides otherwise.

D. Special Meetings. The President, as necessary, may call Special Meetings for General Members, the Executive Board, or the Special Executive Committee. Reasonable written advance notice shall be provided to the individuals who may participate in the Special Meeting. Voting at the meetings shall be consistent with the other provisions of this Article.

E. Quorum. The presence of a majority of the Members of the Executive Board at any Meeting set forth in this Article shall be necessary to constitute a quorum for the transaction of business.

## **Article XI – Amendments to Bylaws**

A. These Bylaws may be amended by a majority vote of the attendees at a General Meeting of the Organization or a Special Meeting of General Members that is called for the specific purpose of amending these Bylaws.

B. Upon a vote to amend the Bylaws, the amended Bylaws shall immediately become effective.

C. Once the amended Bylaws are approved by a majority vote, all Executive Board Members shall sign and approve an official copy of the Bylaws. The amended Bylaws may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. An official copy or copies of the amended Bylaws, which contains all Executive Board Members signatures, should be retained by the Secretary and the President.

## **Article XII – Personal Liability.**

A. No Officer or Member shall be personally liable for debts or obligations of the Schnecksville PTO of any nature whatsoever, nor shall any of the property of the Officers or Members be subject to the payment of the debts or obligations of the Organization.

B. The Organization shall maintain liability insurance to protect and indemnify the Officers of the Organization.

### **Article XIII – Dissolution**

Upon the dissolution of this Organization, the Officers shall, after payment of all liabilities, dispose of all the assets of the Organization to an organization or organizations operated exclusively for charitable, educational or scientific purposes that qualify for exemption under Section 501 of the Internal Revenue Code.

**These Bylaws were revised and adopted on \_\_\_\_\_.**

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**Rheann Grike, Co-President**

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**Kelly Sullivan, Co-President**

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**Rachael Thorne, VP, Ways and Means**

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**David Church, VP, Internal Affairs**

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**Sarah Wascura, VP of Social Events**

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**Jenny Krumrine, VP, Communications**

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**Amber Monahan, Secretary**

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**Valerie Heleva, Treasurer**