

**South Butler Primary School PTO Bylaws
Saxonburg, PA 16056**

ARTICLE I: NAME

- A. The name of this organization is the South Butler Primary School Parent Teacher Organization (hereinafter referred to as SBPS PTO).

ARTICLE II: ARTICLES OF ORGANIZATION

- A. The organization exists as an incorporated organization of its members; its “articles of organization” comprise these bylaws, as from time to time amended, and its articles of organization, if any. In the absence of separate articles of organization, the bylaws shall be deemed to be the articles of organization.

ARTICLE III: PURPOSE

- A. Promote the welfare of our children.
B. Provide educational enrichment by funding field trips, assemblies, etc.
C. Improve the relationship between parents, educators, and the administration.
D. Bring the community closer.
E. Motivate and educate parents to improve their roles as teaching partners.
F. In the event of the dissolution of the Organization, its assets shall be given to the South Butler Primary School to be disbursed by the Principal, in a manner designed to benefit the school and/or students.

ARTICLE IV: DUES AND MEMBERSHIP

- A. A membership drive will be held in September of each school year.
B. Upon payment of dues, a person shall become a member of the South Butler Primary School PTO and is eligible to vote and hold office.

ARTICLE V: ELECTION OF OFFICERS

- A. Eligibility
1. To be eligible to serve on the board or committee, a person must be a member of the PTO when they are nominated.
 2. To be eligible to serve on the board or committee, a person must be a parent or guardian of a child enrolled and attending the South Butler Primary School.
- B. Nominating Committee
1. It is the duty of this committee to inform the membership and have a complete slate of officers to be presented at the February meeting, at which time additional nominations may be made from the floor.
 2. It is the duty of this committee to inform the membership and have a slate of committee chairpersons to be presented at the March meeting, at which time additional nominations may be made from the floor.
 3. This committee consists of a chairperson and the Executive PTO Board.
 4. Only those who have consented to serve shall be nominated.
- C. Elections
1. Election of officers will be held annually in March.
 2. Officers will assume their duties following installation in May but can shadow current officers until year end.
 3. A person shall not be eligible to serve more than two consecutive terms in the same office or chair the same committee, unless there are no other interested and able candidates.
 4. Any vacancy or abandoned position in any office shall be temporarily filled by the Executive Board until a replacement may be nominated and voted on by the members.

ARTICLE VI: DUTIES OF OFFICERS

A. President

1. Presides at all meetings of the organization and Executive Board.
2. Coordinates the work of the officers and the committee chairs.
3. Coordinates the PTO calendar of events with school administration.
4. Works with the principal on matters that may arise which require PTO participation.
5. Works with the entire board as a team player.

B. Vice President / Second Vice President

1. Performs the duties of the President in the Presidents absence.
2. Assists the President with coordinating activities.
3. Oversees assigned Committee activities and organization.
4. Ensures each Committee is fulfilling their responsibilities and determine if any help is needed from the board to assist them.
5. Maintains communication with Committee Chairpersons and reports that information at monthly meetings.
6. Works with entire board as a team player.

C. Secretary

1. Records the minutes of all PTO meetings and of the Executive Board meetings.
2. Presents recorded minutes to the members to review and approve at the next regularly scheduled meeting.
3. Does any necessary correspondence.
4. Works with entire board as a team player.
5. Responsible for compiling bimonthly newsletter.

D. Treasurer

1. Maintains a full and accurate account of receipts and expenditures.
2. Makes disbursements as authorized by the President, Executive Board or Organization.
3. Presents a financial statement and monthly transactions at every PTO meeting.
4. Presents a financial report for the previous year at the beginning of each school year.
5. Trains the Assistant Treasurer to assume the Treasurer role.
6. Makes all books readily available at any notice to be examined by members of the Executive Board.
7. Files any, and all, federal tax documents necessary in accordance to 501(c)(3) requirements.
8. Works with entire board as a team player.

E. Assistant Treasurer

1. Position is a two-year obligation. The second term, the assistant treasurer becomes the treasurer.
2. Will be available to the Treasurer to help count receipts and help make deposits when necessary.
3. Term as Assistant Treasurer will be used to learn about duties of the Treasurer position for accounting and reporting to the PTO body.
4. Will help fill in where ever is necessary.
5. Shall compile and maintain membership list for current school year and prepare the membership deposit.
6. Works with entire board as a team player.

ARTICLE VII: EXECUTIVE BOARD

- A. The Executive Board shall consist of the officers. The Principal may also be invited to attend Executive Board meetings.
- B. The President or majority of the Board shall call meetings of the Board.
- C. The duties of the Executive Board shall be to:
 - 1. Transact necessary business in the intervals between PTO meetings and such other business as may be referred to by the organization.
 - 2. Create standing and special committees as is necessary.
 - 3. Approve plans of work of the standing committees.
 - 4. Approve routine bills.
 - 5. Formulate a budget, which is to be approved by the organization. This shall be prepared for adoption at the April regular meeting, and is to be used for guidance purposes for the upcoming fiscal year.
 - 6. Secure Board approval for any proposed expenditure of discretionary funds that exceeds 5% of the total PTO budget.
 - 7. Deliver to their successors any official materials and/or e-files at the close of their service of office.

