

## BYLAWS

### OVERLOOK PARENT TEACHER ORGANIZATION, INC.

#### ARTICLE I- NAME

**Section 1.** The name of this organization is the Overlook Elementary School Parent Teacher Organization, Inc., located in Abington, Pennsylvania and hereinafter referred to as "PTO, Inc."

#### ARTICLE II- OBJECTIVES

**Section 1.** The objectives of the PTO, Inc. are:

- To provide channels of communication among parents, administrators and faculty.
- To provide funding for additional educational materials and any other miscellaneous equipment that is not furnished by the school district. Anything purchased must directly benefit the children.
- To enhance the educational programs and opportunities for the students that are not otherwise provided by the school budget.

#### ARTICLE III- BASIC POLICIES

**SECTION 1.** The following are basic policies of the PTO, Inc.:

- The Overlook PTO, Inc. does not discriminate on the basis of race, color, religion, national or ethnic origin, age, sex or disability.
- The organization shall be noncommercial, nonsectarian, and nonpartisan.
- The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
- The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of or in opposition to any candidate for public office. This paragraph shall prohibit the sponsorship of nonpartisan meetings intended to better inform the public about the candidates for the Board of School Directors of Abington School District by permitting all such candidates for the School Board to express their views of public information.
- The organization shall work with the Abington Schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the Commonwealth of Pennsylvania to boards of education.
- The organization may cooperate with other organizations and agencies active in child education and welfare, such as conference groups or coordinating councils. The Executive Board shall approve all cooperative efforts and unless specifically authorized no PTO, Inc. representative shall make any commitments that bind the group he or she represents.

## **ARTICLE IV- MEMBERSHIP AND DUES**

- Section 1.** All parents and guardians of children currently enrolled in the Overlook Elementary School are eligible for membership, as are staff and teachers.
- Section 2.** There are no annual dues.
- Section 3.** Bylaws are available to all members online at the Overlook PTO, Inc. website.
- Section 4.** Overlook PTO, Inc. recognizes and accepts that it is prohibited from imposing conditions of membership which serve to exclude students from participation in district programs.

## **ARTICLE V- OFFICERS AND THEIR ELECTION**

### **Section 1. Officers**

- The officers of this organization shall be President(s), Vice-President(s), Secretary(s), a Treasurer, and 6<sup>th</sup> Grade Representative, elected at the regular meeting in May for a term of one year, commencing after the close of the school year (June 30). An officer shall not be eligible to serve more than two years consecutively in the same office. However, one additional year may be permitted for any officer if so decided by a majority of the members in attendance at the general membership meeting in May.
- Any office of this organization except Treasurer may be filled by two persons acting jointly, or in the absence of either, by the one then present.
- Only current 5<sup>th</sup> grade parents are eligible to nominate and then vote for the 6<sup>th</sup> grade Representative at the May meeting. If no 5<sup>th</sup> grade parents are present, then the vote will be taken by all PTO, Inc. members present.

### **Section 2. Nominating Committee**

- There shall be one nominating committee made up of volunteers consisting of not less than three and not more than five members. This committee will be formed by the March PTO, Inc. meeting. One officer can be included on the committee, but may not be the current President(s).
- The committee shall select its chairperson, who will be responsible to announce the slate at the April PTO, Inc. meeting.
- The nominating committee shall select at least one nominee who has consented to serve if elected for each office of the organization. Nominees may be selected from parents or guardians of students who anticipate attending Overlook Elementary School during the following year. But in the event of a nominee is elected and his/her child(ren) does not attend Overlook Elementary School as anticipated, such office shall be declared vacant.

### **Section 3. Nominations**

- The nominating committee shall present the slate or at least one nominee for each office at the regular April meeting of the organization. Following the report of the nominating committee, nominations may be made and seconded by a member from the floor. Only those who have consented to serve if elected shall be eligible for nomination from the floor.
- At the close of the April meeting no other nominations will be accepted.

