

BYLAWS

Connoquenessing Valley Elementary School PTO

Article I - Definitions

Board - Shall be defined to include the officers and committee chairpersons as a whole.

Officers - Shall consist of one President or two Co-Presidents, a Vice President, a Secretary and a minimum of 2 Treasurers.

Chairperson - Head of a committee who has been sworn in and has voting rights.

Fiscal year - defined as the period beginning July 1 and ending the following June 30.

Article II - Name

The name of this organization is the Connoquenessing Valley Elementary School PTO (Organization) located in Zelienople, Butler County, Pennsylvania.

Article III - Objectives

Section 1. The Objectives of the Organization are:

- a. To promote the welfare of Connoquenessing Valley Elementary School (CVE) students in the school.
- b. To support the administration, teacher, and parent relationship.

Article IV - Basic Policies and Procedures

Section 1. Policies

- a. The Organization shall be noncommercial, nonsectarian and nonpartisan.
- b. 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.

- c. Upon the dissolution of the Organization, the PTO Board or governing staff shall, after paying or making provision for the payment of all the liabilities of the Organization, dispose of all the assets of the Organization in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the PTO Board or governing staff shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Organization is then located, exclusively for the purposes as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 2. Procedures

- a. The Organization shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the Organization at least seven (7) years or in accordance with current IRS regulation. Such books of account and records shall at all reasonable times be open for inspection.
- b. the Organization's bylaws shall be reviewed by the Officers at least once every three (3) years under the direction of the President(s).

Section 3. Membership and Dues

- a. Membership in the Organization shall be made available without regard to race, religion, gender or national origin.
- b. Any teacher, staff member, parent or guardian of a student enrolled in CVE will automatically be a member of the Organization. No yearly dues will be collected.

Article V - Officers

Section 1. Election and Removal from Office

- a. The President(s) must have held a position on the Board sometime in the previous two years.
- b. A person may announce a candidacy for President:
 - 1) as an individual wishing to serve alone.
 - 2) as a member of a team of Co-Presidents jointly nominated on the slate.
- c. Officers shall be elected annually in the month of May.

- d. Officers shall assume their official duties at the beginning of the next fiscal year, as defined in Article I, and shall serve for a term of one year or until the election of their successors.
- e. In the event an officer commits an act considered negligent, violates the Organization's Bylaws and/or evokes harm to the Organization, the officer can be removed from their position with a majority vote by the Board.

Section 2. Duties of Officers

- a. The President shall preside at all meetings of the Organization, shall perform such other duties as may be prescribed in these Bylaws and shall assume duties to promote the Organization's objectives.
The President(s) shall be a member *ex officio* of all committees.
- b. The Vice-President shall act as an aide to the President(s) and shall perform the duties of the President(s) in the absence or disability of that Officer or Officers to act.
- c. The Secretary shall record the minutes of all meetings of the Organization and shall perform such other duties as may be delegated to him or her.
- d. The Treasurers shall:
 - 1) have custody of all the funds of the Organization.
 - 2) keep full and accurate account of receipts and expenditures.
 - 3) make disbursements in accordance with the approved budget or as authorized by the Board.
 - 4) make public a year-to-date report following each Board meeting.
 - 5) perform such other duties as may be delegated to them.The Treasurers' account shall be examined annually by a CVE PTO paid accountant or Auditing Committee of not fewer than two members, who, satisfied that the Treasurer's report is correct, shall sign a statement of that fact at the end of the report. The Auditing Committee shall be appointed by the Officers and shall consist of individuals who do not have signing authority over the Organization's accounts. This audit must be completed annually in conjunction with the annual Federal Tax Form 990 filing.

Article VI - Board

Section 1. Duties of Board members

The duties of the Board members shall be:

- 1) to transact necessary business for the Organization.
- 2) to create standing committees.
- 3) to provide reports at meetings.
- 4) to approve and adhere to the budget.

- 5) to satisfy the current duties as described in the Committee Chair Job Descriptions.

Section 2. Removal

In the event a Board member commits an act considered negligent, violates the Organization's Bylaws, and/or evokes harm to the Organization, the Board member can be removed from their position with a majority vote by the remaining Board.

Article VII - Organization Meetings

Section 1. General Meetings

- a. General membership meetings of the Organization shall be scheduled by the President(s) and Principal of CVE.
- b. Ten (10) members shall constitute a quorum for voting purposes in any general membership meeting of the Organization.
- c. The Secretary shall e-mail the prior month's meeting minutes before the next general meeting to be approved by a majority vote at the beginning of the meeting.
- d. The treasurers shall make available the most recent profit and loss report for public disclosure.

Section 2. Special Meetings

In the event that special meetings are needed, they may be called by the Officers with adequate notice given to all Board members via telephone or e-mail.

Section 3. E-Voting

Electronic voting shall be used for matters that require Board approval in a period of time between scheduled general meetings. The Secretary shall send e-mails to every Board members summarizing such matters and allow for a specified period of comment. The Secretary shall then summarize all such comments and provide electronic voting ballots to all Board members requesting a vote of "yes", "no" or "abstain" by a certain date. The Secretary shall then tally all votes and notify all Board members of results. All matters that receive a two-thirds (2/3) majority vote shall constitute a motion carried by the Board.

Article VIII - Standing and Special Committees

Section 1. Standing Committees

- a. The Board may create such standing committees, as it may deem necessary, to promote the Objectives and carry on the work of the Organization. The term of each committee chairperson shall be one (1) year or until the appointment of his or her successor.
- b. On an on-going basis, the Officers will review the performance of and need for each standing committee.

Section 2. Special Committees

The power to form special committees and appoint their members rests with the Officers. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

Article IX - Donations

Section 1. Donations

A donation budget not to exceed \$150.00 per fiscal year shall be used for such things as district fundraising for student benefit, i.e.: SV Foundation.

Article X - Parliamentary Authority

Robert's Rules of Order Revised shall guide the Organization in all cases on which they are applicable and in which they are not in conflict with these Bylaws.

Article XI - Amendments

Section 1. Amendments

These Bylaws may be amended at any general membership meeting of the Organization by two-thirds (2/3) vote of the members present and voting, provided that adequate notice of the proposed amendment shall have been given.