

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

Proposed Amended February 2015 ** sections in bold/underline are changed

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: POLICIES

- Section 1. The purpose of this organization shall be an auxiliary to our school and to enhance educational opportunities through the united efforts of the home, school and community.**
- Section 2. This organization shall in no way seek to direct the administrative activities of the school or to control its policies.**
- Section 3. Any member may request to add any concern to the agenda by contacting an executive officer one week prior to the next scheduled meeting. Executive officers and principal reserve the right to consider these topics and choose only those which pertain to goals and objectives of our PTO. Those topics outside the PTO objectives shall be referred to the principal.**

Section 4. President reserves right to table discussion, for the purpose of allowing more time to gather information regarding subject at hand. In addition, any funds in access of \$500 of current authorized budget must be approved by a 2/3 balloting of the membership in attendance at any general meeting. Funds of \$50 - \$499 in access of the current budget must be approved by 2/3 of the executive board.

Section 5. 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. The officers of this organization shall be President, Vice-President, Secretary and Treasurer.

Section 2. These officers shall be elected to two year terms. The office of President and Secretary shall be elected in even numbered years and the Vice President and Treasurer shall be elected in odd numbered years. Duties for these officers shall be assumed August 1st.

Section 3. Notice will be sent/posted in March to announce election process.

Section 4. Nominations should be presented to the executive board no later than the April meeting dates. The permission of those nominated must be secured before his/her name is placed.

Section 5. In the event there is more than one candidate nominated for any office, voting for that office shall be by ballot. Where there is only one nominee for any office, it shall be in order to move that the secretary cast the elective ballot for that nominee.

Section 6. A vacancy occurring before term in office shall be filled by presidential appointment with the approval of the executive committee.

Article VI: DUTIES OF OFFICERS

Section 1. President:

- a. Organizes committees to carryout PTO activities throughout the year.
- b. Preside over monthly meetings. Board meetings may be scheduled as the president so wishes. A monthly meeting is optional.
- c. Acts as public relations person between parents and teachers.
- d. Work closely with principal in meeting common goals for the benefit of students.
- e. Oversee events organized by the PTO.
- f. Shall coordinate the work of the officers and committees of the organization in order that objectives may be promoted.

Section 2. Vice-President:

- a. Attend PTO meetings and board meetings.
- b. Observes the president and confers with him/her regarding duties and events.
- c. Acts as president in the event of the president's absence.
- d. Works collaboratively with the president and other officers.
- e. Helps to coordinates volunteers for activities supported by the PTO.
- f. Works along with president to keep communication open with the building principal.

Section 3. Secretary:

- a. Attends PTO meetings and board meetings.
- b. Records minutes of the meetings.
- c. Announces PTO events by sending out flyers as needed.
- d. Post minutes of meeting at following month's meeting for approval.

Section 4. Treasurer:

- a. Attend PTO meetings and board meetings.
- b. Keeps financial records via checking account and pay bills as they are submitted.
- c. Handles money collected from various fundraising projects (profit and non-profit) during the year.
- d. Reports the financial standing of the PTO to parents and teachers at the monthly meetings.
- e. 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 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 teacher representative (s) and the principal.

Section 2. The duties of the executive committee shall be as follows:

- 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 propose to the organization for approval a budget for the fiscal year.
- c. To approve routine bills within the limits of the budget.
- d. To present a report to the general meeting of the organization as necessary.
- e. To approve plans of work of the standing committees.

Section 3. Special meetings may be called by the president or a majority of the executive committee.

Article VIII-Standing Committees and Special Committees

This section was removed

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.

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 in the thirty-first of July.

Section 2. The budget proposed by the executive committee shall be presented for approval by the organization at the first general meeting of the school year.

Section 3. If funds must be disbursed prior to approval of the general membership, the executive committee shall have the authority to extend not more than 20% of the proposed budget for the coming 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 XI: AMENDMENTS

These by-laws may be amended by a 2/3 vote of the members present and voting providing changes were submitted in writing at the previous meeting. In addition, written notice of the proposed change must be posted one week prior to meeting for review by interested members.

Article XII-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.