

EAGLE CREST ELEMETARY  
PARENT-TEACHER ORGANIZATION BY-LAWS

ARTICLE I: NAME

This organization shall be known as the Eagle Crest Elementary Parent-Teacher Organization, abbreviated as Eagle Crest P.T.O.

ARTICLE II: PURPOSE

Section 1: The purpose of the Eagle Crest P.T.O. shall be to facilitate and enhance communication and interaction between the parent and/or legal guardians of Eagle Crest Elementary students and the school principal, faculty, staff and personnel.

Section 2: The P.T.O. will undertake projects and provide assistance for the benefit of Eagle Crest Elementary, included, but not limited to enhancing the image, usefulness and public awareness of Eagle Crest Elementary.

Section 3: The P.T.O. will promote student learning and achievement, social activities, school spirit, and enhance the financial well-being of Eagle Crest Elementary through fund raising activities. The P.T.O. will provide support for in-school and school related functions through the Parent Volunteer Program, and encourage the use of parents' talents and resources.

Section 4: This organization is exclusively maintained for charitable and educational purposes. No substantial part of the activities of this organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The statement "influence legislation" refers specifically in this case to party-political issues and shall not preclude support or otherwise of voting issues that are not party aligned, including, but not limited to, school board elections, and bond and mill-levy referendums. The organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its officers, member, trustees, or other private persons. The organization shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth.

### ARTICLE III: MEMBERSHIP

Members of this organization shall include parents and legal guardians of Eagle Crest Elementary students, the Eagle Crest Elementary school principal, faculty, staff and personnel. Members may also include persons from the community who are approved by the Executive Board of the P.T.O.. Each member shall have one vote at regular meetings of the P.T.O. and simple majority vote of the members present shall govern P.T.O. actions.

### ARTICLE IV: OFFICERS & THEIR ELECTION

#### OFFICERS:

Section 1: The election officers shall be: President, Vice-President, Secretary, Treasurer and Member-At-Large.

Section 2: The Executive Board shall be comprised of these elected officers, the principal of EagleCrest Elementary and one appointed Volunteer Coordinator. The officers shall perform the duties prescribed the P.T.O. by-laws.

Section 3: The business and affairs of the P.T.O. shall be managed by the P.T.O. Executive Board. The authority to plan meetings shall be vested with the P.T.O. Executive Board. A quorum of the board shall be required for conducting an Executive Board meeting and a simple majority vote of the members present shall govern board actions, each member having one equal vote. Special meetings of the Executive Board may be called by the President. The time and place of the meeting must be reasonably announced to all members of the Executive Board.

#### ELECTION OF OFFICERS:

Section 4: Officers shall be elected annually by a simple majority vote of members present at the last P.T.O. meeting of the school year. Nominations for candidates shall be taken at the meeting one month prior to elections. Members attending either meeting may nominate candidates from the floor before elections are held.

Section 5: Officers will be elected to serve a 12-month term, beginning each June 15. During the last four months of their term, the officers shall act in an advisory and coordinating capacity to assure a smooth transition from year to year.

Section 6. No member shall hold more than one office at a time, and no member shall be eligible to serve more than three consecutive terms in the same office.

#### ARTICLE V: DUTIES OF OFFICERS

##### PRESIDENT:

The president shall carry out the policies of the Executive Board and the P.T.O. membership. The President shall preside at all meetings of the P.T.O. and may call emergency board meetings. The President shall provide information to the school secretary for inclusion in the school newsletter.

##### VICE PRESIDENT:

The Vice President shall assume the duties of the President in his/her absence. The Vice President shall coordinate committee tasks and provide guidance for completion of these tasks in a timely manner. In the even the President vacates his/her office during the term of election, the Vice President shall become the new President for the term of election.

##### SECRETARY:

The Secretary shall maintain a complete, accurate and up-to-date record of all P.T.O. Executive, regular and special meetings. The Secretary shall be the keeper of all documents and reports generated for and by the organization. The Secretary shall be responsible for all correspondence of the organization. The Secretary shall provide information from the P.T.O. meeting minutes to the President for inclusion in the school newsletter.

##### TREASURER:

The Treasurer shall be the custodian of the organization's funds, which shall be deposited in a timely manner in a bank designated by the Executive Board. The Treasurer shall maintain complete and accurate financial records, itemizing receipt and expenditure of all monies and provide a financial report at all meetings. The Treasurer shall maintain the P.T.O. checking account. Checks shall require the signatures of two officers or one officer and the school secretary. The Treasurer shall pay all bills in a timely manner. The Treasurer shall, in a timely manner, complete all financial reports generated by and for the organization, including all government required paperwork. The Treasurer shall make

the books available for audit upon request of the Executive Board. The Treasurer shall assure that a yearly audit of the financial records is conducted by a committee of at least three members of the Executive Board at the end of each election term. The formal duties of the new Treasurer shall begin upon completion of the transfer of bank signatures.

#### MEMBER AT LARGE

The Member-At-Large shall coordinate special events and projects as needed.

#### ARTICLE VI: EXECUTIVE BOARD

Section 1: The Executive Board is responsible for determining the time and date of regular P.T.O. meetings. The Executive Board is responsible for developing the agenda for regular and special P.T.O. meetings and for providing sufficient notice of meetings to all members.

Section 2: The Executive Board is responsible for making decisions on situations which arise and require action prior to the next regular meeting. The Executive Board shall approve routine bills for payment within the limits of the budget.

Section 3: A vacancy occurring in an office shall be filled by a simple majority vote of the remaining members of the Executive Board.

#### ARTICLE VII: COMMITTEES

Section 1: The Executive Board shall have authority to create and eliminate standing and special committees and to appoint committee chairpersons. Members of the Executive Board are automatically members of each committee and may attend committee meetings.

Section 2: Each committee shall make frequent reports to the Executive Board and shall submit a written report of its activity to its successor at the last meeting of the school year.

Section 3: The standing committees shall be: Finance Committee, Fund Raising Committee, Hospitality Committee, Issues and Discussion Topics Committee and P.T.O. Long-Range Planning Committee. A description of each committee and its responsibilities shall be maintained in a separate document. Special committees shall be determined by the Executive Board as required.

#### ARTICLE VII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order (Revised) shall govern the P.T.O. in all cases in which they are applicable and in which they are not in conflict with these by-laws.

#### ARTICLE IX: AMENDMENT PROCEDURE

These by-laws shall be amended only in the following manner:

Any proposed change to the by-laws may be presented in writing to the Executive Board by any member at any time. The Executive Board may also suggest proposed changes to the by-laws. Proposed changes shall be announced at the regular P.T.O. meetings and shall also be publicly posted at Eagle Crest Elementary School. The proposed change shall be presented and voted upon at the following regular meeting. A simple majority vote of members present shall govern.

#### ARTICLE X: DISSOLUTION

Upon the dissolution of this corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 © (3) of the Internal Revenue Code (or corresponding section of any future tax code), or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

These by-laws have been adopted by majority vote of the general P.T.O. membership at the regular meeting on November 9, 1999.