

**Mt. Zion-Fairview Elementary School
Parent-Teacher Organization
By-Laws**

Date Adopted - 6/4/96

These by-laws will supersede all previous Fairview and Mt. Zion Elementary PTO bylaws.

Article I: Name

The name of this organization is the Mt. Zion-Fairview Parent Teacher Organization. It is an independent and local PTO unit organized by the parents and teachers of Fairview and Mt. Zion Elementary Schools of the West Shore School District.

Article II: Articles of Organization

The organization exists as an unincorporated organization of its members. Its articles of organization shall be comprised of these bylaws, as from time to time amended.

Article III: Objectives

The objectives of this PTO are:

- A. To foster closer relations among parents, teachers, and the professional staff in order to facilitate intelligent cooperation in the education of the children at Mt. Zion and Fairview Schools.

- B. To develop a true united effort between educators and the general public in order to secure for every child the highest educational advantages.
- C. To encourage active participation by parents, teachers and the general public in conferences, committee functions, projects, programs, and any other appropriate means in order to fully realize a viable and meaningful educational experience for the students of Mt. Zion and Fairview as governed by the policies set forth in these bylaws.

Article IV: Basic Policies

The following are the basic policies of the organization:

- A. The organization shall be non-commercial, non-sectarian and non-partisan.
- B. The name of the organization or the names of any of the 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 the promotion of the objectives of the organization.
- C. The organization shall cooperate with schools to support the improvement of education in ways that will not interfere with administration of the schools but will act as a liaison between parents and the district administration. The organization shall seek to participate in the process of establishing school policy recognizing that legal responsibility for such policy rests with the School Board as delegated by the people.
- D. The organization may cooperate with other organizations and agencies concerned with children. However, attempts at planning such cooperation must be approved by the PTO Executive Committee, and the PTO representative involved may not make any binding commitments without prior approval by a majority of the attending members of the organization's meeting. The only exception to this basic policy is the duties of the Vice President as he/she sets up assemblies for the coming school year. Executive committee approval shall suffice.

Article V: Membership

- A. Membership in the Organization is conferred to all parents and guardians of students currently enrolled at Mt. Zion or Fairview Elementary Schools and to all teachers of these schools.
- B. Only members of the Organization shall be eligible to participate in the business meetings and serve in any elected or appointed positions.
- C. Any individual who subscribes to the Objectives and Basic Policy of the Organization may become a member, subject only to compliance with the provisions of the bylaws.
Membership shall be available without regard to race, color, creed or national origin.
- D. Any person who is a PTO member and attends a PTO meeting is eligible to vote.

Article VI: Officers and Their Elections

Section 1.

- A. The officers of this organization consist of a president or co-presidents, vice-president, secretary, treasurer, and past president as parliamentarian.
- B. Officers shall not be eligible to serve more than two consecutive terms in the same office.
- C. Officers shall be elected annually at the General Membership meeting in May, and begin their terms at the beginning of the organization's fiscal year.
 - 1. A nominating committee composed of three PTO members shall be identified at the March or April meeting. One member must be from the Executive Committee. The nominating committee serves a one year term and no more than two consecutive terms.
 - 2. The spokesperson of the committee shall nominate the eligible persons for each office to be filled. Only those persons consenting to serve if elected shall be eligible for nomination.
 - 3. The nominating committee shall endeavor to nominate standing and special committee chairpersons to the best of its ability.

Section 2.

- A. A vacancy in the presidency shall be filled by the co-president or the vice-president of the organization. All other vacancies will be appointed by the president and subject to executive board approval.

Article VII: Duties of the Officers:

A. The president or co-presidents shall:

1. Preside at all meetings of the organization and of its executive board
2. Coordinate the work of the other officers and committees of the organization in order that the objectives may be promoted
3. Work closely with the principal and teacher representatives to facilitate smooth and effective communication between the school faculty and the PTO
4. Prepare an agenda prior to any meeting
5. Submit a budget for the fiscal year to the executive board for approval at the September meeting.
6. Introduce programs and/or speakers or may delegate the responsibility to a qualified person
7. Represent Mt. Zion and Fairview Elementary Schools at the monthly PTO/PAC meetings
8. Welcome all new members/ families to Mt. Zion and Fairview.
9. Organize annual Back-to-School Picnic

B. The vice president shall:

1. Act as aide to the president or co-presidents
2. Perform the duties of the president in the event he/she should be unable to perform these duties as described in these bylaws

3. Serve as the Assemblies Committee Chairperson. He/she shall acquire and schedule speakers and/or special programs for the children and/or parents. He/she works with the consent and approval of the principal and organization

