

**OSTMANN ELEMENTARY SCHOOL
PARENT – TEACHER ORGANIZATION
BY-LAWS**

Originally adopted on August 26, 2002, and amended on March 6, 2007

ARTICLE I: NAME

The name of this organization shall be Ostmann Elementary Parent/Teacher Organization (PTO).

ARTICLE II: ARTICLES OF INCORPORATION

Section 1: Said organization is designed exclusively for charitable, religious, educational and scientific purposes including, for such purposes, the making of distributions to qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 2: No part of the net earnings of the organization shall insure to the benefit of, or be distributable to, its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article One hereof. No substantial part of the activities of the organization shall be the carrying on of propoganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (Including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 3: Upon the dissolution of the organization, the Board of Trustees shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501©(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE III: PURPOSES

Section 1: The Objectives of the Ostmann Elementary PTO are:

- A. To promote the welfare of children and youth in home, school and community,
- B. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth, and
- C. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental and social education.

Section 2: The Objectives of the Ostmann Elementary PTO are to promote through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects. And programs, and are governed and qualified by the policies set forth in ARTICLE III.

ARTICLE IV: POLICIES

The following are policies of the Ostmann Elementary PTO:

Section 1: This Organization shall be non-commercial, non-sectarian, non-partisan. No commercial enterprise and no candidate shall be endorsed by it. The name of the Organization and the name of its officers in their official capacities shall not be used in any connection with a commercial or with any partisan interest or for any purpose other than the regular work of the Organization.

Section 2: This Organization 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 members in groups.

Section 3: This Organization shall not seek to direct the administrative activities of the school or to control its policies.

ARTICLE V: MEMBERSHIP AND DUES

Section 1: Any family, teacher or staff member interested in the objective of the Parent/Teacher Organization (PTO) and willing to uphold its policies and subscribe to its bylaws may become a member upon payment of dues.

Section 2: The annual dues shall be inclusive for membership in the Organization and shall amount to \$5.00 per family or individual, teacher or staff member. Annual dues amount may be changed annually, if necessary, by a majority vote of the PTO Board that would be in effect for a school year.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1:

- A. The officers of this organization shall be president, vice-president, secretary and treasurer. If needed, the PTO Board may add another "Board" position with the position being a "Vice President," thus having two Vice Presidents. This position shall be evaluated for necessity on an annual basis.
- B. Officers shall be elected annually in the month of April. However, if there is only one (1) nominee for any office, the current PTO secretary will cast the elective ballot of the Organization for its nominee.
- C. Officers shall assume their official duties at the close of the meeting in April and shall serve for a term of one or two years and/or until their successors are elected. No officer shall be eligible to serve for more than two (2) consecutive terms in the same office. For purposes determining eligibility to continue in office, an officer who has served more than half a term is considered to have served a full term in that office.
- D. Officers' terms shall be the length of two (2) years. The position of President and Treasurer shall be of even numbered years and the position of Vice President and Secretary shall be of odd numbered years.

Section 2: There shall be a nominating committee consisting of three (3) members whom shall be selected by the Executive Board from its body. One of the three will be appointed chairperson of the committee. The nominating committee shall select one (1) nominee for each office to be filled and shall present its report at the meeting in March. After the nominating committee report has been given, additional nominations for each office may be made from the floor. No nominee shall be presented in the report of the nominating committee who has not consented to serve if elected. No nomination from the floor may be presented without prior consent to serve being obtained from the person nominated.

Section 3: Vacancy occurring in any office shall be filled by a majority vote of the remaining members of the Executive Board, notice of such election having been given. In case the vacancy occurs in the office of president, the vice-president shall preside and serve notice of such election.

ARTICLE VII: DUTIES OF OFFICES

Section 1: The president shall:

- A. Preside at all meetings of the Organization and all meetings of the Executive Board.
- B. Perform such other duties as may be prescribed in these bylaws or assigned by the Organization.
- C. Be a member ex officio of all committees except the nominating committee. (The president has the same rights as other committee members, but is not obligated to attend the meetings of the committee, nor is he/she counted in determining if a quorum is present).
- D. Coordinate the work of the officers and committees of the Organization in order that the objectives may be promoted.

