

**BYLAWS  
MCKINLEY PTO**

**ARTICLE I: NAME**

The name of this organization is the **McKinley Elementary School Parent Teacher Organization** located in Elkins Park, Pennsylvania and hereafter referred to as the McKinley Elementary School "PTO".

**ARTICLE II: SCHOOL**

**McKinley Elementary School** is located at 370 Cedar Road in Elkins Park, Pennsylvania 19027.

**ARTICLE III: PURPOSE**

**Section 1. Objectives**

The objectives of the McKinley Elementary School PTO are:

- a. To promote the welfare of children and youth in home, school and community, through open communication between the administration, teachers and parents/guardians.
- b. To bring into closer relation the home and the school so that parents/guardians and teachers may cooperate intelligently in the training and education of the child.
- c. To enhance the educational facilities and opportunities for the students of McKinley Elementary School that are not otherwise provided for in the school corporation budgets.
- d. To develop between educators and the community, such united efforts as will secure for every child the highest advantages in physical, mental, social and character education.
- e. The organization shall be non-commercial, non-secretarian, and non-partisan.
- f. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
- g. The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of or in opposition to, any candidate for public office. This paragraph shall not prohibit the sponsorship of nonpartisan meetings intended to better inform the public about the candidates for the Board of School Directors of Abington School District by permitting all such candidates for the School Board to express their views of public information.
- h. The organization shall work with the Abington School District to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the Commonwealth of Pennsylvania Board(s) of Education.
- i. The organization may cooperate with other organizations and agencies active in child education and welfare, such as conference groups or coordinating councils. The Executive Board, which consists of the officers of the organization and the Principal of the school or his/her designee ex-officio, shall approve all cooperative efforts and unless specifically authorized, no PTO representatives shall make commitments that bind the group represented.
- j. The McKinley Elementary School PTO does not discriminate on the basis of race, color, religion, national or ethnic origin, age, sex, or disability.

## **ARTICLE IV: MEMBERS**

### **Section 1. Membership**

Membership is limited to parents or guardians of a child or children enrolled in the school identified as McKinley Elementary School. The following classifications of individuals are specifically not eligible for membership in the PTO:

- Parent and/or guardian of children not enrolled in McKinley Elementary School;
- Abington School District staff not employed at McKinley Elementary School;

Parents and guardians of all children currently enrolled in the McKinley Elementary School, as well as teaching staff, shall be members. An annual enrollment of members shall be conducted and no parent and/or guardian of a McKinley student shall be denied. Additional members shall be accepted at any time.

### **Section 2. Dues (Donations)**

The annual dues shall be paid at the current rate. Dues, if any, will be established by the Executive Board. Any change in amount of the dues shall be approved by a majority of the organization at the next scheduled PTO meeting. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights. Hardship cases shall be handled by the PTO in consultation with the principal on an individual basis and held in the strictest confidence.

### **Section 3. By-laws**

By-laws shall be distributed to all members or otherwise made available to all members on the PTO website with notice to all members.

## **ARTICLE V: OFFICERS AND ELECTIONS**

### **Section 1. Officers**

The officers shall be president(s), vice president(s), secretaries and treasurer. The officers of this organization shall be no more than two (2) Presidents (i.e. Co-Presidents), no more than three (3) Vice-Presidents, no more than one (1) Corresponding Secretary, no more than one (1) Recording Secretary, and no more than one (1) Treasurer.

- a. The President(s) shall:
  - i. preside at all meetings of the of the organization and of the Executive Board at which they may be present;
  - ii. coordinate the work of the officers and committees of the organization in order that the objectives may be promoted;
  - iii. with the input of the Executive Board, appoint standing committee chairpersons as

