

FRANKSTOWN ELEMENTARY SCHOOL BYLAWS

AS ADOPTED: MARCH 1999

REVISED: SEPTEMBER 2009

REVISED: APRIL 2011

REVISED: AUGUST 2017

REVISED: APRIL 2020

REVISED: MARCH 2023

Article I - Name

The name of this organization is "Frankstown PTO, Inc." It will also be known and referred to in these Bylaws as "Frankstown PTO."

Article II - Objective

The Frankstown PTO is organized for the charitable and educational support of Frankstown Elementary School:

- a) To promote the well-being of all children in school, home, and community.
- b) To raise funds for educational and recreational purposes.
- c) To provide information concerning the care and well-being of all children.
- d) To bring a closer relationship between school and home, so that parents and teachers may cooperate in the education of all children.

Article III - Policies

The policies of the Frankstown PTO are:

- a) This organization shall be noncommercial, nonsectarian, and nonpartisan.
- b) This organization will participate with the school to provide quality education for all children.
- c) This organization will cooperate with other organizations active in the well-being of all children, but will make no commitments that bind the organization.
- d) In the event of the dissolution of the organization after paying or adequately providing for all debts and obligations of the organization, the remaining monies will be turned over to the school of which this organization belongs.

Article IV - Articles of Organization

The Bylaws of the Frankstown PTO are placed in a permanent file with the Hollidaysburg Area School District's Administrative Office, 405 Clark Street, Hollidaysburg, PA, 16648.

Correct books of account of the activities of the Frankstown PTO shall be maintained either in paper form at the Frankstown PTO Office or in electronic form within the Frankstown PTO electronic archives. These shall include a copy of these Bylaws, all minutes of meetings of the Frankstown PTO, and monthly financial statements.

Article V - Memberships

Regulations for Individual Membership include the following:

- a) Membership in the Frankstown PTO shall be made available to any individual who subscribes to the objectives and policies of the Frankstown PTO without regard to race, religion, color, sex, age, national origin or ancestry, disability or handicap, genetic information, marital status, sexual orientation, gender identity and expression, disability, military or veteran status, or any other characteristic protected under applicable federal, state, or local law.
- b) Any parent, guardian, or other adult standing in loco parentis for a student attending Frankstown Elementary School may be a member of the Frankstown PTO and shall be entitled to voting rights.
- c) The principal and any teacher employed at Frankstown Elementary School may be a member of the Frankstown PTO and shall be entitled to voting rights.
- d) The Frankstown PTO shall conduct a yearly membership enrollment in the month of September. Membership terms will expire on the final day of each respective school year.
- e) Any parent, guardian, or other adult standing in loco parentis for a student who enrolls in Frankstown Elementary School at any point after the membership enrollment period has occurred may be a member of the Frankstown PTO and shall be entitled to voting rights throughout the remainder of that membership year.

Article VI - Officers and Their Elections

Section 1: Qualifications for Office:

- a) Upstanding Frankstown PTO members are eligible to hold an office within the Frankstown PTO executive committee/board
- b) No individual committed of a felony or any crime of dishonesty involving the handling of funds or who is unable to be bonded will be eligible to be an officer of the Frankstown PTO.
- c) To be eligible for Presidency, a person must have served at least one year on the executive committee/board or held position of Vice President.
- d) To be eligible for Treasurer, a person must have had some previous financial management experience, either as a professional or volunteer.

Section 2: Nominating Committee

- a) Nominations for the executive committee/board will be taken at the March general meeting. An initial form will be sent home during the month of March asking for any interested candidates. Each candidate shall be a member of the Frankstown PTO with a child attending Frankstown Elementary School. This form will include a short description of the available position(s). Nominations will only be accepted by all input channels (i.e. written, electronic, etc) up through and including the last full school day of March.
- b) Voting will occur at the April PTO general meeting. Only PTO members present at this meeting will be eligible to vote. In the case of an extraordinary event where the majority of the membership is unable to vote in person, the board can decide to hold online elections (using Survey Monkey or another reliable voting site). This voting will only be made available to PTO members taking part in the virtual meeting.
- c) The ballots will be tallied by the executive committee/board during the general meeting, and the chosen candidates will be notified of their acceptance.