### **Section 4. Elections**

- The election shall be by ballot of members in attendance at the general membership meeting in May. Members must be present at the meeting in order to vote.
- Current 5<sup>th</sup> grade parents present at the May meeting and 5<sup>th</sup> and 6<sup>th</sup> grade teachers will be voting for the position of 6<sup>th</sup> grade Representative. If no 5<sup>th</sup> grade parents are present, then the other member in attendance will vote for that position as well.
- If there is only one candidate for an office(s) based on nominations at the April meeting, then that person will be designated to that office. If there is more than one candidate for any office, then a secret ballot vote for that office will be held at the May meeting. In the event of a tie, a run-off vote will be conducted by secret ballot.
- The election will be presided over by the Nominating Committee Chairperson selected by the nominating committee.

### **Section 5. Vacancies**

- A vacancy in any office shall be filled for the unexpired term by a member elected by a majority vote of the remaining members of the Executive Board, with the notice of such election having been given. In case a vacancy occurs in the office of the President, the first Vice-President shall serve notice of the election.
- If two persons shall hold any office and one shall be unable to serve, the remaining person will have the option to serve alone or with someone appointed by the Executive Board for the remainder of the term.

## **ARTICLE VI- DUTIES OF OFFICERS**

- Section 1.** The President(s) shall preside at all meetings of the organization and of the Executive Board at which he/she may be present; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the Executive Board; and shall coordinate the work of the officers and committees of the organization in order that the objectives may be promoted. At least once a year, the OVERLOOK PTO, Inc. president(s) or designee will serve as a liaison to the School District for the purpose of communicating with the school Principal.

- Section 2.** The Vice-President(s) shall act as aides to the President and shall perform the duties of the President in the absence or disability of that officer to act. It is also their responsibility to obtain Chairpersons for the committees for the year.
- Section 3.** The Secretary(s) shall record the minutes of all meetings and retain those minutes in a book for future reference and shall provide a copy of general meeting minutes for public record no later than 2 weeks after each meeting. The Secretary(s) shall carry on correspondence delegated to him/her.
- Section 4.** The Treasurer shall have custody of all of the funds of the organization; shall keep a full and accurate account of the receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the organization, the Executive Board, or a special committee. The Treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the Executive Board and shall make a full report at the May meeting. The Treasurer shall be responsible for the maintenance of such books of account and records as conform to the requirement of Article III, Section 1 of the Bylaws. The Treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than three members who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The Executive Board shall appoint an auditing committee at least 2 weeks before the May meeting.
- The Treasurer and the President shall both be bonded and able to sign checks. One signature will be required to validate each check. In the case of Co-Presidents, both shall be bonded.
- The Treasurer must file such forms as may be required from time to time by the Internal Revenue Code and regulations relating thereto.
- Section 5.** The 6<sup>th</sup> grade Representative will act as the 6<sup>th</sup> grade committee chairperson for fundraising and will be the liaison between the Executive Board, 6<sup>th</sup> grade teachers and parents. Their involvement with the Executive Board will be limited to 6<sup>th</sup> grade activities only.
- The 6<sup>th</sup> grade Representative cannot hold another Executive Board position at the same time.
- The 6<sup>th</sup> grade Representative will be required to attend the first portion of the Executive Board monthly meetings to provide a 6<sup>th</sup> grade report and will be dismissed after that.
- Section 6.** All officers shall deliver to their successors all official materials by July 1<sup>st</sup> of the year in which their term of office expires, except for the Treasurer, who must wait for the audit which should be completed before the September meeting.

## **ARTICLE VII- EXECUTIVE BOARD**

**Section 1.** The Executive Board shall consist of the officers of the Organization and the principal of the school or a representative appointed by him/her. The members of the Executive Board shall serve until the election and qualification of their successors.