- iv. deemed necessary;
- iv. be a member ex-officio of all committees except the nominating committee.
- b. The Vice President(s) shall:
  - i. act as an aide(s) to the President(s);
  - ii. perform the duties of the President(s) in the temporary absence or disability of that officer(s) to act;
  - iii. coordinate volunteers;
  - iv. oversee hospitality at all PTO meetings.
- c. The Recording Secretary shall:
  - i. record the minutes of all meetings of the organization and of the Executive Board;
  - ii. PTO meeting minutes shall be recorded and distributed to all members of the Executive Board and members of the PTO within one week's time of a PTO meeting;
  - iii. coordinate the monthly school activity calendar.
- d. The Corresponding Secretary shall be responsible for all correspondence at the direction of the President(s).
- e. The Treasurer shall:
  - i. receive all monies of the organization;
  - ii. keep an accurate account of all receipts and expenditures;
  - iii. make disbursements in accordance with the approved budget as authorized by the organization, the Executive Board, or a special committee;
  - iv. present a financial statement at every meeting of the organization and at other times when requested by the Executive Board, reflecting both monthly and year-to-date receipts and expenditures (profit and loss) and remaining fund balance (bank statement);
  - v. provide a full report reflecting actual spending to proposed budget at the annual meeting in May.
- f. All officers shall:
  - i. perform the duties outlined above as well as any other duties prescribed in these by-laws and such other duties as may be delegated;
  - ii. deliver to their successors all official material not later than fifteen (15) days following the election of their successors;
  - iii. attend all meetings of the Executive Board and the organization.

## **Section 2. Nominations and Elections**

- a. Officers of this organization shall be elected in the following manner:
  - i. There shall be a nominating committee consisting of three (3) to five (5) members appointed by the Executive Board at least two months prior to the election. Current Executive Board members shall not be eligible to serve on the nominating committee.
  - ii. The President shall appoint one of these members to serve as chairperson of the committee.
  - iii. The nominating committee shall select at least one nominee who has consented to serve,

if elected, for each office of the organization. Nominees may be selected from parents/guardians of students currently enrolled in McKinley Elementary School and must have all appropriate volunteer clearances as required by Abington School District's volunteer policies. In the event a nominee is elected and their child does not attend McKinley Elementary School as anticipated, such office shall be declared vacant.

- iv. The nominating committee shall present the slate of at least one nominee for each office at the meeting preceding the annual meeting of the organization in May.
  1. Following the report of the nominating committee, the president(s) shall open the floor for additional nominations. Only those who have consented to serve if elected shall be eligible for nomination from the floor. The President(s) shall close nominations from the floor.
  2. Additional nominations may also be made and seconded from the floor at the annual meeting in May. The president(s) shall open the floor for additional nominations. Only those who have consented to serve if elected shall be eligible for nomination from the floor. The President(s) shall close nominations from the floor.
  3. Officers shall be elected at the May meeting of the organization by the members present. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.
  4. Officers shall assume their official duties at the close of the last meeting of the school year in May.
  5. Each PTO shall yearly submit a listing of its officers to the appropriate Principal after the annual meeting of the PTO.

### **Section 3. Eligibility**

Members are eligible for office if they:

- i. are members in good standing at least 14 calendar days before nominating committee presents its slate.
- ii. have appropriate volunteer clearances as required by Abington School District's volunteer policies.

### **Section 4. Terms of Office**

Officers shall serve a term of two (2) years, with elections for Presidents and Vice Presidents occurring on opposite years.

- i. A person shall not be eligible to serve more than one term of two years in the same office.
- ii. Each person elected shall hold only one office at a time.

### **Section 5. Vacancies**

If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled 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 from Office**

Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given. A quorum shall consist of 5 members of the PTO not including the Executive Board.

## **ARTICLE VI: LIAISON TO THE DISTRICT**

At least once a year, the PTO shall designate a liaison for purposes of communications with the Principal. This appointment liaison may be, but is not required to be, the PTO's President or Treasurer.

## **ARTICLE VII: MEETINGS**

The regular meeting of the PTO shall be on the second Thursday of each month during the school year at 7 pm, or at a time and place determined by the Executive Board at least one month before the meeting. The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that may arise. The secretary will notify the members of the meetings by email (or by mail for those members without email) at least one week prior to the meeting.

**Section 1.** Regular meetings of the PTO shall be held as designated by the Executive Board.

**Section 2.** The President, any two members of the Executive Board or five general members submitting a written request to the Secretary may call special meetings of the organization. Appropriate notification will be given to the school populace at least 10 days prior to the meeting via e-mail or phone calls. (Special Meetings)

**Section 3.** The annual PTO meeting shall be held in May.

**Section 4.** Members present at any PTO meeting shall have the ability to discuss and transact any business at hand provided all members are not part of the Executive Board.

