

**Bylaws of the
Alice Gustafson School
Parent Teacher Organization**

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Bylaws of the
Alice Gustafson School
Parent Teacher Organization

ARTICLE I

Name

The name of this organization shall be the Alice Gustafson School Parent Teacher Organization, (PTO).

ARTICLE II

The purposes of the Organization will be to:

1. Promote the education of children and youth in home, school and community.
2. Monitor public policies for the education, care and protection of children and youth, and
3. Bring into closer relation the home and school that parents and teachers may cooperate in the education of the child.

ARTICLE III

The Organization shall:

1. Be non-commercial, non-sectarian, non-partisan, and non-profit. It shall not endorse a commercial enterprise or a political candidate, and
2. Seek neither to direct the administration activities of the school nor the control its policies, and
3. Be organized exclusively for educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) for the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE IV

Membership and Dues

1. All parents and guardians of children, teachers, the Principal, and other faculty members, including the Early Childhood Program, in Alice Gustafson School are members.
2. Alice Gustafson School PTO requires no membership dues to be a member.

ARTICLE V

Board of Directors

1. A Board of Directors shall govern the Alice Gustafson School PTO.

2. The Board of Directors will be comprised of the President, First Vice-president, Second Vice-president, Treasurer, Secretary, Director of Communications, Director of Ways and Means, and Director of Classroom Support, all of whom will be elected by the general membership. In addition, the Principal and a minimum of one teacher representative, as appointed by the Principal, will serve as a member of the Board of Directors.
3. All members of the Board of Directors will be entitled to vote on the affairs of the PTO. Elected members of the Board of Directors will be elected to serve terms of one year commencing on June 1 and ending on May 31 of the following year.
4. Elected members of the Board of Directors may not serve more than two consecutive years in the same office.
5. An individual elected by a majority of the Board of Directors will fill vacancies in any elected office other than the presidency. Should a vacancy in the Presidency occur the First Vice-president shall assume the office of President.

ARTICLE VI

Officers

1. President

The President will:

- a. Preside at all meetings of the membership and Board of Directors,
- b. Coordinate the activities of the PTO with the Principal of Alice Gustafson School.
- c. Be bonded and authorized to sign checks in the absence of the Treasurer,
- d. Convene special or summer meetings of the Board of Directors,
- e. Serve as the official spokesperson of the PTO as warranted,
- f. Serve as an ex officio member, without vote, of all committees of the PTO except the Nominating Committee,
- g. Not vote at meetings of the general membership, except to resolve a tie, and
- h. Prepare the agenda for the Board of Directors meetings. The agenda shall be distributed to the Directors and posted for the general membership 5 days prior to the meeting.

2. First Vice-president

The First Vice-president will:

- a. Preside, in the absence of the President, at all meetings of the general membership and Board of Directors,
- b. Oversee the Goal Setting Committee, Curriculum Support, Learning Center Funding, Program Development, and Teacher Funding, and
- c. Vote at all meetings, except when presiding at meetings of the general membership. When presiding at meetings of the general membership, voting will only be permitted to resolve a tie,
 - d. Record meeting minutes in the absence of the Secretary.

3. Second Vice-president

The Second Vice-president will:

- a. Preside at meetings of the general membership and the Board of Directors in the absence of the President and First Vice-president,
- b. Oversee the activities of the Finance Committee,

- c. Vote at all meetings, except when presiding at meetings of the general membership. When presiding at meetings of the general membership, voting will only be permitted to resolve a tie,
- d. Oversee preparation of the annual budget,
- e. Record meeting minutes if the Secretary and First Vice President are absent.

4. Secretary

The Secretary will:

- a. Record the minutes of meetings of the general membership and Board of Directors, and will ensure that the minutes are prepared in proper form and submitted for review prior to the next meeting for approval by the Board or general membership.
- b. Act as official signatory of the PTO when required for incorporation of the PTO, and
- c. Receive and report all significant correspondence to the Board of Directors, and respond as deemed appropriate by the Board of Directors.
- d. Create a PTO event calendar as deemed necessary to assist the Director of Communications
- e. Revise the Bylaws as deemed necessary by the Board of Directors, (Article XIII).
- f. If the Secretary is absent, the First Vice President will record the minutes. If the First Vice President is also absent, then the Second Vice President will record the minutes.

5. Treasurer

The Treasurer will:

- a. Be bonded
- b. Keep accurate accounts of all the monies received or disbursed for the benefit of the Organization,
- c. Endorse and make timely deposits of all monies, drafts and checks in the name of, and to the credit of the Organization in such banks or other depositories as approved by the Board of Directors,
- d. Disburse monies for the Organization expenditures authorized by the Board of Directors, or others having the express authority of the Organization
- e. Submit a written financial report at each meeting of the Board of Directors,
- f. Submit a written financial report at each meeting of the general membership of the Organization and report the financial condition of the Organization through the monthly newsletter,
- g. Prepare an annual financial report at the end of each fiscal year in accordance with the guidelines established in the Financial Policies of the Organization (See Article IX),
- h. Assure timely filing of all State and Federal tax returns, and
- i. Be a non-voting member of the Finance Committee.
- j. Assist the Second Vice President with the upcoming annual budget by providing the current year's financial information.