Section 2: The vice president shall:

- A. Act as an aid to the president.
- B. Perform the duties of the president in the absence or inability of that officer to serve.
- C. Act as coordinator for fundraisers.

Section 3: The secretary shall:

- A. Prepare agendas and record the minutes of all the meetings of the Executive Board, and when deemed necessary, of meetings of the Organization.
- B. Have a current copy of the Bylaws and maintain a PTO membership list.
- C. Prepare for the president, a roster of the committees with names of the chairpersons and their assignments.

Section 4: The treasurer shall:

- A. Have custody of all of the funds of the Organization.
- B. Be responsible for the maintenance of books of account and keep a full and accurate record of receipts and expenditures.
- C. Make disbursements as authorized by the president, Executive Board, or Organization in accordance with the budget adopted by the Organization.
- D. Have checks or vouchers that exceed the amount of \$500.00 be signed by the president and the treasurer.
- E. Present a financial statement at every meeting of the Organization and at other times when requested by the Executive Board.
- F. Make a full report at the April meeting when new officers officially assume their duties.
- G. The treasurer's accounts shall be examined annually by an auditing committee, who satisfied that the treasurer's annual report is correct, shall sign a statement of the fact at the end of the report. The auditing committee shall be appointed by the Executive Board at least two weeks before the annual audit is due.
- H. Maintain PTO membership records.

ARTICLE VIII: EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the officers of the Organization, three (3) teacher representatives and the principal of the school or his designee.

Section 2: The duties of the Executive Board shall be:

- A. Transact necessary business in the intervals between Organization meetings and such other business as may be referred to it by the membership.
- B. To create committees as may be required to promote the objectives and interests of the Organization.
- C. To appoint the chairperson(s) of all committees.
- D. To approve the plans of work and expenditures of the committee.
- E. To present a report at the general meetings of the Organization.

ARTICLE VIII: EXECUTIVE BOARD (con't.)

- F. To appoint a committee at least two (2) weeks before the meeting in April to audit the treasurer's accounts.
- G. To prepare and submit a budget for the fiscal year.
- H. To approve routine bills within the limits of the budget.

ARTICLE IX: MEETINGS

Section 1: Meetings of the Organization (general meetings) shall be held at dates and times designated by the Executive Board.

Section 2: Special meetings may be called by the Executive Board and giving a seven (7) day notice.

Section 3: A quorum shall be the majority of the members present at any general meeting or special called meeting. A quorum for an Executive Board meeting shall constitute a majority of the members present and must include a majority of the following (a) officers of the organization (4); (b) teacher representatives (3) and (c) the principal (1). At least five (5) of these eight (8) members must be present.

Section 4: The privilege of holding office, introducing motions, debating and voting shall be limited to members whose current dues are paid.

Section 5: Meetings held in April include, as a minimum, the election of officers, the annual report submitted from the treasurer and the nomination of new committee chairpersons.

ARTICLE X: COMMITTEES

Section 1: Committees shall be created by the Executive Board to promote the objectives and interests of the Organization. The chairperson(s) of the committees shall be selected by the PTO Officers. A committee chairpersons' term of office shall be one (1) year.

Section 2: The chairpersons of all committees shall present plans or work to the Executive Board and no committee work shall be undertaken without the approval of the Executive Board.

Section 3: The audit committee shall have the annual audit report completed and submitted to the PTO Officers at the regularly scheduled March PTO general meeting to ensure that the Treasurer can give the complete annual treasury report at the April meeting, as defined in Article VIII Duties of Officers, Section 4, items F&G. There shall also be another audit of the financial records if the Treasurer resigns from office prior to the end of the regular term. The audit committee shall consist of the following: 1) the principal or his/her administrative-level designee; 2) a teacher representative, 3) the secretary of the PTO and 4) a parent that is a current member of the PTO.

ARTICLE XI: PARLIAMENTARY AUTHORITY

Section 1: Robert's Rules of Order Newly Revised and Riddick's Rules of Procedure shall govern this Organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Section 2: A special committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at a meeting of the Organization, or by two-thirds vote of the Executive Board.

Section 3: After approval of two-thirds vote of the members present, the amendment shall be a part of the bylaws.

Adopted by the Ostmann Elementary PTO on May 14, 2002, and amended on March 6, 2007.