ARTICLE VIII: DUTIES OF THE STANDING COMMITTEES

- A. To present a plan of work to the Executive Board.
- B. To maintain a file containing job descriptions, financial records, any correspondence with the members, and all other pertinent materials.
- C. To transfer the file once duties are completed back to the Board.
- D. Committee chairpersons with financial activities will always have a second person on hand to audit transactions.
- E. In any committee events with financial activities requiring start up monies for cash boxes, a Start Up Cash Request Form must be filled out 1 week prior to their event and turned into Treasurer, leaving a copy in the committee folder. After the event is over, start up cash must be returned with a copy of the Start Up Cash Request Form to the Treasurer.
- F. In any committee events with financial activities where money has been collected, two members are required to fill out a Deposit Control Form. One copy will go in the committee folder and one copy is to be given to the Treasurer along with funds for deposit. Treasurer will file with deposit record.
- G. Committee chairpersons with financial activities will be sure that all monies are handed over to the Treasurer in a timely manner. All monies raised by committees are deposited in to SBPS PTO General Fund.

ARTICLE IX: QUORUM FOR THE TRANSACTION OF BUSINESS

- A. The majority of the Executive Board in attendance at the regular meeting of the organization shall constitute a quorum for business transactions.

ARTICLE X: MEETING PROCEDURES

- A. Roberts Rules shall be used as the business meeting guidelines. The Organization shall not knowingly adopt any rules, regulations or policies, which may conflict with the rules and authority of the South Butler County School District.
- B. Regular meetings of this organization shall be on the fourth Monday of the following months: September, October, November, January, February, March, April, and May..with the exception of any months that may have a holiday that falls on that fourth Monday, in that event meetings will be on the third Monday.
- C. Dates may be changed by the SBPS PTO board with proper notice given to members.
- D. There will be one summer executive board meeting, date and time to be determined by the Board and proper notice will be given.
- E. Executive Board is to meet prior to the regular meeting.

ARTICLE XI: FINANCES

- A. There must be TWO authorized signatures on all issued checks.
- B. There must always be duplicate checks.
- C. Absolutely NO CHECKS are to be signed blank. All information must be filled in on check before any signatures.
- D. Authorized signatures on PTO checks shall include the Executive Board.
- E. Check payees are never to be a signer on the check. In the case of the Treasurer needing reimbursement, the check must be signed by two other Executive Board members.
- F. Any reimbursement requests must include receipts or invoices stapled to the PTO Reimbursement Form and submitted to the Treasure within 30 days. Any forms submitted without proper documentation will NOT be paid.
- G. Proper documentation must be on file for all issued checks.
- H. All financial documentations should be available for public view at any time requested.
- I. Any checks returned for insufficient funds will be handled by the Treasurer. A letter will be sent containing a copy of the returned check, a request for the written amount and all fees charged to the PTO by the bank. All fliers, fundraiser materials, etc. that deal with checks being written to the SBPS PTO will include a written notice of this policy.
- J. A Financial Review Committee, assigned by the Executive Board, shall review all financial documentation annually before they are turned over to the new board. The committee shall consist of at least one outgoing or current board member along with at least one other current member of good standings. This committee may not include either the outgoing or incoming Treasurer/Assistant Treasurer.
- K. All financial records including the PTO checkbook, PTO file box, outstanding debt record and any pertinent e-files shall be turned over to new Treasurer at close of fiscal year.
- L. All bank records, history of all transactions, committee financial files, receipts/invoices and tax information must handed over to President to be filed in PTO closet at close of fiscal year for future reference.
- M. All monies made from all committees and/or PTO functions are deposited into the PTO General Fund to be used for all PTO expenses. ONLY EXCEPTIONS ARE: *Author Fund* – This fund consists of monies raised by the SBPS Staff for author visits and is only ‘housed’ by the SBPS PTO banking institution. *Yearbook* – Due to the high cost of Yearbook production, any monies in excess at the end of a school year is to be carried over and entered in the Yearbook “Actual Income” for the following school year budget.

ARTICLE XII: AMENDMENTS

- A. These bylaws may be amended at any regular meeting of the Organization by vote of the members present and voting, provided that notice of the amendments have been given at the previous regular meeting.

ARTICLE XIII: BYLAWS

- B. The bylaws of the South Butler Primary School Parent Teacher Organization will be reviewed every two years. A majority vote by the board members present will constitute their acceptance.

ARTICLE XIV: ETHICS

- A. PTO board members are expected to deliberate and implement decisions that follow the prescribed or implied bylaws of the organization.
- B. PTO board members should execute decisions for the organization that align or are not in conflict with policies of South Butler County School District.
- C. PTO board members should execute decisions and follow guidelines that are applicable to state and federal laws.
- D. Removal from office may occur by a majority vote of the Board for failure to perform assigned duties, corruption, or any act that brings dishonor to the organization or negates the objectives of the organization. Removal shall take place after the Board has met in an effort to discuss the problem and all attempts have been made to resolve the problem. Removal shall be done by a majority vote of the Board. No board member has the right to change any decision that the board members made. If a board member intentionally does not follow thru with the decision of the Board, it will result in removal from the Board.

AMENDMENT TO ARTICLES

1. The purpose for which this corporation is organized are exclusively religious, charitable, scientific, literary, and educational within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.
2. Notwithstanding any other provision of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.
3. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future Federal tax code, or shall be distributed to the Federal, state, or local government for a public purpose. Any 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 is then located, exclusively for such purposes.

Approved by:

School Year: _____

Approved by:

School Year: _____

Approved by:

School Year: _____