6. Director of Communications

The Director of Communications will:

- a. Oversee the Membership, Publicity, and Newsletter Committees, and
- b. Ensure that proper notification of meetings is communicated to the general membership and members of the Board of Directors.

7. Director of Ways and Means

The Director of Ways and Means will:

- a. Oversee all fund-raising committee, and
- b. Obtain Board approval for all fundraisers.

8. Director of Classroom Support

The Director of Classroom Support will:

- a. Coordinate activities related to Room Parents, Staff Appreciation and other committees as assigned.

9. Principal

The Principal will

- a. Serve as an ex officio member, with voting rights, on the Board of Directors,
- b. Advise the PTO in policies of the school and district which may affect the activities of the PTO, and
- c. Coordinate faculty requests for financial or other support, and submit those requests to the President for consideration of the Board of Directors.

10. Teacher Representative(s)

The Teacher Representative(s) will:

- a. Serve as an ex officio member, with voting rights, on the Board of Directors, and
- b. Be designated by the Principal to serve on the Board of Directors to serve a term of one year commencing on June 1 and ending on May 31 of the following year.

11. Records

All members of the Board of Directors will maintain records of their activities and update the Policies and Procedures Manual. These records will be turned over to their successors at the conclusion of their term. A copy will be on file at the school.

ARTICLE VII

Election of Officers

1. In December, the Nominating Committee will be formed by the action of the President, First Vice-president and Second Vice-president, each of whom will name one member of the Nomination Committee from the general membership of the Organization, Members of the Board of Directors will be prohibited from serving on the Nomination Committee.
2. Nominations for each elected position on the Board of Directors will be provided to the membership not less than ten (10) days prior to the April meeting of the Board of Directors. The consent of each candidate must be obtained before his or her name is placed in nomination.
3. During the April meeting of the Board of Directors, the Nomination Committee will place in nomination the names of the candidates.
4. Additional nominations may be made by members of the Board of Directors or members of the general membership during the April meeting of the Board of Directors.
5. Nominations will be closed prior to the adjournment of the March meeting of the Board of Directors.
6. During the April meeting of the general membership, the Nominating Committee will introduce the nominees for each elected position as recorded during the April meeting of the Board of Directors. Nominations for any office will not be permitted from the floor of the general membership unless:
 - a. No name is submitted for candidacy, or

- b. Each candidate for the office withdraws his or her name from candidacy.
7. Elections will be held immediately following the announcement of candidates or the closing of the nominations should nominations be permitted from the floor as previously stated at the April general membership meeting. Elections shall be by ballot if there is more than one candidate, otherwise by voice.

ARTICLE VIII

Committees

1. Standing Committees and Sub-committees

The PTO will have the following committees, which will operate under the oversight of the designated member of the Board of Directors. Committee chairpersons will serve one-year terms beginning on June 1 and ending on May 31 each year and may not serve more than four (4) consecutive years as chairperson of the same committee. Committee chairpersons will be selected from the general membership by the director responsible for overseeing the committee and appointed subject to the approval of a majority of the Board of Directors. An officer may choose to chair the committees for which he or she is responsible.

- a. The Goal Setting Committee will be overseen by the First Vice-president and is responsible for evaluating the future direction of the PTO and its activities. This committee will meet as deemed necessary by the Board of Directors and make recommendations to the Board of Directors, as it seems appropriate.
- b. The Finance Committee will be comprised of no fewer than three and no more than seven individuals appointed by the Second Vice-president, including a teacher representative. The Second Vice-president will be the only voting Board member of the Finance Committee. The Finance Committee will be overseen by the Second Vice-president and is responsible for:
 1. Assisting the Board of Directors, if needed, in the preparation of the annual budget of the PTO, and
 2. Evaluation of and recommendation to the Board of Directors regarding special appropriations (see Article IX, Section 7).
- c. The Publicity Committee will be overseen by the Director of Communications and will be responsible for communicating the activities and achievements of the students of Alice Gustafson School and the PTO to appropriate external groups through media such as the Committee decides are appropriate. The committee will:
 1. Be the official communication vehicle of the PTO.
 2. Carry notification of meetings and other timely information regarding the functions of the PTO and Alice Gustafson School,
 3. Include a statement of the current financial position of the PTO, including a detailed listing of all receipts and disbursements of the previous month, and
 4. Be responsible of the not-less-than monthly publication of the PTO newsletter during the school year.

- d. The Membership Committee will be overseen by the Director of Communications and is responsible for:
 - 1. The publication of the Annual PTO Membership Directory, and
 - 2. Assisting the school office in ensuring that appropriate information regarding new students is provided to the Newsletter Committee.
- e. The Ways and Means Committees and Sub-committees will be overseen by the Ways and Means chairperson. These committees are responsible for fundraising and managing fundraising events..

2. Ad Hoc Committees

The Board of Directors may establish ad hoc committees, as it deems necessary. Ad hoc committees will be dissolved at the end of each school year. They may be reestablished at the discretion of the Board of Directors.

