

Bylaws

of the

McCullough Elementary School Parent Teacher Organization in the Penn Trafford School District

I. NAME. The name of this organization shall be the McCullough Elementary Parent Teacher Organization (PTO), located at 213 Watt Road, Jeannette, Pennsylvania, 15644.

II. PURPOSE. The purpose of the organization shall be to aid the students of McCullough Elementary School by providing support for their educational and recreational needs and to promote open communication between the administration, teachers and parents. Through fundraising and family activities we will promote positive school and community relationships that enhance our children's educational environment.

The McCullough Elementary School PTO is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

III. MEMBERSHIP.

A. Regular Membership.

1. All parents, grandparents and/or legal guardians of students who currently attend McCullough Elementary School and all current faculty and staff of said school shall be eligible for membership in the organization.
2. Regular Members shall have the right to attend and participate in all meetings of the organization, but shall not have the right to vote or to hold office.

B. Voting Membership.

1. All Regular Members who are current in the payment of annual dues, as established pursuant to Section X-Membership Dues herein, shall be designated as Voting Members.
2. Voting Members shall have the right to vote on all issues before the membership, to elect officers, and to hold office if served at least one year as a committee chair. If no committee chairs pursue an office position, then the membership turns to those general members who served at least one year on a committee.
3. You must be a Paid Member to be eligible to participate in ANY PTO SPONSORED EVENT and to hold a COMMITTEE CHAIR POSITION. Individuals allowed to participate in the

Homeroom Parties will be determined from a random drawing held prior to the General Meeting. Notification of said meeting must be publicized no later than seven (7) days prior to drawing. Homeroom party chairpersons will notify pulled members of their duties with in seven (7) days after said drawing.

IV. MEETINGS

A. Regular Meetings.

1. At least three General Membership Meetings of the organization shall be held during each school year. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting.

B. Special Meetings.

1. Additional meetings of the organization may be called, either by vote of the officers, the Executive Committee or by petition of a majority of the Voting Members. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting.

C. Quorum.

1. Those persons present at a properly called General Membership or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

D. Voting.

1. A majority vote of the Voting Members present at any meeting shall be required for all action to be taken by the organization.

V. OFFICERS

A. Positions. The officers of the organization shall consist of a President, Vice-President, Secretary, and Treasurer and shall assume their shared official duties when inducted at the general membership meeting in May and will take full office as of July 1st of that year. Officers shall serve for a term of one (1) year minimum, two (2) year maximum or until their successors are elected. ALL officers must have all district required clearances.

B. President.

1. The President shall be the principal executive officer of the organization and, subject to the control of the Executive Committee and the direction of the membership, shall in general, supervise and be informed of all of the activities of the organization.

2. The President shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Committee or the membership. To be eligible to serve as President, a person must have served on the Executive Board for at least one (1) year.

C. Vice-President.

1. The Vice-President shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President.
2. The Vice-President shall oversee the activities of all committees and perform such other duties as are assigned by the President or the Executive Committee. To be eligible to serve as Vice-President, a person must have served on the Executive Board for at least one (1) year.

D. Secretary.

1. The Secretary shall be a member of the Executive Committee and record the minutes of all regular and Executive Committee meetings.
2. Must be prepared to read minutes from prior meetings, maintain a membership list, and read all correspondences to the membership.
3. Provide copy of minutes from the prior general membership meeting and keep a copy of the minutes available to be read in the PTO box located in the school office.

E. Treasurer.

1. The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Committee.
2. The Treasurer shall make disbursements as authorized by the President, Executive Committee, or membership in accordance with the budget adopted by the membership.
3. The Treasurer must have all disbursement checks signed by no less than two (2) officers listed on the account as eligible signatures.
4. The Treasurer shall present a written financial report at each General Membership Meeting of the membership and at other times as requested by the Executive Committee.
5. Present an annual report of the financial condition of this organization to the General Membership.
6. Have the accounts examined annually or upon change of officer by an auditor or auditing committee. If satisfied that the treasurer's annual report is correct, they shall sign a statement to that fact at the end of the report. The auditing committee shall be approved by the executive board by the end of March of that year.
7. Report the findings of the annual audit to the executive board.
8. Keep permanent books of accounts and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization. Including the number of its members and the dues collected from its members.

9. May also be called upon to fill out information, if requested, to the Penn Trafford School district accounting for annual financial activity.

