

**ORE VALLEY ELEMENTARY SCHOOL PARENT TEACHER
ORGANIZATION, INC. BYLAWS**

created October 2010

Amended 9/9/25

ARTICLE I: NAME

The name of this organization shall be the Ore Valley Elementary School Parent Teacher Organization, Inc. (hereinafter referred to as "OV PTO, Inc."), located in York, PA.

ARTICLE II: PURPOSES

OV PTO, Inc. is a volunteer based organization dedicated to fostering and supporting a safe, inclusive educational experience for all students. OV PTO, Inc. will strive to nurture a collaborative partnership between home and school, facilitating open, non-biased communication that will unify parents, teachers, and students as it works to provide extra services. OV PTO, Inc. will seek to enhance community spirit that encourages and celebrates the students and dedicated staff of Ore Valley Elementary School.

ARTICLE III: BASIC POLICIES

The following are basic policies of the OV PTO, Inc.:

Section 1. The organization shall be non-commercial, nonsectarian, and nonpartisan.

Section 2. The organization shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objects of this organization.

Section 3. The OV PTO, Inc. shall not directly or indirectly- participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 4. The OV PTO, Inc. shall work with the schools to provide quality education for all children and seek to participate in the decision-making process establishing school policy, recognizing

that the legal responsibility to make decisions has been delegated by the people to boards of education.

Section 5. No part of the net earnings of the OV PTO, Inc. shall benefit, or be distributed to its members, directors, trustees, officers, or other private persons, except that the OV PTO, Inc. shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions to promote the purposes set forth in Article II.

Section 6. Notwithstanding any other provision of these articles, the OV PTO, Inc. shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code.

Section 7. No individual shall benefit from surplus funds of the organization should the OV PTO, Inc. dissolve, and in such case, the funds will be conferred to Ore Valley Elementary School, or other educational organization 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.

Section 8. The OV PTO, Inc. will not use information obtained for OV PTO, Inc. purposes for anything other than OV PTO, Inc. related items. It will not be the policy or practice of the OV PTO, Inc. to sell or abuse any personal information received for business, political or solicitation purposes.

Section 9. Executive Board cannot disobey the orders of the general membership or act outside its prescribed duties. If it does so, the general membership can counteract the board.

ARTICLE: IV MEMBERSHIP AND DUES

Section 1. Membership in the OV PTO, Inc. is available without regard to race, color, creed, or national origin to any parent, guardian, relative, or friend of an Ore Valley Elementary School student, or Ore Valley Elementary School personnel.

Section 2. The OV PTO, Inc. shall conduct an annual membership drive each school year, but may admit persons to membership at any time during the school year.

Section 3. Each member of the OV PTO, Inc. shall pay such annual dues to said organization as described by the Executive Board and be publicly announced before the first general meeting of each school year.

Section 4. Only members of this organization shall be eligible to participate in the voting meetings or serve in any of its elective or appointive positions.

Section 5. Proxy votes will not be counted except under emergency situations determined by the Executive Board.

ARTICLE V: MEETINGS

Section 1. At least five (5) regular meetings of the OV PTO, Inc. shall be held during the school year. Dates of the meetings, month and day, shall be determined by the President or Co-Presidents and publicized prior to or at the first regular meeting of the year. The Secretary will notify members of all meetings whether by a flyer to be sent home with the students, by email, by phone call, or other means at least one (1) week before each meeting.

Section 2. Special meetings of the OV PTO, Inc. may be called by the President or Co-Presidents or by a majority of the Executive Board. The Secretary will notify the members of special meetings whether by a flyer to be sent home with the students, by email, by phone call, or other means at least one (1) week before each meeting.

Section 3. The election annual meeting shall be held in April or May.

Section 4. Ten (10) members shall constitute a quorum for the transaction of business in any meeting of this organization.

ARTICLE VI: OFFICERS AND ELECTIONS

Section 1. Each officer shall be a member of the OV PTO, Inc.

Section 2. Officers and their election:

- a. The officers of the OV PTO, Inc. shall consist of a President or Co-Presidents, a First Vice-President, a Second Vice President, a Secretary, a Treasurer, an Assistant Treasurer and Advisor (non-voting).
- b. Officers shall be elected by ballot in the month of April or May. However, if there is but one (1) nominee for any office, election for that office may be by voice vote.
- c. Officers shall assume their official duties following the close of the meeting in June, and shall serve for a term of one (1) year.
- d. An officer may serve two (2) consecutive terms in the same position.
- e. A person shall be eligible to serve more than two (2) consecutive terms in the same office ONLY if a successor cannot be found. If no successor is nominated and elected, the incumbent may serve longer than two (2) consecutive terms until a successor is nominated

and elected.

f. To be eligible for the presidency a person must have served as chairperson or co-chairperson on an OV PTO, Inc. committee.

