

Conemaugh Township Elementary PTO

(CT's Parent Teacher Tribe)

Article I: Name and Location

The name of this organization shall be the Conemaugh Township Elementary Parent-Teacher Organization (PTO). Located in Johnstown, Pennsylvania, this organization supports the Conemaugh Township Area School District and its activities.

Article II: Purpose

The purpose of the PTO is to:

- Support and enhance the educational experience of students.
- Promote communication and cooperation between parents, teachers, and school staff.
- Organize fundraising and community-building activities.
- Provide volunteer and financial support for school programs and events.

This organization operates with a Federal Employer Identification Number (EIN) for banking and tax compliance.

Article III: Membership

- There are no monetary dues to become part of the PTO.
- Membership will be based on meeting attendance; with members being asked to attend at least 2 meetings a year.
- Membership is open to all parents, guardians, teachers, staff, and community members who support the PTO's purpose.

Article IV: Officers

Officer positions shall be filled by current PTO members only and no person shall serve in more than one position simultaneously

The PTO shall have the following officers:

- President
- Vice President
- Secretary
- Treasurer

Duties of Officers

President

- Presides over meetings.
- Coordinates PTO activities.
- Coordinate the work of the officers and all committees of the PTO.
- Serves as the primary contact with school administration.
- Must be present at 90 percent of the monthly meetings.

Vice President

- Assists the President.
- Performs the President's duties when the President is unavailable.
- Maintains a current membership list and board approved volunteer list.
- Must be present at 90 percent of the monthly meetings.

Secretary

- At each meeting records meeting minutes. Presents membership with previous meeting minutes for corrections and amendments for final approval.
- Maintains a current copy of the bylaws.
- Maintains PTO records and correspondence.
- Coordinates and maintains all membership communication (i.e. newsletter, Facebook, email)
- Must be present at 90 percent of the monthly meetings.

Treasurer

- Maintains financial records.
- Provides a financial report at meetings.
- Handles deposits and payments approved by the PTO.
- Works with school district for end of fiscal year tax filing.
- Must be present at 90 percent of the monthly meetings.

Article V: Officer Elections

- Officers shall be elected annually in the spring.
- Nominations may be accepted from the floor or by a nominating committee.
- Officers shall be elected by a majority vote of members present.
- Beginning July 1st officers can serve a minimum of one year to a maximum of three consecutive years.
- In the event of an emergency the existing members can vote on a new officer candidate prior to the end of their first term.
- A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the vice president. A vacancy in any office other than president shall be filled by a member elected by the remaining officers.

Article VI: Meetings

- The PTO shall hold regular meetings throughout the school year.
- Meeting dates and times shall be announced in advance.
- The quorum for PTO business in any general membership meeting of this PTO shall be 7 members.

Article VII: Voting

- Each member present at a meeting is entitled to one voice vote.
- A simple majority of votes cast shall decide all matters unless otherwise stated in these bylaws.
- If there is more than one candidate for an office members shall vote by written ballot.

Article VIII: Finances

- The fiscal year of this PTO shall begin on July 1st and will end on the following June 30th.

- All funds shall be kept in bank accounts in the name of this PTO.
- All PTO funds shall be used to support the organization's purpose.
- The Treasurer shall maintain accurate financial records.
- Authorized signers on the bank account shall not be related by blood or marriage and shall not reside in the same household.
- An annual financial audit shall be performed by an auditor in the school district.
- There shall be at least 3 authorized signers listed at the bank.
- Two authorized signatures shall be required on PTO bank accounts when any amount is over \$300.
- A financial review shall be conducted at the end of each fiscal year.

Article IX: Committees

- Committees may be established as needed to carry out PTO activities and events.
- Committee chairs shall report to the PTO membership.

Committee Chairman Duties

- Present a plan to the officers and coordinate all work of the committee.
- Any funds collected by the committee shall be returned to the treasurer within 14 days.

Article X: Amendments

- These bylaws may be amended by a two-thirds vote of members present at a PTO meeting.
- Notice of proposed amendments should be provided 30 days prior to the vote.

Article XI: Dissolution

If the PTO dissolves, any remaining funds shall be donated to Conemaugh Township School District or another nonprofit organization serving children and education, as determined by the membership.

Adopted on: _____

President Signature: _____

Secretary Signature: _____