C. The secretary shall:

1. Record the minutes of all meetings of the organization and executive board
2. Maintain a working file of all meeting minutes for referral, and maintain a historical file of all meeting minutes for continuity of operations
3. Be responsible for sending greetings to express the sentiments or intentions of the PTO members to the appropriate persons when deemed necessary by the executive board.
4. Purchase gifts of a reasonable amount to present to retiring PTO president
5. Send a note of condolence to PTO executive board members and school staff or the immediate families. The gift shall be a memorial to the charity of their choice or an honorarium. A sympathy card shall be an appropriate gift in all other cases
6. Send a card in case of illness. In case of prolonged hospital illness of school staff and executive board members a gift of a reasonable amount shall be sent

D. The treasurer shall:

1. Maintain and have custody of all the funds of the PTO
2. Keep a full and accurate account of receipts and expenditures
3. Present a financial statement and listing of receipts and disbursements at every meeting of the PTO, and at other times as requested by the executive board
4. Make disbursements of monies when advised to do so by the president and/or the executive committee. When applicable, the general membership will vote on expenditures and the treasurer will make appropriate disbursements
5. Be aware that the accounts shall be examined annually by an independent auditor who, satisfied that the treasurer's report is correct, shall sign a statement of the fact at the end of the report. The annual auditing shall take place in August.
6. Obtain the bonding and liability insurance for the organization

7. Shall be able to use up to 10% of the balance of the funds of the previous year to pay the bills incurred during the summer

E. The past president shall:

1. Aid and assist the new president to help make the transition of officers orderly
2. Act as parliamentarian. Refer to Article XII Section B

G. The teacher representative s shall:

1. Act as liaison between the professional staff and the PTO officers in order for all needs to be met
2. Elected to the positions with a majority vote of the teachers. The election of the teachers' representatives will follow the same timeline as he election of the PTO officers. There shall be one teacher representative from each school

H. All officers and committee chairpersons shall:

1. Deliver to the incoming president all official material at the close of the school year. A written guideline as to what responsibilities and actions were taken in the position should be submitted. The incoming president shall keep a master file of necessary documents and distribute these materials to the new officers and chairpersons

Article VIII: Executive Board

A. The executive board shall consist of the officers of the organization, the parliamentarian, the principal of the schools and the teacher representative

B. The executive board members shall serve in this capacity until the end of the fiscal year and their successors are elected

C. The duties of the executive board shall be:

1. To transact necessary business in the intervals between general membership meetings of the PTO
2. To appoint chairpersons of standing and special committees
3. To appoint an auditing committee at least two weeks prior to the last general membership meeting to audit the treasurer's accounts during August
4. To approve routine bills within the limits of the budget
5. Make recommendations to and approve working committee plans and proposals for the organization
6. To authorize disbursements by the treasurer
7. To approve a budget for the fiscal year

D. One third of the executive board members must be present to make its transactions valid, and must include at least one of the following: the principal of the schools or a teachers' representative. Meetings of the executive board may be called by the president or co-presidents or by a majority of the members of the executive board

Article IX: Meetings

A. General membership meetings of the Organization will be held monthly, or as needed during the school year, and are open to all Mt. Zion and Fairview parents, teachers and others as applicable.

B. Special meetings of the Organization may be called by the president or co-presidents, or by a majority of the executive board, but only if five days notice has been given to the general membership

C. All PTO members shall have one vote at executive and general meetings with the exception of the parliamentarian. Refer to Article XII. Section B

D. Two-thirds (2/3) of the PTO board shall constitute a quorum for the transaction of business in any meeting

E. There is no proxy vote

Article X: Standing and Special Committees:

- A. The executive board may create such standing and special committees as it may deem necessary only by amendment to the bylaws and with the object being, to carry on the work of the organization. The chairpersons of the standing and special committees not already nominated and approved at the April general meeting shall be appointed by the president or co-president with advice of the officers of the organization. The term of each shall be one year. If no other member wishes to chair the committee, the present chairman can continue to chair that committee, if he/she is interested
- B. The chairperson of such standing and special committees shall present a plan of work to the executive board for approval. No committee work shall be finalized or contractually set without the consent of the executive committee
- C. The chairperson is charged to designate a co-chairperson for the natural progression of taking over that committee as chairperson. This facilitates shared meeting attendance and improves the overall effectiveness of the organization by bringing in new and fresh ideas for the enhancement of the student experience at Mt. Zion and Fairview Elementary Schools
- D. The president shall be a member ex-officio of all standing and special committees except the nominating committees
- E. The standing committees are defined as committees that carries on daily, weekly, or monthly ongoing services to the students and/or faculty of the school. The standing committees shall be:
 - 1. Publicity - Prepares a write-up of events that happen at Mt. Zion and Fairview, and submits it to the Principal of the schools. The Principal will submit it for inclusion in the West Shore Light paper. (Examples include: school picnic, Colonial Days, famous artist, Mayfair, etc. Photos may also be submitted). Maintain and keep current the PTO Bulletin Board.

