# Name

# The name of the organization shall be Shoemaker Elementary School Parent Teacher Organization (PTO).

# Purpose

# This PTO is organized for the purpose of supporting the education of children at Shoemaker Elementary School by fostering relationships among the school, parents, and staff members. It will fund or assist in funding programs and expenses approved by the executive board and by agreed to by vote of members.

# Members

## Parent membership: All parents and/or legal guardians of students who currently attend Shoemaker Elementary shall be considered members of the PTO. They shall have the rights to attend and participate in all meetings and activities of the Shoemaker PTO, hold office, and have the right to vote on issues before the general membership.

## Faculty/Staff membership: All faculty and staff who currently are employed at Shoemaker Elementary shall have the right to attend and participate in all Shoemaker PTO meetings and activities. Faculty and staff have the right to vote on all issues before the general membership. The principal at Shoemaker Elementary shall be a member of the executive board.

## Dues: The PTO shall not collect dues.

# Policies

## This organization shall be non-commercial, non-profit [501(c)(3)], non sectarian, and non-partisan. No commercial enterprise or any candidate shall be endorsed by it.

## This organization shall adhere to school policy while showing cooperation between parents and teachers.

## The organization does consider fundraising to be an important objective, but is under no obligation to conduct yearly fundraisers. Fundraisers may be held as deemed necessary by the executive board.

# Executive Board

## Officers: The officers shall be a president, 2 vice-presidents, a secretary, a treasurer, and past-president. The officers, along with the school principal, make up the executive board. The officer positions may be co-chaired at the board’s discretion by no more than 2 people. In the event a position is co-chaired, each person will have individual voting privileges.

### President: The president should be able to inspire others, have a broad vision, and be open-minded. They should be willing to listen and welcome all suggestions. The president needs to mediate and solve problems. They should be well organized, visible, and able to delegate and improvise. Their duties include:

#### serve as leader and key contact for the PTO

#### preside at all general and executive meetings

#### act as liaison with the principal

#### be an ex-offico chair of most committees

#### act as approver for information submitted to the website by chairs, board members, and webmaster

#### coordinate the work of the officers and committees so that the PTO’s objectives can be met

#### put an agenda together prior to general and executive board meetings

#### expected to serve on at least one committee.

### Vice President: Vice President acts as aide to the President; perform duties of the President in the absence or inability of that officer to serve; ideally, willing to serve as president in the future.

#### Vice President – Duties include:

##### act as WEBMASTER for the PTO website by maintaining website

##### gather and maintain copies of all flyers or other templates used for an event;;

##### creating and maintaining master email list of PTO contacts;

##### responsible for outgoing email blasts;

##### act as approver for info submitted to website by chairs, board members, and President;

##### makes sure all events and fundraisers are well publicized by supplying any additional communications (above and beyond what the chairs of those activities are responsible for) they deem necessary. This may be in the form of website, announcements to the guidance counselor for morning announcements, newspapers etc.;

##### act as liaison between committee chairs and principal for flyer approval (this acts both as a check to ensure that chairs are getting flyers ready in a timely manner as well as to get the information for the website);

##### conduct a website training meeting for chairpersons, so that they will be able to post articles for their committees to submit for approval by Webmaster or President.

##### Expected to serve on at least one committee.

### Secretary: Duties include:

##### Compose minutes of all general meetings to be posted on website;

##### maintain minutes from all meetings of the Executive Board;

##### keep the calendar of events for the PTO;

##### expected to serve on at least one committee.

5.) create planning packets to chairperson of events and provide to volunteer coordinator if one is available.

### Treasurer: The treasurer will:

##### be responsible for and have custody of all funds;

##### make disbursements as properly authorized;

##### be present at all PTO events where money will be collected;

##### assure that PTO policies and best practices are followed with regards to funds;

##### prepare financial reports for each meeting and as needed;

##### prepare the books for an annual audit;

##### maintain current insurance needs for programs on a yearly basis;

##### file appropriate returns necessary for this 501(c)(3) organization with IRS by the November 1 that follows their year in office.

##### Be in touch with teachers and staff to inform them how much they have to spend in their budget at the beginning of the year.

##### Be the contact person for teachers and staff to get them checks for payments for field trips and reimburse them when they submit receipts.

### Past-President: mentor and advise President for the first year following Presidency term. Meeting attendance is not required.

