

# ***By-laws of the Selinsgrove Area Intermediate School Parent-Teacher-Student Organization***

## **Article I – Name**

The name of the Association is the Selinsgrove Area Intermediate School Parent Teacher Student Organization. It is an Association independent of any and all state and national Parent Teacher Associations.

## **Article II – Objectives**

The objectives of this Organization are:

1. To integrate the home, school, and community for the benefit of the students.
2. To promote activities and projects that have a benefit to the home, school, and students.
3. To provide an open forum for the exchange of knowledge, ideas, and concepts.

## **Article III – Standing Policies**

The following are permanent policies of the Organization:

1. The Organization will be non-partisan, non-commercial, and non-profit.
2. No individual may make a legal and binding contractual decision without proper approval from the Organization or the Executive Committee when the Organization is unable to meet.
3. In the event of the dissolution of the Organization, all assets will be expended for the benefit of the Intermediate School students until all assets are depleted.

4. All monies raised will be used for the educational benefit and support of the students, faculty, and staff.
5. The Organization shall not participate in or promote any commercial or political concern that does not promote the objectives of the Organization.
6. The Organization's calendar shall commence at the completion of the school term and shall conclude with the completion of the school term the following year.
7. The Organization will cooperate with the school in supporting education but will not interfere with administration of the schools.

## **Article IV – Officers and their Election**

### **Section I**

1. The Officers of the Organization shall be President, Vice-President, Corresponding Secretary, Recording Secretary, and Treasurer.
2. Officers will assume their duties at a scheduled Officer Transition Meeting.
3. Only one member of a household may hold an elected office during a school term and the officer must have a child attending the school during term while serving as an officer.

### **Section II**

1. A vacancy occurring during an unexpired term of an elected office shall be filled by a person appointed by the Executive Committee.
2. The Vice-President shall become the President if a vacancy occurs in the office of President. The position of Vice-President will then be filled by appointment of the Executive Committee.

3. It is recommended that, if possible, the office of President be filled by a previous Executive Committee member.

## **Section III**

1. All elected offices will be open for election every year and the elections are open to every qualified member of the Organization.
2. During the month of February, all members of the Organization must be notified that nominations for all elected offices are open and instruct interested persons to contact current officers of their desire to run for an office. If a nomination is not received for each elected office, the Executive Committee will function as the Nominating Committee for any office not receiving any nominations.
3. The date for elections will be set for some time between the beginning of March and the end of May at a regular meeting or special event. No majority or quorum of members is required to elect officers.
4. Elections shall be by paper ballot. All members of the Organization must be notified of the election at least two (2) weeks prior to the election date.
5. Teachers and/or a school administrator will count the ballots and notify the PTSO of the results of the election.

## **Article V – Duties of Officers**

1. The President shall preside at all meetings of the Organization as a whole, and of the Executive Committee, shall perform duties set forth in these Bylaws; and shall coordinate the work of the Organization, its Committees, and Officers.
2. The Vice-President shall act as an aide to the President and shall assume the duties of the President in the absence or disability of that Officer.
3. The Recording Secretary shall record the minutes of the Organization as a whole, and of the Executive Committee, and fulfill other duties as delegated. These minutes should be

copied and distributed to all Officers, Building Administration, and Administrative Assistant and be posted on the school website.

4. The Corresponding Secretary shall retain a copy of all historical and current documents and correspondence of the Organization and maintain a record of said documents (By-Laws, Minutes) at the school.
5. \*\*\*The Treasurer shall have custody of all Organization funds. The Treasurer will act according to a tentative budget which will be presented at the regular meeting of the Organization as a whole in May. A full and accurate accounting of receipts and expenditures will be maintained. Checks will be issued by the Treasurer. A financial statement will be given by the Treasurer at every Organizational meeting as a whole. The Treasurer's accounts will be periodically reviewed by July of each year by the school district's Business Manager.
6. Robert's Rules of Order will be utilized by the Organization.

## **Article VI – Executive Committee**

### **Section I**

The Executive Committee shall consist of the Officers, the School Principal, and any person invited for a specific reason (the invited guest would not have voting powers).

### **Section II \*\*\***

The Executive Committee will be responsible for preparing a yearly budget, filling committee positions, organizing the various activities of the Organization, presenting reports at the regular meetings of the Organization as a whole, presenting amendments to these Bylaws, selecting the review committee, filling vacancies in elected offices and conducting the Organization business between meetings.

### **Section III**

The Executive Committee shall meet as needed. These meetings will be scheduled by the President and/or the School Principal.

## **Article VII – Meetings/Membership**

### **Section I**

The Organization as a whole shall meet a minimum of three times per school year in addition to a mandatory budget meeting to be held prior to the beginning of the following school year. Dates and times of the meetings are to be determined by the Executive Committee. Notification of meeting location and times, or changes in previously scheduled meetings, requires notification of the Organization a minimum of five school days before the meeting is to occur.

### **Section II**

At the first meeting of the new school year, a tentative budget will be presented for a vote for adoption. No quorum shall be necessary for an organizational meeting. A simple majority of those present may conduct all business.

### **Section III**

The proceedings of the meetings of the Organization as a whole shall include but not be limited to the following;

- Presentation of and Approval of the Minutes from the previous meeting.
- Treasurer's Report
- Old Business
- New Business

### **Section IV**

Voting members of the PTSO (must/shall) be a Parent or Guardian of a child in the school during the current school year or a Teacher or Administrator of the Organization's school.

## **Section V**

All general meetings shall be open to the general public and all matters shall be discussed and acted upon in open session. Persons wishing to request money or the opportunity to make a presentation at a meeting must contact the President at least two (2) days in advance of the meeting.

## **Article VIII – Committees**

### **Section I**

Committees shall be formed for specific purposes by the Organization and will function only to the completion of the specific task. The President will appoint the chairperson of each committee with the approval of the Executive Committee.

### **Section II**

The President shall be an ex-officio member of all committees.

### **Section III**

All plans and activities of the Committees are subject to the approval of the Organization as a whole.

## **Article IX – Amendment of By-laws**

### **Section I**

These By-laws may be amended by a specially called meeting of the Executive Committee. Each member of the Executive Committee must be given notification of the proposed amendment

and meeting date at least thirty (30) days prior to the special meeting. The School Principal or his/her designee must be present for a vote to occur.

## **Section II**

Each member of the Executive Committee will receive one (1) vote. At least five (5) votes in favor of the amendment are necessary for approval.

## **Article X – Adoption**

After consideration, resolution, and unanimous vote, these By-laws are hereby adopted and ratified this 3rd day of August, 2015.

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Chad L. Cohrs  
Superintendent

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Matthew N. Conrad  
SAIS Principal

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Helene Everhart  
SAIS PTSO President  
2015-2016 School Year