2. Room Parents - Contacts parents to serve as individual room parents. He/she shall contact room parents before parties to give needed information. Arranges refreshments for all parties.
3. Student Directory - Creates a room-by-room directory, sorted by classroom, to help parents contact other parents in the schools
4. RIF - Reading is Fundamental distributions as directed by the reading specialist. Is responsible for obtaining funding grants during the summer.
5. Skating and Swimming Parties - Schedules roller skating and swimming parties. Handles admissions at rink on the day of the event.
6. Recycling - Responsible for collecting and cashing in all recyclable cans donated by the schools
7. SPARC - Attends district SPARC (Superintendent Parents Education Committee) meetings and reports back to the executive board
8. Fund Raiser - This committee chooses, organizes and directs money making projects. Responsible for distribution of information and products, and collects and deposits monies received. There are two fundraisers – one in spring and one in fall.
9. Teacher Appreciation - Organizes a luncheon for November conferences for the teachers and a monthly snack for teachers' staff meetings. Have volunteers provide a monthly snack for the schools' staff for Teacher Appreciation
10. Library Committee - Contacts- parents to help in the library as directed by the librarian.
11. Babysitting Committee - Organizes Girl Scouts to baby-sit the children of PTO members during the monthly PTO meetings
12. Famous Artist - Responsible for obtaining parent volunteers to aid in the classroom teaching of the WSSD's Famous Artists program
13. Book Fair -Responsible for booking two or more book fairs for the schools' student body.
14. Assemblies Committee - The vice-president shall be appointed as chairperson of this committee. He/she is responsible for scheduling appropriate assemblies throughout the school year with approval from the school principal

15. Story Hour - Organizes a story hour during the school day for the preschool children of the area. Done in the spring with the principal of the schools.

F. The special committee is defined as a committee that carries out special, time sensitive or one time duties. The special committees shall be:

1. Arts and Crafts Festival - Organizes an evening of fun for the children and their families. Materials and supervision are provided by the committee so the children may complete an assortment of crafts
2. School Picnic - Plans and organizes the yearly picnic for the schools to foster community spirit and friendship between students, parents and staff. Done by the PTO President
3. Nominating - Appointed by the executive board. The nominating committee shall nominate an eligible person for each office to be filled. It will then report its nominees at the monthly meeting in March or April.
4. Auditing - Appointed by the executive board. Refer to Article VIII Sec C3. The committee examines the accounts annually and being satisfied that the treasurer's annual report is correct, shall sign a statement of fact at the end of the report. The annual audit shall take place during August.
5. May Fair - Responsible for the organizing of all aspects of the year end school May Fair

Article XI: Fiscal Year:

The Fiscal year of the organization shall begin July 1 and end on the following June 30.

Article XII: Parliamentary Authority:

A. The president or co-presidents shall appoint the former president as parliamentarian to advise on all questions of procedure. In the event that the past president shall not accept the position of parliamentarian, the president shall appoint a past officer, who is not currently

serving in any elected office to the position. The parliamentarian shall serve as a member of the executive board without voting power to preserve his/her objectivity

- B. The parliamentarian shall have a copy of the current bylaws and all amendments at each meeting

Article XIII: Dissolution of PTO Funds:

The executive board reserves the right to disburse all monies and property to Fairview and Mt. Zion Schools in the event of dissolution

Article XIV: Amendments:

- A. These bylaws may be amended by the organization by a two-thirds vote, by ballot, of the membership provided notice of the proposed amendment shall have been given at the previous meeting
- B. Notwithstanding the automatic character of the amending process, the organization shall take action promptly to incorporate such amendments into the bylaws
- C. The committee shall consist of a minimum of a chairperson who shall be an officer, and two members, one of whom shall be a member at large. The committee shall be formed as necessary. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment
- D. The committee chairperson shall be appointed and the committee shall present a reviewed set of bylaws annually. Having reviewed them, and being satisfied with their content, the committee members shall affix their signatures to the official recorded revision
- E. The current bylaws shall be available for review in the office of both Mt. Zion and Fairview Schools

Article XV Policy for Removal of PTO Officer:

Any current member of a PTO committee may make a motion at a monthly meeting, to vote for removal of an officer provided they present a reasonable reason for doing so. A reasonable reason would include, but not be limited to the following:

- Any action which could bring significant negative publicity to the School(s)
- Abuse of position for personal gain

After a motion is presented, the meeting attendees will vote on it. To pass, the motion must receive a majority vote. If the motion passes, a second vote will be held at the next monthly meeting. Notice about the second vote will be placed in the PTO newsletter. If the motion fails to gain a majority vote, attendee(s) may continue to investigate and pursue the matter. If additional supporting evidence for the original allegations is obtained; the issue may be raised via a motion at a future meeting.

After phase I of the Removal Process, the second and official vote for removal shall take place. In order to remove the officer, the number of votes for removal must outnumber those against, by at least a 2 to 1 margin. If this is the case, the officer will be relieved of their position.

If the vote does not achieve the necessary margin, the officer will retain the position.