

Bylaws for Shallow Brook Intermediate School  
Parent Teacher Organization

To be voted for amendment by PTO Membership  
September 12, 2007

**Article 1 – Name**

The name of this organization shall be “Shallow Brook Intermediate School Parent-Teacher Organization”, hereinafter called PTO. The organization shall be located at the Shallow Brook Intermediate School, Northeastern School District, 213 South Hartman Street, Manchester, PA 17345.

**Article 2 – Purpose**

The purpose of this organization shall be:

- Section 1 To foster cooperation between parents and teachers;
- Section 2 To represent the collective thinking of parents and teachers;
- Section 3 To provide programs that are informative, entertaining, and educational;
- Section 4 To promote community support for Shallow Brook Intermediate School, its students, and teachers;
- Section 5 To provide selected volunteer services to Shallow Brook Intermediate School.

**Article 3 – Membership**

- Section 1 Membership shall be open to anyone subscribing to the purpose of the PTO. There will be no discrimination based on sex, race, color, creed, or national origin.
- Section 2 Any person interested in the education of children may join this organization upon payment of dues.
- Section 3 The annual dues of this organization shall be determined by the Board of Directors.
- Section 4 Only members in good standing may participate in business meetings and/or serve in elected or appointed positions.
- Section 5 The membership campaign shall begin with the first PTO meeting of the school year and terminate with the second meeting. However, persons may be admitted to membership at any time upon payment of dues.
- Section 6 Membership in the PTO is not a requirement to volunteer.
- Section 7 No member shall release any news item or any information regarding the PTO or its activities without the approval of the President of the PTO and the principal of Shallow Brook Intermediate School.

**Article 4 – Board of Directors**

- Section 1 The Board of Directors shall be composed of the five elected officers: president, vice president, corresponding secretary, recording secretary and treasurer; and the principal, teacher representatives appointed by the principal, and the chairman or an appointed representative of each of the approved standing committees.

**Article 5 – Duties of the Board of Directors**

- Section 1 The Board of Directors shall:
  - Have general supervision of the affairs of the PTO;
  - Take action on items affecting the PTO such as budgets, projects, and proposed unbudgeted expenditures over \$50.00;

Fill the vacancy for the unexpired term in the event of a vacancy in any office;

Where the secretary or treasurer has failed to provide timely reports as deemed necessary by the Board, to name a replacement;

Prepare a budget in each fiscal year;

Establish the purpose of all committees;

Direct the audit of the treasurer's records at least once annually;

Perform such other duties as may be prescribed by the membership and these bylaws.

## **Article 6 – Executive Board Officers**

Section 1           The Executive Board shall be composed of the elected officers. In addition, the principal shall also be an ex-officio member of the Executive Board. They shall have general supervision of the PTO between meetings of the Board of Directors and approve committee chair appointments.

Section 2           The officers shall be elected for a term of one year and may not serve more than two consecutive terms in any one office unless qualified candidates cannot be obtained.

## **Article 7 – Nomination of Officers**

Section 1           The Nominating Committee, consisting of three PTO members, excluding PTO Officers, shall be appointed and approved by the Board of Directors.

Section 2           Candidates for the office of president shall have served on the Board of Directors at least one year, unless no qualified candidate can be found.

Section 3           The Nominating Committee shall present a single slate, consisting of candidates for each office to be filled, at the general membership meeting one month prior to the election meeting. No member of the Nominating Committee may be a candidate for office.

Section 4           Nomination will also be accepted from the floor at the general membership meeting one month prior to the election meeting. Nominations will be allowed only with the nominee's consent.

## **Article 8 – Election of Officers**

Section 1           If the candidates for office consist solely of the single slate presented by the Nominating Committee, the Nominating Committee will conduct the election by voice vote from the members in attendance. Election of officers will be by majority vote of the members in attendance. If the slate is defeated, election will be by voice vote of the members in attendance for each office individually beginning with the president. Any unfilled offices will be appointed and approved by the Board of Directors.

Section 2           If there are candidates for office in addition to the single slate of candidates, Election of officers must be by secret ballot.

## **Article 9 – Duties of Officers**

Section 1           All elected officers shall serve on the Board of Directors.