**Section 5.** Good standing members present at any PTO meeting shall have the right to vote.

**Section 6.** A quorum shall consist of 5 members of the PTO not including the Executive Board.

**Section 7.** Minutes of each regular and special meeting shall be created and distributed to each member via e-mail within one week of the PTO meeting date by the Recording Secretary.

## **ARTICLE VIII: EXECUTIVE BOARD**

**Section 1.** The Executive Board shall consist of: (Membership)  
a. the officers of the organization  
b. the Principal of the school or his/her designee ex-officio

**Section 2.** The members of the Executive Board shall serve until the election and qualifications of their successors.

**Section 3.** The duties of the Executive Board shall be: (Duties)

- a. to transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization;
- b. to create standing committees;
- c. to approve the plans of work of the standing committees prior to presentation to the organization as a whole;
- d. to present a report at the regular meetings of the organization;
- e. to prepare and submit to the organization, for approval, a budget for the fiscal year (budget shall be presented at the April meeting for approval and shall be voted on at the May meeting);
- f. to approve routine bills within the limits of the budget;
- g. to assist the President(s) in the selection of an auditor or an auditing committee to audit the Treasurer's accounts.
  - i. An auditing committee of not less than three persons shall be appointed by the Executive Board at least two weeks before the annual meeting.
  - ii. The auditing committee shall examine the Treasurer's accounts annually. Satisfied that the Treasurers annual report is correct, the auditor(s) shall sign a statement of fact at the end of the report.

**Section 4.** The Treasurer and the President(s) shall all be bonded and two authorized signatures shall be required on each check over the amount of \$500. Authorized signers shall be the president and treasurer.

**Section 5.** Regular meetings of the Executive Board shall be held monthly, prior to the monthly PTO meeting, during the school year. Special meetings of the Executive Board may be called by the President or any two members of the Executive Board with 24 hours' notice.

**Section 6.** The quorum shall consist of 5 members of the PTO not including the Executive Board.

## **ARTICLE IX: STANDING AND SPECIAL COMMITTEES**

**Section 1.** The Executive Board may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the organization.

- a. Chairpersons of all standing and special committees must be parents/guardians of students currently enrolled in McKinley Elementary School.
- b. The term of each chairperson shall be one year or until the selection and qualification of his/her successor.
- c. The Chairperson of each standing committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.
- d. The following committees shall be held by the PTO: Fundraising, Nominating, and Auditing

**Section 2.** Additional Committees. The power to form special committees and appoint their members rests with the organization unless the membership shall delegate this authority to the Executive Board or the President(s).

## **ARTICLE X: FINANCES**

The McKinley Elementary School is a transparent organization and as such any member has the right to request and be provided with financial documentation of the PTO.

**Section 1.** A tentative budget shall be drafted by the April PTO meeting for each school year in accordance with Superintendent's Administrative Procedure and approved by a majority vote of the members present. The budget shall be distributed to each member after approval.

**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 PTO.

**Section 4.** Two authorized signatures shall be required on each check over the amount of \$500. Authorized signers shall be the president and treasurer.

**Section 5.** The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

**Section 6.** In the event of dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to the school, a public nonprofit organization or other nonprofit funds, foundations, or organizations which have established their tax exempt status under section 501(c)(3) of the Internal Revenue Code.

## **ARTICLE XI: FISCAL YEAR**

The fiscal year of the organization shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup> of the following year.

## **ARTICLE XII – DISSOLUTION**

A PTO or parent PTO may disband on its own accord by submitting a written request to the designated Principal. The PTO may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

## **ARTICLE XIII: AMENDMENTS**

**Section 1.** These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting.

**Section 2.** A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

**Section 3.** A copy of the current bylaws is to be kept on file and provided online via the PTO website and available to any member of the organization for their perusal.

#### **ARTICLE XIV: ADDITIONAL REQUIRED CONDITIONS**

The McKinley Elementary School Parent Teacher Organization recognizes and accepts that it is prohibited from imposing conditions of membership which serve to exclude students from participation in district programs.

The McKinley Elementary School Parent Teacher Organization recognizes and accepts that it is prohibited from using the district's name or logo without a license or express permission granted in writing by the Superintendent. The McKinley Elementary School Parent Teacher Organization recognizes and accepts that any logos created by PTO and parent PTO's for use by the club or PTO for use on merchandise or for any other reason must be approved by the Superintendent.

#### **ARTICLE XV: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised, in its most current edition shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.