

Lititz Elementary School Parent Teacher Organization Bylaws

Article I- Name

The name of the organization shall be called the Lititz Elementary School Parent Teacher Organization (PTO)

Article II- Mission Statement

The purpose of the PTO shall be to promote the general welfare of the children, to achieve a productive relationship between the home and school, and to provide added programs and materials to aid Lititz Elementary School in providing a superior education to the students.

Article III- Membership

All parents/guardians and staff interested in the welfare of the students of Lititz Elementary are invited to become members of the PTO. Membership is non-discriminatory.

Article IV- Executive Board & Meetings

Section 1 Officers & Powers: The officers shall be responsible for establishing policy, approving budgets, selecting auditors for annual audits, and establishing goals for the Organization and shall have full power to conduct, manage, and direct the business and affairs of the Organization, including, but not limited to electing officers and grade level representatives. All powers of the Organization are hereby granted and vested in the Executive Board. Officers of the board shall preside over all PTO Committees and Events. The Executive Board and the School Principal shall set all calendar dates and times for the PTO's meetings and activities.

Section 2 Number of Qualification: The Executive Board shall be made up of no less than 3 and no more than 5 members.

Section 3 Terms of Office: Officers are elected for 2 year terms. Officers may hold their position for multiple terms if running unopposed. Each person elected shall hold only one office at a time. Officers should continue until their terms expire and their replacements have been elected and qualified.

Section 4 Re-Election: An officer may be elected to additional terms.

Section 5 Resignation, Removal, Death: Any officer may resign at any time by giving written notice to the President or Vice President of the PTO. Such resignation shall take effect on the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Any officer who is not acting in a manner that promotes the purpose of the PTO may be removed by an affirmative vote of the majority of the Executive Board.

Any vacancy or vacancies on the Executive Board because of death, resignation, or removal may be filled by a majority vote of the remaining members of the Executive Board though less than a quorum at any regular or special meeting. If there is no remaining member of the Executive Board, a replacement Officer shall be appointed by the President.

Section 6 Regular Meetings: The regular meeting of the PTO shall be the second Monday of each month during the school year at 6:00 p.m., or at a time and place determined by the Executive Board at least one month before the meeting. At any such meeting, the Officers shall transact such business as may be brought before the meeting. (Due to COVID-19 this may not be possible)

Section 7 Special Meetings: Special meetings may be called by the President, any two members of the Executive board, or 5 general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 5 days prior to the meeting. The business to be transacted at any special meeting must be specified in the notice of the meeting.

Section 8 Quorum: No less than a majority of the Executive Board shall be present at each meeting in order to constitute a quorum for the transaction of business. If a quorum is not possible, the meeting will be postponed or cancelled.

Section 9 Schedule of Meeting and Programs shall be approved by the Executive prior to the beginning of the school year.

Section 10 Meetings, Programs, and Activity dates must be effectively communicated to parents/guardians and staff at Lititz Elementary School.

Article V Officers

Section 1 Designation: The Executive Board should consist of a President, Vice President, Secretary, Treasurer, and a Member At Large. All officers will have completed the Pennsylvania Child Abuse History Clearance, the Pennsylvania State Police Criminal Record Check, and the FBI Federal Criminal History Record.

Section 1.01 President: The President shall preside over meetings of the PTO and Executive board, serve as the primary contact for the principal, represent the PTO at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all officers and committees so that the purpose of the PTO is served.

Section 1.02 Vice President: The Vice president shall assist the President and carry out the President's duties in his/her absence or inability to serve.

Section 1.03 Secretary: The Secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of

meeting to the membership. The Secretary is responsible for loading the minutes to the Google Drive and keeping copies of materials current in the Drive.

Section 1.04 Treasurer: The Treasurer shall receive and disburse all funds of the PTO. The treasurer is responsible for keeping accurate and current records of receipts and expenditures. The treasurer is responsible for paying out funds with the approval of the Executive Board within a week of receiving requests. The Treasurer is also responsible for making sure funds are available and arrive to all activities prior to the start of the activity. The treasurer must be able to present a financial statement at every meeting and at other times when requested by the Board, and make a full financial report at the last meeting of the school year.