### Volunteer Coordinator: can be utilized at the discretion of the current board. Volunteer Coordinator can be the liaison between event chairpersons and the board via the secretary. If this position is not filled, duties would be assumed by the secretary with assistance from other board members.

## Eligibility: Any parent, guardian, or other adult standing in loco parentis who has all 3 security clearances on file with the school district shall be eligible for election.

## Duties: The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership. Executive board members are expected to attend all meetings.

## Terms of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time. The duties of office shall be assumed by the last day of school with the exception of the Treasurer. The Treasurer’s duties will run from July 1-June 30.

## Organization. Any changes in the structure of the of the executive board (including, but not limited to, adding, removing, or combining offices and/or changes in job descriptions) will be decided on by vote of the current executive board.

## Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

## Resignation. In the event an office resigns from his or her office, a written notice must be submitted to the PTO president or in the event the president resigns to the vice president of staff and school.

## Removal from office. Board members can be removed from office by a two-thirds vote of those present at an executive board meeting where previous notice has been given. Causes for removal include, but are not limited to, not fulfilling the obligations of the position, disruptive behavior, and misrepresentation of the PTO. If an officer fails to attend 3 consecutive meetings, he/she may be removed from office. Counseling will be given for the first offense. Subsequent offences will result in removal.

# Meetings

## General Meetings

### This organization shall conduct general meetings as deemed necessary by the executive board, but to be no fewer than four per year.

### All general meetings shall be publicized.

### At a general meeting, a majority vote of the members present shall be required for business to be passed.

### If a new project is proposed that is not in the approved budget, it must be approved by a majority vote at the next general meeting.

### Those members present shall constitute a quorum.

### Meetings will follow the procedures outlined in Roberts Rules of Order, current edition.

## Executive Board Meetings

### The executive board shall hold regular meetings as scheduled at the start of the school year.

### One mandatory summer meeting will be held for the purpose of goal and objective formulation. They will then be presented at the first general meeting of the school year.

### Special executive board meetings may be called by any two board members with 24 hours notice.

## Annual Meeting

### The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, nominating officers, announcing review of upcoming school year's budget and calendar, and conducting other business that should arise. The election of officers and approval of the consecutive year’s budget will take place in May. Notification of the meetings via email shall be at least one week prior to the meeting.

### A meeting with available chairpersons for the following year will be held following the last meeting of the year. Expectations of the chairs and general operating procedures will be discussed at this time.

# Finances and Budget

## A tentative budget shall be drafted in the spring for the following school year and approved by a majority vote by the entire PTO present at the annual meeting.

## The treasurer shall keep accurate records of any disbursements, income, and bank account information.

## The board shall approve all expenses over the established budgeted amount.

## The treasurer shall prepare a financial statement at the end of the year to be reviewed by the executive board.

## Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership’s approval, may be made at a later date with the approval of the executive board.

## Re-allocation of budgeted funds may be made at a later date with the approval of the executive board.

## All money in the Shoemaker PTO accounts belongs to the Shoemaker PTO. Any changes in disbursement and allocation/reallocation of funds over $300 must be approved by those members present at a general meeting. This does not apply to the necessary transactions made by the treasurer to transfer funds between PTO bank accounts.

# Nominations and Elections

## Nominations will open at the March general meeting and may be submitted up until 7 days before the election.

## Election of officers shall take place during the April general meeting.

## The vote shall be conducted by ballot and the ballots counted by two persons immediately following the collection of ballots.

## When there is one candidate for office, the ballot may be dispensed with and the election may be held by voice vote.

## A majority vote shall be required for the election.

# Standing Rules.

## Standing rules may be approved by the executive board.

## The secretary shall keep a record of the standing rules for future reference.

# Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting. Upon the dissolution of the corporation or the organization, the Board o Directors or governing staff shall, after paying or making provisions for the payment of all the liabilities of the corporation or organization, dispose of all the assets of the corporation or organization in such manner, or to such manner, or to such organizations(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors or governing staff 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 corporation or organization is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes.

# Amendments

These bylaws may be amended by the executive board and should be reviewed at least every 3 years.

Bylaws adopted on September 12, 2002.

Bylaws amended by the executive board August 25, 2010.

Bylaws amended by the executive board July 17, 2012.

Bylaws amended by the executive board April 2, 2013.

Bylaws amended by the executive board February 29, 2016.