- 3. The President of the PTO will be an ex officio member of all committees except the Nominating Committee.

4. Records

Each chairperson of a standing and ad hoc committee will maintain a record of the activities of the committee, which will be passed to succeeding chairpersons. All records shall be housed at the school.

5. Compliance with Financial Policies

Committee chairpersons will ensure that there is compliance with the Financial Policies of the Organization in operations of their committee. Any persons found not complying shall be removed from their position.

6. Nominating Committee

- a. A Nominating Committee will be formed by action of the President, First Vice-president and Second Vice-president, each of those incumbent officers naming one member of the Nominating Committee from the general membership who will not be a member of the Board of Directors.
- b. The Nominating Committee will be responsible for the recruitment of candidates for elected positions on the Board of Directors. (See Article VII)

ARTICLE IX

Financial Policies

- 1. Fiscal Year
The fiscal year of the Organization shall be from July 1 through June 30 of the following year.
- 2. Bond
The PTO shall obtain bond on the President, Treasurer, and such other individuals and in such amounts as may from time to time be deemed necessary by the Board of Directors.

3. **Budgets**
The Board of Directors shall cause an annual budget to be prepared and submitted to the general membership for approval at the April meeting of the general membership. The proposed budget will be posted for the membership.
4. **Examination and Closing**
The Board of Directors shall cause the accounts of the Organization to be compiled by an accountant. Said accountant shall be required to prepare a tax return as needed and submit a report within legal limits as by IRS statute.
5. **Investments**
From time to time, the Board of Directors may approve the investment of monies of the Organization in insured investment vehicles that will result in a higher return than the operating bank accounts of the Organization. These investments must be immediately available for the use of the Organization and must not be invested or reinvested in such a manner as to jeopardize the carrying out of the purposes of the Organization.
6. **Purchases**
Three written competitive bids shall be sought for all individual purchases of goods and services in excess of \$1000.00 with the exception of books and periodicals purchased by the school from usual school district suppliers. Individual purchases are defined as one or more purchases from a single vendor for a single purpose or project within each fiscal year.
7. **Special Appropriations**
In the event that it becomes necessary to authorize an expenditure to approved in the budget of the PTO, the following will apply:
 - a. A written request will be evaluated by the Finance Committee, which will forward the request with its recommendation to the Board of Directors.
 - b. The Board of Directors can authorize the expenditure of more than \$500.00 on its own authority but may not exceed amounts specified in the annual budget for Special Appropriations.
8. Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. 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.
8. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization 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 III hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry one any other activities not permitted to be

carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE X

Meetings

1. Presiding Officer
The President will preside at all general meetings of the PTO membership and meeting of the Board of Directors. In the absence of the President, the First Vice-president will preside. In the absence of the President and First Vice-president, the Second Vice-president will preside.
2. General Membership Meetings
 - a. Meetings of the general membership will be held in September (Article VII, Section 6) and April (Article IX, Section 3) of each year.
 - b. Meetings of the general membership will not be held coincident or in conjunction with other school activities.
 - c. A notice of meeting of the general membership will be provided to the members by publication or special notice not less than ten (10) days prior to the meeting.
 - d. Special meetings of the general membership will be convened by a vote of a majority of the Board of Directors or by petition of not less than 100 members submitted to the Secretary of the PTO. Due notice of special meetings, noted in 2c above, and a summary of the business to be conducted at the meeting will provided to the membership.
 - e. Matters before the membership, which concern an amendment to the PTO Bylaws, will be determined by a vote of a majority of those voting.
 - f. Matters before the membership, which concern the expulsion of an officer, will be determined by vote of a two-thirds majority of those voting.
 - g. All matters before the membership not addressed in Article X, Section 2e or 2f will be determined by vote of a majority of members attending.
3. Board of Directors
 - a. The Board of Directors will meet monthly, at a day and time determined by the Board of Directors, except that meetings during the months of June, July, and August will be at the call of the President or, in the absence of the President, the First Vice-president. In the absence of the President and First Vice-president, the Second Vice-president may call the meeting.
 - b. All meetings of the Board of Directors will be open to the membership of the PTO, and this attendance will be encouraged in notices of meetings of the Board of Directors communicated through the newsletter or special notice not less than five (5) school days prior to meetings of the Board of Directors. The notice will include a copy of the agenda for the meetings. Time will be reserved during each Board of Directors meeting for written communications or personal comments by members of the PTO, provided arrangements have been made with presiding officer before the meeting is called order.
 - c. All matters before the Board of Directors will be determined by a majority of those members of the Board of Directors attending, with not less than seven voting members constituting a quorum. Determinations made by the Board of Directors will govern the

activities and policies of the PTO, subject to the will of the general membership voting at a meeting of the general membership.

ARTICLE XI

Parliamentary Authority

The rules contained in Robert's Rules of Order, Newly Revised shall govern the Organization.

ARTICLE XII

Amendment of Bylaws

The Bylaws may be amended at any general membership meeting of the Organization by a majority vote of the members present, provided written notice is posted ten (10) days prior to the general meeting.