

BY-LAWS
FRED S. ESHLEMAN PARENT-TEACHER
ORGANIZATION
FRED S. ESHLEMAN ELEMENTARY SCHOOL

Amended October 2000

Article I-Name

The name of this organization shall be the Eshleman Parent-Teacher Organization (P.T.O.), Millersville, Pennsylvania, an independent organization.

Article II-Objectives

The objectives of the Eshleman P.T.O. shall be:

- Section 1. To promote the welfare of our children in home, school and community.
- Section 2. To bring the parents and teachers together for a better understanding of the problems of each in the education of the children.
- Section 3. To promote good relations and good communications among students, parents, school and community.
- Section 4. To develop between educators and our school community such united efforts as will secure for every child the highest advantages in physical, mental and social education.
- Section 5. To provide the financial support for the Fred S. Eshleman Elementary School Parent-Teacher organization.

Article III-Basic Policies

The following are the basic policies of this organization:

- Section 1. The objectives of the PTO shall be promoted through educational programs directed toward parents, teachers and the general public; shall be developed through the general and executive committee meetings, committees and projects; and shall be governed and qualified by the basic policies set forth by this article.
- Section 2. This organization shall provide for its members means by which to become informed and aware participants in matters which relate to the conduct of public education.
- Section 3. Responsibility for direction of school activities and policies shall, as always, rest with the administration. This association shall seek neither to direct the administrative activities of the school nor to control its policies. Nor shall the administration and/or faculty seek to direct the administrative activities or policies of the P.T.O.

- Section 4. This organization shall be noncommercial, nonsectarian, and nonpartisan. No commercial enterprise and no candidates shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in connection with a commercial concern or with a partisan interest or for any purpose other than regular work of the organization.
- Section 5. The organization may cooperate with other organizations and agencies with child welfare, providing its representatives make no commitments that bind the organization without its prior approval.
- Section 6. Any funds appropriated by the executive committee in excess of \$500, must be approved by a simple majority balloting of the membership in attendance at any general meeting.
- Section 7. In the event of dissolution of this organization, the assets shall be distributed for one or more of the exempt purposes specified in section 501(c) (3) of the Internal Revenue code of 1954, as from time to time amended.

Article IV-Membership and Dues

- Section 1. Any parent/guardian of an Eshleman student or teacher affiliated with Eshleman Elementary School is automatically a member of this organization, provided he/she is interested in the objectives, and willing to uphold its policies and subscribe to its by-laws.
- Section 2. Dues may be established by the executive committee each year by September 30. In such case, the dues record will be kept by the treasurer.
- Section 3. Only members of the organization shall be eligible to participate in business meetings, serve in any of the elected or appointed positions.
- Section 4. Membership shall be on a single school year basis.

Article V-Officers and Their Elections

- Section 1.
- a. Officers of the organization shall be co-presidents, co-vice-presidents, secretary and treasurer.
 - b. Officers shall be elected annually at the last general meeting of the organization. If more than one candidate has been nominated for any office, voting for that office shall be by ballot. A plurality of the votes cast for each office shall elect a candidate for that office. Where there is only one nominee for any office, it shall be in order to move that the secretary cast the elective ballot of the organization for that nominee.
 - b(1). In the case of co-president, if there are more than two candidates, the voting will be done by ballot. The two candidates with the greatest number of votes will be co-presidents.
 - b(2). In the case of co-vice-presidents, if there are more than two candidates, the voting will be done by

ballot. The two candidates with the greatest number of votes will be co-presidents.

c. Officers shall assume their official duties at the end of the school year in which they are elected, and shall serve for a term of one year and/or until their successor is elected.

d. Officers shall not be eligible to serve more than two consecutive terms in the same office.

Section 2.

a. There shall be a nominating committee, to consist of at least three members. The chairman of this committee shall be appointed by the newly-elected officers. The committee shall include one parent/guardian and one teacher, both appointed by the chairman.

b. This committee shall nominate a slate of at least one eligible person for each office to be filled, and report its slate at an executive meeting prior to the election, and subsequently in writing to the membership at least ten school days prior to the election.

c. Following the report of the nominating committee at the general meeting, an opportunity shall be given for nominations from the floor.

d. Only those persons who have signified their consent to serve if elected shall be nominated, or elected either by committee or from the floor.

Section 3. A vacancy occurring in any office shall be filled for the expired term by a person who has given his/her consent, as elected by a majority vote of the remaining members of the executive committee. A vacancy occurring in either of the co-offices can remain unfilled. Notice of such an election must be given to the full membership. If a vacancy occurs in the office of co-president, a co-vice president shall serve notice of the election.