Section 3. Nominating Committee

a. There shall be a nominating committee composed of three (3) members (at least three [3] and always an uneven number) who shall be elected by the OV PTO, Inc. at regular meetings at least one (1) month prior to the election of the officers. The committee shall be chaired by the Advisor, unless seeking another office.

b. The nominating committee shall nominate an eligible and qualified person for each office to be filled and report its nominees at the regular meeting prior **in** to the annual election meeting at which time additional nominations may be made from the floor.

c. Only those persons who have signified their consent to serve if elected shall be nominated for/or elected to such office.

d. The election annual meeting shall be held in April or May.

Section 4. Vacancies

a. A vacancy occurring in any office other than president shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board; notice of such election having been given by the President.

b. In case a vacancy occurs in the office of President or Co-President, the remaining Co-President or the First Vice-President shall serve notice of the election to the general membership. The vacancy shall be filled by the general membership according to the eligibility set forth in Article VI. If no member is eligible to fill this vacancy, the Executive Board may make a recommendation to the general membership to fill the vacancy. Nominations may also be accepted from the floor.

Section 5. Removal from office

a. If any member of the Executive Board shall at any time cease to meet the qualifications or fulfill the duties of the position, an officer can be removed from office with just cause by a two-thirds vote of the Executive Board at a meeting where previous notice has been given.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The President or Co-Presidents shall:

- a. Preside at all meetings of the organization.
- b. Perform such other duties as may be prescribed in these bylaws or assigned by the OV PTO, Inc. or by the Executive Board.
- c. Be a member ex officio of all committees except the nominating committee if seeking a second term as President or Co-President.
- d. Coordinate the work of the officers and committees of the organization in order that the purposes set forth in Article II may be promoted.
- e. Sign, with the Treasurer or Assistant Treasurer, on all checks.

Section 2. The First Vice-President shall:

- a. Act as an aide to the President or Co-Presidents.
- b. Perform the duties of the President in the absence or inability of that officer(s) to serve.

Section 3. The Second Vice-President shall:

- a. Act as an aide to the President or Co-Presidents.
- b. Perform the duties of President in the absence or inability of the officer(s) to serve.
- c. Act as the membership drive chairman.
- d. Maintain membership list.
- e. Chair the Art and Science Show committee.

Section 4. The Secretary shall:

- a. Record the minutes of all meetings of the OV PTO, Inc.
- b. Have a current copy of the bylaws.
- c. Maintain correspondences for the OV PTO, Inc.

- d. Present a written copy of the previous meetings records at each meeting and post it to the website.
- e. Have at each meeting, written records available for review by members, for at least the previous twelve (12) meetings.
- f. Notify members of all meetings whether by a flyer to be sent home with the students, by email, by phone call, or other means at least one (1) week before each meeting.

Section 5. The Treasurer shall:

- a. Have custody of all funds of the OV PTO, Inc., and keep a full and accurate account of receipts and expenditures.
- b. Present a proposed budget to be voted on by the Executive Board and the OV PTO, Inc. at the end of each school year.
- c. Make disbursements as authorized by the Executive Board in accordance with the budget adopted by the OV PTO, Inc. Anyone not adhering to expenditure and budget guidelines may be refused payment of the expenditure.
- d. Have checks signed by two (2) persons; the Treasurer or Assistant Treasurer and the President or one (1) of the Co-Presidents, or first Vice President.
- e. Present a financial statement at every meeting of the OV PTO, Inc. and at other times when requested by the Executive Board.
- g. Prepare a year-end financial report for submission to the Dallastown Area School District business manager.
- h. Keep track of returned checks and invoice the payer for the amount of the returned check as well as the current bank charge. Reimbursement for a returned check must be in payment form other than a personal check.
- i. Make a full report at the meeting at which new officers officially assume their duties.
- j. Under the direction of the OV PTO Board, engage a professional tax accountant to prepare the year-end tax return.
- k. Oversee cash turned in from committees.
- l. Deposit money within ten (10) days of receipt of money.

- m. Inform committee chairs of how much money has been budgeted per activity.
- n. Make reimbursements to committee members in a timely fashion
- o. Make a cashbox available, with necessary change, as needed per activity.