10. The Treasurer is also responsible to file and/or submit any and all documents and forms necessary to the State and Federal Government at the close of the year or when requested to do so. (May use approved auditor to assist in these situations)

VI. ELECTIONS.

A. Procedure.

1. Nominations shall be presented to the voting committee at the April general meeting. The election of officers shall take place during the last General Membership Meeting each year, usually in May. All Voting Members of the organization may participate in the election. The Nominating Committee shall present a slate of officers for election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.

B. Term of Office.

1. The term of each officer shall be one (1) year minimum to two (2) year maximum or until a successor is appointed.

C. Nominating Committee. (Optional)

1. The Nominating Committee shall be made up of at least three (3) persons and shall be responsible for receiving all suggestions for persons to serve as officers. The committee shall be formed with the approval from the Executive Board.

2. The committee shall prepare a slate of officers to present for nomination to the general membership no later than the April Meeting.

3. The committee shall contact all persons who will be nominated to confirm their willingness to serve and their eligibility.

4. Election and Induction of officers will take place at the General Membership Meeting in May - following procedures as stated in A. Procedure; Section 1.

5. Newly inducted officers will share their positions with outgoing officers until July 1 of that year. Outgoing officers shall be available to assist with the transition. ALL officers must have their district required clearances before the start of the school year of their term.

D. Selection.

1. A majority of the votes cast by the Voting Members shall be necessary for election. Should a tie occur, a run-off between the two (2) persons who received the largest number of votes shall immediately be held. This should be done by written ballot.

E. Vacancies.

1. Any vacancy in office because of death, resignation or inability to serve shall be filled by the Executive Committee for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the Vice-President shall immediately assume the office. Should a vacancy occur in the office of Vice-President for any reason, the vacancy shall be filled by election at the next regular meeting of the membership.

VII. EXECUTIVE BOARD

A. The Executive Board consists of the elected officers and each committee chairperson. All business affecting McCullough Elementary must be approved by the standing Principal of said school.

1. The affairs, activities and operation of the organization shall be managed by the Executive Board.

2. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws.

3. It may create Standing and Special Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership.

4. Approve the annual budget presented by the Treasurer at an Executive meeting, held before the new school year begins.

5. At all meetings of the executive board, a majority of the members of the board shall constitute a quorum for the transaction of business. (Majority vote)

6. Special meetings of the executive board may be called by the President or when requested by a majority of the members of a committee upon seven (7) days notice to each board member.

7. Upon the expiration of the term of office or when individuals cease to hold the position, all records, books and other materials pertaining to the position shall be turned over to the President.

VIII. STANDING AND SPECIAL COMMITTEES

A. Nominating Committee.

1. The Nominating Committee shall carry out its responsibilities, as specified in Section VI.

B. Other Standing Committees.

1. Committee chairpersons shall be determined by signing one's name to the committee of their choice. This must be done in person either at a General Membership meeting, or at the first PTO General Membership Meeting of the school year. If committee sign ups are to be available at a general meeting, a notification must be sent out no later than seven (7) days prior. Only after said meeting, names can be added via phone call to the President or Vice-President or by proxy signature. Only paid members of this PTO shall be eligible to serve in any elected, appointed or

chair positions. The general membership may be allowed to assist the chair persons as members of that committee.

2. The term of office of each committee chair shall be no more than two years or until the selection of a successor.

C. Special Committees.

1. The President and/or the Executive Committee may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or on July 1st of each year, whichever occurs first. If a new committee is to be permanently changed, added or removed, a majority vote of the executive committee is needed. Notice of changes, additions or removal of committees shall be given to the general membership at the next meeting following said vote.

2. The President shall appoint the chairpersons of all Special Committees with approval from Executive Committee. Only Voting Members (those who have paid their annual dues) may serve as chairpersons.

3. The Chairpersons shall report the plans and activities of their committee to the PTO officers. If the plans or activities involve direct time in the school or with the students, the Principal and/or Assistant Principal of said school must approve all such plans and activities.

4. ALL committee chair persons must have their district required clearances. Anyone wanting to come into the school to assist on a committee on a regular basis must also have district required clearances.

IX. FINANCES

A. Budget.

1. The Treasurer shall present to the membership at the first Regular Meeting of the year, a budget of anticipated revenue and expenses for the year. (The budget in question must have prior approval at an Executive Committee meeting when presented by the Treasurer. Said meeting is usually held in August prior to the start of the upcoming school year.) This budget shall be used to guide the activities of the Executive Committee during the year. Any deviation from the budget must be approved in advance by the membership and/or the officers.

