

Sunrise Estates PTO, Inc.

Bylaws and Rules of Conduct

**Bylaws**

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**(Revisions approved August 2005; December 2009; November 2011; March 2013; April 2015)**

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## **ARTICLE I**

### **THE ORGANIZATION**

Section 1. The name of the organization is Sunrise Estates PTC Inc., an incorporated non-profit organization, to be known herein as PTO.

Section 2. The office and mailing address of PTO will be in care of Sunrise Estates Elementary School, 171 Sunrise Drive, Irwin, PA 15642, Penn Township, County of Westmoreland, and Commonwealth of Pennsylvania. Said organization may also have other offices in Penn Township and hold meetings at other places as the organization may require.

Section 3. The organization's fiscal year is August 1"–July 30".

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## **ARTICLE II**

### **PURPOSES AND POLICIES OF THE ORGANIZATION**

Section 1. The underlying purpose guiding this organization is the promotion of quality educational programs for all students through the participation and cooperation of parents and teachers of Sunrise Estates Elementary School students and administrators of the Penn-Trafford School District, along with the assistance of the general community.

Section 2. This organization is non-profit, non-commercial, non-sectarian, and non-politically motivated and/or inspired.

Section 3. This organization, with the prior approval of the majority of the membership, may cooperate with other organizations and agencies active in child and student welfare, such as educational guidance and conference groups or coordinating councils by and between other school districts. The representative of the PTO shall make no commitment that binds the individuals comprising the PTO, or the organization itself, without prior written approval of duly elected officers of this organization.

Section 4. In the event of dissolution of this organization, the assets will be distributed for educational purposes as intended/as covered by Section 501(c)(3) of the Internal Revenue Code of 1954, as amended.

Section 5. The PTO furthers the purpose of the organization by meeting to discuss extracurricular educational programs, and/or activities, including any other issues pertaining to the students of Sunrise Estates Elementary School. This organization raises funds through membership dues and fundraisers as established by the Executive Board and PTO members through any and all lawful and proper means.

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### **ARTICLE III**

#### **MEMBERSHIP AND DUES**

Section 1. The annual dues for membership will be a minimum of \$5.00 per family/faculty member. The membership fee entitles each family/faculty member to one vote, the ability to be an officer or hold a chairperson position, and to volunteer at PTO functions. Dues are to be paid in full within 30 days of distribution of membership enrollment forms. A teacher membership entitles them to determined reimbursement with receipt for classroom supplies.

Section 2. Membership is limited to parents or legal guardians of children attending Sunrise Estates Elementary School, the faculty of Sunrise Estates Elementary School and those in official capacity charged with the duties and responsibilities of the administration of Sunrise Estates Elementary School.

Section 3. Grandparents will be able to volunteer for PTO sponsored functions without being a member as long as they contact, apply for, and be accepted as a "Wisdom Volunteer" following the district's guidelines.

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## **ARTICLE IV**

### **VOTING**

Section 1. The voting body consists of all members of the organization.

Section 2. The number of members at each regular meeting constitutes a quorum.

Section 3. A simple majority vote of members present constitutes approval or rejection of any matter brought to vote. In the case of a tie, the President's vote is the deciding vote.

Section 4. Any member who does not comply with the majority vote will not be permitted to chair a committee, participate in sponsored activities, or have voting privileges for the remainder of the fiscal year.

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**ARTICLE V**

**OFFICERS AND ELECTIONS**

Section 1. The Officers of the organization are President, Vice President, Secretary, and Treasurer. The Officers are elected by means of a secret ballot or hand vote at the regular April meeting. If there is but one nominee for any office, the nomination stands as the elective vote for the nominee.

Section 2. Qualifications for Election of Office.

- A. For President and Treasurer – a member of the Executive Committee Board for at least one full year. If no Executive Committee Board member accepts nomination, the Executive Board must approve nomination.
- B. For Vice President and Secretary – a member.

Section 3. Officers assume their official duties at the beginning of the fiscal year and serve for one year or until their successors are elected.

Section 4. Nominations will be accepted from the membership at the regular meeting in March.

Section 5. A vacancy occurring in any office will be filled by a majority vote of the remaining members of the Executive Board. In case of a vacancy in the office of President, Vice President shall assume the responsibilities of the office of President.

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## **ARTICLE VI**

### **DUTIES OF OFFICERS**

Section 1. The President presides at all meetings of the PTO and its Executive Committee Board; serves either actively or in an advisory position on all committees; and coordinates committee actions, but has no vote on matters before any committee, except in the case of a tie; will review Bylaws yearly and present any changes at a monthly meeting for approval.

Section 2. The Vice President serves as a consultant for any committee seeking aid, is primarily in charge of encouraging and promoting attendance at PTO meetings, recruits members for chairperson positions and performs duties of the President in the absence of or inability of that officer to serve; will host/plan Teacher Appreciation twice a year, September and May.

Section 3. The Secretary keeps the minutes of each meeting, enters such minutes in an office minute book, and carries on any correspondence necessary on behalf of the organization; will maintain the Membership and Directory as well as inform Homeroom Parents after monthly meetings of school happenings.

Section 4. The Treasurer has charge of all funds belonging to the PTO; collects and keeps accounts of all moneys of the PTO; makes any and all deposits to the PTO checking account; signs all checks for the payment of any authorized expenditures on behalf of the PTO as directed by the Executive Committee and general membership; submits a report of income and expenditures in detail at each PTO meeting, or more frequently, as the general membership demands. An Auditing Committee consisting of at least one member appointed by the Executive Committee Board audits the books and records of the Treasurer annually. Each member of the Auditing Committee reviews the financial records and signs off stating that the records are correct, reflecting the proper income and expenditures of the organization.