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

- To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
- To create standing committees.
- To approve the plans of work of the standing committees.
- To present a report at the regular meetings of the organization.
- To prepare and submit to the organization for approval a budget for the fiscal year.
- To approve routine bills and gifts to the Overlook Elementary School as well as to determine and approve specific uses of such gifts by the Overlook Elementary School within the limits of the budget.
- To appoint an auditing committee made up of at least 3 PTO, Inc. members at the May meeting. These auditors must audit the Treasurer's books before the September meeting of the new school year.

## **ARTICLE VIII- MEETINGS**

**Section 1.** Regular meetings of the PTO, Inc. shall be held as designated by the Executive Board. Changes in meeting dates shall be permitted upon not less than 5 days notice.

**Section 2.** The Executive Board may call special meetings upon 5 days notice.

**Section 3.** The April meeting is for the nominations of officers. The May meeting is for the election and induction of officers.

**Section 4.** Members in attendance at any meeting shall constitute a quorum for the transaction of business in any meeting of this PTO, Inc. The majority vote rules.

## **ARTICLE IX- STANDING AND SPECIAL COMMITTEES**

**Section 1.** The Executive Board may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the organization. The term of each chairperson shall be one year, but not to exceed two years, unless a volunteer has not come forward by the end of September.

**Section 2.** The Executive Board shall be responsible for overseeing each standing and special committee. No committee work shall be undertaken without the consent of the Executive Board.

**Section 3.** The power to form special committees and appoint their members rests with the organization unless the membership shall delegate this authority to the Executive Board or the President.

**Section 4.** The President shall be a member ex-officio of all committees except the nominating committee.

#### **ARTICLE X- FINANCES**

**Section 1.** The fiscal year of the organization shall begin on August 1 and end on the following July 31.

**Section 2.** A tentative budget shall be drafted by the May annual meeting for each school year in accordance with the Superintendent's Administrative Procedure and approved by a majority vote of the members present. The budget shall be available online at the Overlook PTO, Inc. website.

**Section 3.** The Board shall approve all expenses of the Overlook PTO, Inc.

#### **ARTICLE XI- DISSOLUTION**

**Section 1.** Overlook PTO, Inc. may disband on its own accord by submitting a written request to the Overlook Elementary School Principal. The Overlook PTO, Inc. may be dissolved with previous notice of 14 calendar days and two-thirds vote of those present at the meeting.

**Section 2.** In case of a dissolution of the Overlook PTO, Inc., all monies remaining in the Overlook PTO, Inc. account after payment of any outstanding bills must be turned over to the district for use in connection to Overlook Elementary school to the extent permitted by the law, with any residual amount going to support student activities generally.

#### **ARTICLE XII- PARLIAMENTARY AUTHORITY**

**Section 1.** Robert's Rules of Order Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

#### **ARTICLE XIII- AMENDMENTS**

**Section 1.** These Bylaws may be amended at any regular meeting provided the following occurs:

- The amendment must be consistent with the objectives of the organization.
- The amendment must be presented to the membership in writing at a regular meeting or via electronic communication no less than 30 days prior to a vote on the amendment. The amendment must be recorded in the minutes of the meeting at which it is voted upon.
- Approval must be done by two-thirds of the members present.

- There must be reasonable opportunity for discussion of the amendment and appropriate revisions, additions, or correction at the meeting prior to a vote.

**Section 2.** The Bylaws shall be reviewed every 3 years.

The above Bylaws and amendments were approved and adopted by the general membership of the Overlook Elementary School Parent Teacher Organization, Inc. (PTO, Inc.) on Friday February 19, 2016.

#### **ARTICLE XIV- OTHER**

Overlook PTO, Inc. recognizes and accepts that it is prohibited from using the district's name or logo without a license or express permission granted in writing by the Superintendent. Overlook PTO, Inc. recognizes and accepts that any logos created by Overlook PTO, Inc. for use on merchandise or any other reason must be approved by the Superintendent.