Section 6. The Assistant Treasurer shall:

- a. Assume the responsibility of the Treasurer in the absence of that officer.
- b. Assist the Treasurer in the handling of all money of all major fundraising events.

Section 7. The Advisor shall:

- a. Be the immediate outgoing President, or in the event that he/she is unavailable to serve, an officer of the Executive Board having served the preceding year.
- b. Serve as the chairman of the nominating committee.

Section 8. An Events Chairperson *may* be appointed if a qualified candidate is found. If an Events Chairperson is appointed, the Events Chairperson shall:

- a. Assist the President(s) in planning all major events, such as Fall Fest, May Day, etc. He or she shall assist with responsibilities such as arranging and communicating with vendors, completing necessary paperwork, and completing other tasks necessary to the success of the events.
- b. Work closely with the President(s) to determine the division of planning responsibilities.
- c. Attend and serve alongside the President(s) as a key leader during all major events.

Section 9. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President or Co-President, within ten (10) days all records, books, and other materials pertaining to the office and shall return to the Treasurer, within ten (10) days, all

funds pertaining to the office.

ARTICLE VIII: OFFICERS AND EXECUTIVE BOARD

Section 1. Executive Board

- a. The Executive Board shall consist of the elected officers of the OV PTO, Inc., the Advisor, and a faculty representative(s) selected by the faculty. The Ore Valley Elementary School Principal may be an advisory member of the committee. The voting members shall consist of the elected officers only.
- b. The President of the OV PTO, Inc. shall select the chairman of the committees.

Section 2. The duties of the Executive Board shall be:

- a. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the OV PTO, Inc.
- b. To create committees and to approve the plans of the work of the committee.
- c. To present a report at the regular meetings of the OV PTO, Inc.
- d. If necessary, select an auditor (CPA) to audit the Treasurer's accounts.
- e. To prepare and submit to the OV PTO, Inc. for adoption a budget for the year.

Section 3. Regular meetings of the Executive Board shall be held during the school year, the time to be fixed by the board at its first meeting of the year. A majority of the Executive Board members shall constitute a quorum when deciding a meeting. Special meetings of the Executive Board may be called by the President or Co-Presidents or by a majority of the members of the board. The President will notify the Executive Board members of special meetings by phone **call** or by email at least one (1) week prior to the meeting date.

ARTICLE IX: COMMITTEES

Section 1. Committees - subject to change by the Executive Board as needed.

Section 2. Committees may consist of members and Executive Board members, with the President or Co-Presidents acting as an ex officio member of all committees. Members volunteer for or are assigned as committee chairpersons by the President or Co-Presidents. The term shall be one (1) year or consecutive years until the chairperson vacates the position.

Section 3. Committees shall be created by the Executive Board as may be required to promote the purposes set forth in Article II of the OV PTO, Inc. The chairperson of each committee shall communicate committee activities and seek approval from the President or Co-Presidents for any amendments to the committee's usual activities.

Section 4. Additional committees may be appointed by the President or Co- Presidents when deemed necessary.

Section 5. Finances. Committees shall adhere to the budget. Committee members must submit receipts for reimbursement in a timely manner.

ARTICLE X: FINANCES

Section 1. The fiscal year of the OV PTO, Inc. shall be from July 1 to June 30 inclusive.

Section 2. Any member (or non-member) who has a check returned from the bank for payment of any kind will be charged a \$10.00 fee or the current fee charged to the OV PTO, Inc. by our bank. The Treasurer and/or President or Co-Presidents have the right to deny any future payments by check from such person(s) if the situation warrants.

Section 3. Any receipts for committee related expenses must be submitted to the Treasurer for reimbursement prior to the end of the fiscal year (fiscal year shall be July 1 - June 30) and preferably before the last day of school.

Section 4. The board shall approve all expenses of the organization.

Section 5. Two (2) authorized signatures shall be required on each check. Authorized signers can be the Treasurer or Assistant Treasurer and the President or one (1) of the Co-Presidents, or first Vice President.

Section 6. The Treasurer shall prepare a financial statement at the end of the year to be reviewed by the Executive Board.

Section 7. Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills and/or turned over to Ore Valley Elementary School, or other educational organization 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.

Section 8. IRS Form 1023 and copies of OV PTO, Inc. annual information return (IRS Form 990) will be available for public review, for the most recent three (3) years, when requested.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the OV PTO, Inc. in all cases in which they are applicable and in which they are not in conflict with these bylaws.