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Section 5. The Executive Committee Board consists of Officers and Chairpersons of standing Committees of the PTO.

Section 6. The Officers will act in emergencies between regular meetings and will have the power to enact business in the absence of a general quorum, by a majority vote.

Section 7. Special meetings of the Officers may be called by the President upon forty-eight hours notice to members of the committee.

Section 8. The Officers may establish committees from time to time to further the organization's purpose and goals.

Section 9. The quorum at any Officers meeting will be the members present, but in no event will it be comprised of fewer than three in number.

Section 10. All officers must deliver all books, records, and other organization material to their successors by June 30th..



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## **ARTICLE VII**

### **MEETINGS**

Section 1. Regular meetings of this organization are held at 7:00 p.m. the second Tuesday of the month unless otherwise provided by the organization. Additional meetings may be held from time to time at the discretion and direction of the Executive Committee after notice is given to the membership.

Section 2. Any meeting of the members of this organization may be adjourned to a later date and time by a majority vote of the quorum. When a meeting is adjourned to a subsequent date, it is not necessary to give a notice of the adjourned meeting or of the business to be transacted at the subsequent meeting.

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## **ARTICLE VIII**

### **GENERAL PROVISIONS**

Section 1. Any and all terms and provisions of the Sunrise Estates bylaws may be amended, altered, rescinded, and /or terminated by majority vote of the general membership at any annual, monthly or special meeting lawfully assembled.

Section 2. Parental involvement in PTO sponsored activities is encouraged. However, in the event of multiple volunteers for a particular activity where involvement is limited, priority will be given to PTO members.

Section 3. Medication Guidelines – No PTO member is permitted to administer medications at PTO functions except for the following:

- 1) You are the parent of the child, or
- 2) You have accepted responsibility for administering medication prior to the PTO event, or
- 3) You are being directed to do so by emergency personnel.

\*If your child has a medical condition that requires medication that cannot be self-administered by the child, then you or your designee must be present at the PTO function with your child.

Section 4. Dismissal Procedures from PTO Sponsored Functions—Those who are picking up students from a PTO function must enter the school using the front/main entrance and go directly to the sign-out table. The sign-out table will be set up near the main entrance, will be monitored by at least one PTO volunteer, and will have a complete list of all students attending the function. Those picking up students must then sign out all of the students they will be taking from the school; they may then proceed to the area the function is taking place. A PTO volunteer will call the name(s) of the student(s) being picked up and they will then exit the building again through the front/main entrance with those who signed them out.

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**ARTICLE IX**

**COMMITTEE CHAIRPERSON DUTIES**

Section 1. The Chairperson of each committee reports to, and if requested, submits a written plan of work to the Officers for approval and information.

Section 2. All Chairpersons must deliver all books, records and other organization material to their successors by June 30th.

Section 3. Committees will submit receipts for bank deposit within two business days of receiving funds. Committees will submit written requests for disbursements for previously authorized expenses to the Treasurer two business days prior to when needed. In the case of authorized expenses pre-paid by a member, a written request for reimbursement shall be submitted to the Treasurer within two weeks.

Section 4. Members or Committee Chairpersons wishing to request funds, which exceed \$100, must submit a request in writing to the Treasurer for approval.

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Rules of Conduct

The following are the rules of conduct used for the PTO meetings.

Introduction to Robert's Rules of Order

*What is Parliamentary Procedure?*

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

*Why is Parliamentary Procedure important?*

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic hand book of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers' reports.
5. Committee reports.
6. Special orders - Important business previously designated for consideration at this meeting.

7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

*There are four Basic Types of Motions:*

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
  
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
  
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
  
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.



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*How are Motions Presented?*

1. Obtaining the floor
  - a. Wait until the last speaker has finished.
  - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
  - c. Wait until the Chairman recognizes you.
2. Make Your Motion
  - a. Speak in a clear and concise manner.
  - b. Always state a motion affirmatively. Say, "I move that we..." rather than, "I move that we do not..."
  - c. Avoid personalities and stay on your subject.
3. Wait for someone to second your motion.
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
  - a. The Chairman will say "it has been moved and seconded that we..." Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a Vote.
  - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
  - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.

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- c. All comments and debate must be directed to the chairman.
- d. Keep to the time limit for speaking that has been established.
- e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.

8. Putting the Question to the Membership

- a. The Chairman asks, "Are you ready to vote on the question?"
- b. If there is no more discussion, a vote is taken.
- c. On a motion to move the previous question may be adapted.

*There are five methods used to vote by most organizations, they are:*

1. By Voice – The Chairman asks those in favor to say, "aye", those opposed to say, "no". Any member may move for an exact count.
2. By Roll Call – Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent – When a motion is not likely to be opposed, the Chairman says, "if there is no objection..." The membership shows agreement by their silence; however if one members says, "I object," the item must be put to a vote.
4. By Division – This is a slight verification of a voice vote. it does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot — Members write their vote on a slip of paper; this method is used when secrecy is desired.

*There are two other motions that are commonly used that relate to voting.*

1. Motion to Table – This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.



2. Motion to Postpone indefinitely – This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, BE COURTEOUS.