

# **Bylaws of the Selinsgrove Area Elementary School (K-2) Parent Teacher Student Organization**

## **Article I – Name**

The name of the association is the Selinsgrove Area Elementary 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 the Organization are:

1. To integrate the home, school, and community for the benefit of the students.
2. To promote activities and projects that has 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 elementary 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 school.
8. Records shall be retained for seven years. After year seven, documents shall be shredded.

## **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 immediately upon completion of the school term and conclude their duties with the completion of the school term the following year.
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 the school 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 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.

### Section III

1. All elected officers will be open for election every year and the elections are open to every qualified member of the Organization.
2. During the month of March, 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. Elections shall be by paper ballot at the May meeting.
4. Teachers and/or a school administrator will count the ballots and notify the PTSO of the results of the election. New officers will be announced before the end of the school year.

### **Article V – Duties of the 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 all meetings 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.
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 (Bylaws, 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. The Administrator's name from the Organization's member school as well as the name of the Treasurer shall appear on the account signature cards on record in the bank. A financial statement will be given by the Treasurer at every Organizational meeting as a whole. The Treasurer's accounts must be audited by July of each year by a committee appointed by the Executive Committee in May.
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, a Teacher and any person invited for a specific reason (who would not have voting powers).

#### Section II

The Executive Committee will be responsible for the following: 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 auditing 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**

#### Section I

The Organization as a whole shall meet a minimum of three times per school year in addition to a mandatory budget/election meeting to be held in May. Date 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, except in the case of emergencies (i.e. dangerous road conditions).

#### Section II

No quorum shall be necessary for any 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 an Action on the Minutes from the previous meeting

Treasurer's Report

Old Business

New Business

Adjournment

### **Article VIII – Membership**

#### Section I

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 II

All general meetings shall be open to the general public and all matters shall be discussed and acted upon in open session.

### **Article IX – 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 X – Amendment of Bylaws**

#### Section I

1. These Bylaws may be amended by a specially called meeting of the Association. Each member of the Association must be given notification of the proposed amendment and meeting date at least thirty (30) days prior to the special meeting.
2. A majority of the Executive Committee must be present at the special meeting in order for a vote to take place.

#### Section II

Each member of the Executive Committee will receive one (1) vote. A two-thirds (2/3) majority of the voting members is necessary to approve an amendment to the Bylaws.

### **Article XI – Adoption**

After consideration resolution and unanimous vote, these Bylaws are hereby adopted and ratified this \_\_\_\_\_ day of \_\_\_\_\_ 2011.

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Chad Cohrs, Superintendent

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Terry Heintzelman, Elementary Principal

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Andrea Shellenberger, President Selinsgrove Area Elementary School PTSO

Bylaws Amended May 2018