- Section 2 All newly elected officers shall assume duties on the 1<sup>st</sup> of June following the election and with the current Board of Directors in attendance, prepare or turn in year end reports to the President by June 30.
- Section 3 The President shall:  
Preside over all meetings of the PTO Executive Board and Board of Directors;  
Vote only to break a tie, or to make a tie in order to pass the question on to the PTO;  
Attend PTO advisory meetings as scheduled or appoint an officer or board Member to attend;  
Appoint all committee chairs as needed subject to the approval of the Executive Board;  
Be an ex-officio member of all committees except the nominating committee;  
Call all the meetings of the PTO, Executive Board and Board of Directors;  
Perform such duties as are required by the Board of Directors, the membership, and the bylaws.
- Section 4 The Vice President shall:  
Act in the absence of or during the incapacity of the President;  
Prepare a slate of programs for board approval;  
Accept other responsibilities as may be agreed upon by the Vice President and the President.
- Section 5 The Corresponding Secretary shall:  
Carry on all correspondence pertaining to the affairs of the PTO;  
Perform other such duties as may normally be a part of the office of Corresponding Secretary as assigned by the President or the Board of Directors.
- Section 6 The Recording Secretary shall:  
Write and maintain minutes of all meetings of the PTO, Executive Board and Board of Directors;  
Provide minutes in a timely fashion to the Executive Board, Board of Directors, and the PTO as determined by the President;  
Appoint a substitute secretary from the Board of Directors when the secretary cannot attend a scheduled meeting;  
Perform other such duties as may normally be a part of the office of Secretary as assigned by the President of the Board of Directors.
- Section 7 The Treasurer shall:  
Receive, account for, and deposit into PTO bank accounts as specified by the Board of Directors all funds of the PTO;  
Make authorized disbursements by the issuance of checks, which shall be countersigned by the President;

Keep an accurate record of the names and addresses of all members and dues paid;

Maintain appropriate financial records, which shall be subject to inspection and audit as directed by the Board of Directors;

Prepare and submit such financial statements as may be required by laws or regulations and/or as requested by the President, Board of Directors, or PTO;

Perform other such duties as may normally be a part of the office of Treasurer as assigned by the President or the Board of Directors.

## **Article 10 – Committees**

- Section 1            Committees shall be standing and special. Standing committees shall be (1) Fundraising, (2) Homeroom Parents, (3) Hospitality, (4) Membership, (5) Fall Fest, (6) Book Fair, (7) School Store, (8) Yearbook, (9) Santa Secret Shop, (10) Fun Fest. Special committees include the Nominating Committee and any other deemed necessary by the Board of Directors.
- Section 2            All committees shall be composed of a chairperson and sufficient members to carry out the responsibilities of the committee. The President shall be a member ex-officio of all committees except the Nominating Committee.
- Section 3            The purpose of each committee, and its duties, shall be in writing and provided to each committee chair.
- Section 4            All committee chairs shall record and document information to prepare and turn in year end reports.
- Section 5            All committee chairs shall record a list of volunteers (name, child, teacher) for acknowledgment.

## **Article 11- Meetings**

- Section 1            There shall be at least six regular meetings of the PTO during the school year.
- The April meeting shall be known as the Annual Meeting, at which time the officers shall be elected. Special meetings may be called by the President, or at the request of the Board of Directors or at least ten PTO members. The time and the place of general membership meetings of the PTO shall be decided by the Executive Board and published at the beginning of the school year. Meeting dates and times shall be changed only by prior written notice of such.

## **Article 12- Removal from Office**

Any officer may be removed from office with just cause by a three-quarters vote of the total membership of the Board of Directors. Any Director who is absent from three consecutive meetings of the Board may be replaced by a majority vote of the Board.

## **Article 13 – Dues**

The annual dues of the members shall be determined from year to year, the amount being fixed by the Board of Directors at the first meeting in each fiscal year.

## **Article 14 – Fiscal Year**

The fiscal year of this organization shall be July 1 to June 30.

## **Article 15 – Liability**

Section 1            Exculpation. No director of the PTO shall be liable for acts or defaults of any other director or for any loss sustained by the PTO or any member thereof, unless the same has resulted from his or her own willful misconduct or gross negligence.

## **Article 16 – Amendments**

These bylaws may be amended by a majority vote of the members present at any regular meeting, provided notice, in writing, of the proposed amendment(s) shall have been filed with the Recording Secretary, discussed and approved by the Board of Directors and presented at a regular meeting preceding the one at which action is to be taken.

## **Article 17 – Dissolution**

The PTO may be dissolved at any time by a vote of two-thirds of the members present at a special meeting of the PTO called for that purpose. In the event that the PTO is dissolved, its assets will be retained for the sole benefit of Shallow Brook Intermediate School and its students. If Shallow Brook Intermediate School is no longer operational, the PTO's assets will be distributed to the Northeastern School District Activity Fund to benefit its children by a vote of two-thirds of the members present at a special meeting of the PTO called for that purpose.

## **AMENDMENT 1**

April 2, 2008

### **Conflicts of Interest Policy**

Section 1.            If a member of the organization has a financial interest conflicting with the interest of the organization, the individual must bring the potential conflict to the attention of the Executive Board and the Membership and refrain from deliberating or voting on any decision with respect to the matter.

Section 2.            No parent or Executive Board member shall make a personal profit from any fundraiser for the Shallow Brook Intermediate School PTO. Executive Board members must notify the Board if they are receiving any non-standard terms or treatment from Shallow Brook Intermediate School.