B. Obligations.

1. The Executive Committee may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The officers shall not have the authority, however, to enter into such agreements on behalf of McCullough Elementary or the Penn Trafford School District, nor should they hold themselves out as having such authority.

C. Loans. No monetary or property loans shall be made by the organization to its officers, members or the general public.

D. Gifts and Donations

1. There will be a committee to purchase gifts for the following:

A. If there is a death in the family of a teacher or staff, the PTO will donate a book to the school Library. Said book will be related to the likes and/or hobbies of the deceased. A label on the inside of the book will state to whom the book is dedicated, the date and that it was made possible by the McCullough PTO. The related teacher or staff member will receive a note of sympathy along with an explanation of all actions taken.

B. Gifts may also be given to those teachers and/or staff who have had a baby added to their family as well.

C. Gifts can be given for the winter holiday to the Principal, Assistant Principal, Secretary, Nurses and other support staff such as custodians, day and evening shifts. Also, a gift is usually given to the school secretary for Secretaries Day. These will be purchased by the President or designated committee chair after contact with the Treasurer to determine value amount for each gift.

D. "Thank You" gifts are given to out-going officers who are leaving McCullough Elementary or who will no longer be in an officer's position.

E. Value amount for these gifts are to be \$50 or less. The gifts and their value amount, designated to the out-going officers, will be determined by a majority vote.

F. Donations will be determined by a majority vote at a general meeting.

G. There may be other donations and gifts that will be given by the PTO through student body participation. These various ideas must be approved by the PTO officers and the Principal of McCullough Elementary before they are put into motion. RE: additional recess time, drawing prizes for Science Fair and the Art Expo, various incentive food parties, and Fun Day.

E. Commercial Paper.

1. All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer and another officer as authorized in writing by the Executive Committee. Each payment and reimbursement must be made by check with two (2) eligible signatures. It is a good idea to have all officers listed on account.

2. The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the Executive Committee may select and shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the members.

3. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.

4. All committees needing reimbursement for expenses from their activities must turn in receipts to the Treasurer within two (2) weeks from the close of their activity. All receipts should be turned in together, at one (1) time in an envelope with the name of the payee on the back to the

Treasurer or in her designated mailbox in the office. Reimbursement will be refunded within two (2) weeks after receipt of said envelope.

F. Financial Report.

1. The Treasurer shall present a financial report at each General Membership Meeting of the organization and shall prepare a final report at the close of the year. The Executive Committee shall have the report and the accounts examined annually.

G. Dissolution.

1. Upon the 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 (specifically McCullough Elementary School), 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 a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of Westmoreland County, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

X. MEMBERSHIP DUES

A. Amount.

1. The organization shall authorize and collect membership dues to be used for the operation of the organization. Any change in the amount of the dues shall be approved by a majority vote of the Executive Committee Members.

B. Financial Hardship.

1. No Regular Member shall be denied the right to participate in the activities of the organization or to become a Voting Member due to financial hardship. The Executive Committee shall vote on and establish a procedure for alternative payments or waivers to insure compliance with this policy.

XI. AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Voting Members at any Regular or Special Meeting upon a majority vote.

XII. AUTHORITY

If any part of these Bylaws conflict with the decisions, policies or procedures adopted by the Penn Trafford School Board and/or McCullough Elementary, they shall be deemed null and void and the decision of the Penn Trafford School Board and/or McCullough Elementary shall, in all cases, control and must give proper notice of any changes.

These Bylaws were adopted by the membership by a majority vote during a meeting properly called on October 12, 2004, and shall take effect immediately.

These Bylaws were updated and adopted by a majority vote during a properly called meeting on August 23, 2007, and shall take effect immediately.

These Bylaws were updated and adopted by a majority vote during a properly called meeting on August 25, 2010, and shall take effect immediately.

These Bylaws were updated and adopted by a majority vote during a properly called meeting on May 8, 2012, and shall take effect immediately.

These Bylaws were updated and adopted by a majority vote during a properly called meeting on August 26, 2013, and shall take effect immediately.

Signed and accepted by current attending officers:

Susie Perrin, President

Amanda Pecora, Vice-President

Christy Keenan, Treasurer

Susan Grkman, Secretary