Article VI-Duties of Officers

Section 1. The co-president shall preside at all meetings of the organization and of the executive committee at which he/she may be present; shall perform such other duties as may be prescribed in these by-laws, or assigned to him/her by the organization; and shall coordinate the work of the officers and committees of the organization in order that the objectives may be promoted. He/She shall have the authority to sign checks in the absence of or disability of the treasurer.

Section 2. The co-vice-president shall act as aide to the president and shall perform the duties of the president in the absence of the officer. He/She shall also be responsible for recommending by-laws revisions, as necessary, and for appointing an auditor or an audit committee to review the financial accounts.

Section 3. The secretary shall keep a correct record of all meetings of the organization and of the executive committee, and shall perform such other duties as may be delegated.

Section 4. The treasurer shall have custody of all funds; shall keep an accurate record of receipts and expenditures, and shall make disbursements in accordance with the approved budget. The treasurer shall present a financial report at every executive committee meeting, and general meeting, and at other times as requested by the executive committee. He/She shall make a written report to be available at the first general meeting of the year.

The treasurer's accounts shall be examined annually by an auditor or an audit committee, who satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditor or audit committee will be selected by the vice-president at the end of the school year, to review the accounts no later than July 31.

Section 5. All officers shall:

- a. Perform duties as prescribed in the parliamentary authority, those outlined by these by-laws and those assigned from time to time.
- b. Deliver to their successors all official materials within four weeks of the end of the school year, except for the treasurer who shall deliver the financial records once they are complete and have been audited, no later than July 31.

Article VII-Executive Committee

Section 1. The executive committee shall consist of the officers of the organization, the two teacher representatives and the two chairmen of the standing committees. The principal shall serve as an ex-officio member of the executive committee. The members of the executive committee shall serve throughout the school year in which they have been elected or selected.

Section 2. The duties of the executive committee shall be (a) to transact necessary business in the intervals between general meetings and such other business as may be referred to it by the organization; (b) to report to the organization spending goals for the fiscal year; (c) to approve routine bills; (d) to present a report to the general meeting of the organization, as necessary; (e) to approve plans of work of the standing committees; (f) to provide a liaison to attend School Board meetings as needed; (g) and to create special committees.

Section 3. The dates and times of the executive meetings shall be determined by the officers, with a minimum of four meetings being scheduled throughout the year. (Special meetings may be called by the co-president, or by a majority of the members of the executive committee). A majority of the executive committee shall constitute a quorum.

Article VIII-Standing Committees and Special Committees

Section 1. A minimum of two standing committees shall be created by the officers, as may be required to promote the objectives and interests of the organization. The chairman shall be selected by the president with the approval of the other officers. The terms of office shall be through the school year in which they are selected.

Section 2. The chairman of standing or special committee shall present a plan of work to the executive committee, and any necessary financial requests shall be approved by the executive committee, or the general membership, as appropriate.

Section 3. The power to form special committees and to appoint their chairmen rests with the co-presidents, with the approval of the executive committee.

Section 4. The co-presidents shall be a committee member ex-officio of all committees except the nominating committee.

Article IX- Meetings

Section 1. A minimum of four meetings of the membership shall be held each year in accordance with a meeting calendar, formulated and distributed by the executive committee before the first general meeting of the school year. Prior notice of five school days shall be given regarding any change of date. The first meeting shall be held no later than October 15.

Section 2. Special meetings of the organization may be called by the executive committee, 5 school days written notice having been given.

Section 3. Members present shall constitute a quorum at regular or special meeting.

Article X-Fiscal Year

Section 1. The fiscal year of the organization shall begin on the first of August, and end on the thirty-first of July.

Section 2. The spending goals proposed by the executive committee shall be presented to the membership at the first general meeting of the school year.

Article XI-Parliamentary Authority

Robert's Rules of Order (Revised) shall govern this organization in all cases to which they are applicable and in which they are not in conflict with the by-laws.

Article XII-Amendments

Section 1. These by-laws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, providing written notice of the proposed amendments shall have been given at a previous meeting. Such proposed amendments will be available at the school office for the review by the membership.

Article XIII-Indemnification

Section 1. Any and all possible rights of indemnification, without any limitation, either authorized by law or not specifically prohibited by any law, by-law, agreement or otherwise shall inure to the maximum extent not prohibited to the benefit of any member, officer and/or volunteer sanctioned by the Executive Committee in whatever present or past capacity or by whatever reason available or not prohibited.

This shall include, but not be limited to, payment in advance, but subject to any requirement of law as to repayment, if applicable.

This provision shall apply no matter how not prohibited, so that same shall be available to said person to the maximum extent possible, no matter by what authority.

Section 2. To the maximum extent of prohibited and to the maximum extent authorized by law, officers shall be free of personal liability, including, but not limited, the maximum extent permitted under the Pennsylvania Director's Liability Act (42 Pa.C.S.8361 et seq.) or any law or case decision now or hereafter in effect.