Section 1.05 Member At Large: The Member At Large serves as an advisor and supporter to all Officers. This person's vote serves as a tie breaker, if needed.

Section 2 Nominations And Elections: Elections for Office shall take place in the spring for the following year. The term is for 2 years. Each term runs from July to June. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote will be taken.

Section 3 Eligibility: Members are eligible for office if they are members in good standing at least 14 calendar days before the Nominating Committee presents its slate and have all the required clearances.

Section 4 Resignations: Any Officer or Agent may resign at any time by giving written notice to either the Board, President, or Vice President. (**see Article IV Section 5**)

Section 5 Vacancies: If there is a vacancy in the office of President, the Vice President will become the President. At the next regular meeting, a new Vice President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6 Removal: Any Officer, Committee, or Agent of the PTO may be removed, either with or without cause, by the Executive Board or other authority which elected or appointed such person. Election of an Officer, Committee, or Agent shall not of itself create contract rights. If an Officer has been removed from an Executive Board position for any reason, he/she may not hold an Executive Board position at any time in the future.

Section 7 Teacher Representative: Shall be selected by the faculty. Shall act as a liaison between the PTO and faculty.

Article VI- Committees

Section 1 Membership: Committees may consist of members and board members, with the President/Vice President acting as an ex officio member of all committees. All members must have completed the districts' requirements to be a volunteer, including

but not limited to having the required Warwick School District board approved clearances.

Section 2 Committee Chairperson: The Committee Chairperson shall organize a committee to share responsibilities to meet the committee's obligation. The Chairperson shall remain within the confines of the Committee's Program Budget, provided by the PTO Board. (each year) The Chairperson shall submit any general communications for parents to the PTO Board for approval prior to sending. The chairperson shall provide a written or oral report to the new Chairperson at the end of the school year or when the Committee's responsibilities have ended.

Section 3 Standing Committees- The following committees shall be held by the organizations: Fundraising, Yearbook, Veteran's Day, 6th grade party, End of the Year party, Family Fun Night, Spirit Week (OSOB), Field Day, Teacher Appreciation/Hospitality **These committees are subject to change based on the needs of the Board/students/teachers**

Section 4 Additional Committees- Committees and Chairpersons shall be approved by the board as needed.

Article II Finances

Section 1 A tentative budget shall be drafted prior to each school year and approved by a majority of the Board.

Section 2 The Treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3 The board shall approve all expenses of the organization.

Section 4 At least 2 board members must verify all activity funds at the conclusion of each activity.

Section 5 Two authorized signatures are required for checks over \$250. All board members are authorized signers.

Section 6 Deposits- All funds of the organization shall be deposited from time to time to the credit of the PTO in such banks, trust companies, or other depositories as the Board approves or designates. All such funds shall be withdrawn only upon checks being signed by an authorized signature on file. All funds should be deposited within a reasonable time frame, not to exceed 2 weeks.

Section 7 The treasurer shall prepare a financial report for each board meeting. The treasurer shall prepare an end of the year financial statement to be reviewed and presented to the audit committee/WSD.

Section 8 Upon the dissolution of the PTO, any remaining funds should be used to pay outstanding bills, and with the board's approval, spent for the benefit of the school.

Section 9 The PTO fiscal year shall coordinate with the school year.

Article VII- Programming

Section 1 The types of programs, materials, and location of PTO activities will be subject to the approval of school officials. A schedule of programs will be created by the board for approval of the school officials by the first PTO meeting of the year. This schedule will be shared at the first meeting.

Article IX- Dissolution

The organization may be dissolved with previous notice (14 calendar days) and two-thirds vote of those present at the meeting.

Article X Amendments

These bylaws may be amended at any special meeting. All amendments and additions must be approved by the board and published to the general public.

Article XI- Adoption

These bylaws shall become effective immediately, unless herein stated otherwise, upon its adoption by a majority vote of the Board.

Allison Strauss _____

Alli Strauss

President

Katie Drakely

Vice President

Steph Henry

Treasurer

Sara Wiggins

Secretary

Document signed: _____

Date