- d) If an acceptable nominee is not found for each open position, the first course of action is for the nominating committee to ask the entire original pool of respective office nominees to reconsider with a firm 48-hour deadline response time. If, after the 48-hour deadline, no acceptable nominee is in place, then the nominating committee is to contact the entire executive committee/board. The executive committee/board will then be charged with finding an acceptable candidate regardless of previous terms or offices in which the nominee may have held, with the exclusion of holding more than one office at a time, which will still not be permitted.
- e) The new officers are requested to attend the May general meeting.
- f) If an acceptable candidate is still not found after following the course of action outlined above. Nominations will once again be taken in August of the next school year. An initial form will be sent home during Back to School events asking for any interested candidates. Each candidate shall be a member of the Frankstown PTO with a child attending Frankstown Elementary School. This form will include a short description of the available position(s). Nominations will only be accepted by all input channels (i.e. written, electronic, etc.) up to and including the day before the September PTO General Meeting. If an acceptable nominee is still not found, the current PTO Board members will need to decide on their next course of action (i.e., dissolving the PTO, going dormant, etc.)

Section 3: Election

- a) The Frankstown PTO shall consist of the President(s), Vice President(s), Secretary(ies), and Treasurer(s), and Chairperson(s).
- b) All officers shall be elected yearly by ballot vote in the month of April. However, if there is but one nominee for any office, the election for that office may be by voice vote of the executive committee/board.
- c) New officers shall assume their official duties at the executive meeting in July with the exception of the treasurer, whose duties shall run concurrent with the fiscal year.
 - 1. It is mandatory that all new officers attend the May executive meeting.
 - 2. Past President will continue his/her responsibilities through the end of the current school year ending June 30.
- d) Term of office runs from July 1 to June 30.
- e) President, Vice President, and Chairperson are eligible for indefinite reelection.
- f) The Secretary and Treasurer will serve an initial term of 3 years and are eligible for indefinite reelection.
- g) Each person elected shall hold only one office at a time.

Section 4: Removal of an Officer

- a) An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a simple majority vote of the executive committee/board.

Section 5: Vacancies

- a) In the event of an officer vacancy, the PTO Board will request self-nominations from those eligible within the Frankstown Elementary School community.
- b) A vacancy occurring in any office shall be filled for the unexpired term by a PTO person elected by a majority vote of the executive committee/board. Notice of such election having been given shall assume the office.

Article VII - Duties of Officers

Section 1: President: Preside at all general PTO meetings and executive committee/board meetings, serve as the official representative of the PTO, coordinate the work of the officers and committees of the organization in order that the objects be promoted, and retain all official records of the PTO.

Section 2: Vice President: Oversee the committee system of the PTO, assist the President, chair meetings in the absence of the President, coordinate volunteers and committee chairs, organize and distribute volunteer lists at the beginning of each school year to each committee chair(s), and periodically update the above said lists.

Section 3: Secretary: Record and distribute minutes of all meetings of the PTO and of the executive committee/board, prepare agendas for the PTO meetings, and hold historical records for the PTO.

Section 4: Treasurer: Serve as custodian of the PTO's finances, collect revenue and deposits, pay authorized expenses, keep an accurate record of receipts and expenditures, present a financial statement at every meeting of the organization and at other times when requested by the executive committee/board, and make a full report at the meeting at which new officers officially assume their duties. He/she will hold all financial records. The Treasurer's accounts will be examined annually by an auditor at the end of the fiscal year.

Section 5: Chairperson: Chair events/fundraisers for which no person outside the executive committee/board has volunteered and assist the President/Vice President.

Section 6: All Officers except Treasurer shall deliver to their successors all official material not later than the May executive committee/board meeting. The Treasurer shall turn over all records and assets at the end of the fiscal year.

Section 7: Only current PTO officers as recognized by the Frankstown Elementary School shall have the authority to authorize and sign contracts on behalf of the Frankstown Elementary PTO. Any contracts signed or approved, whether verbally or in writing, will not be recognized by the PTO. In addition, all cash expenditures must be approved by the PTO prior to incurrence. Any expenditures not properly approved by the PTO will not be reimbursed and will be considered a charitable contribution by the individual making the unauthorized purchase.

Article VIII - Executive Committee/Board

Section 1: The executive committee/board shall consist of the officers of the Frankstown PTO, the principal of the school, and a teacher representative.

Section 2: Duties:

- a) To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
- b) To create standing and special committees as needed.

- c) To approve the plans of work for the standing committee.
- d) To present a report at the regular meeting of the organization.
- e) To select an auditor to audit the treasurer's accounts.
- f) To prepare and submit to the organization for adoption a budget for the year.
- g) To approve routine bills within the limits of the budget.
- h) To establish fundraising programs.

Section 3: Purchases other than approved budget items can be decided upon by a majority of the officers, consisting of the President(s), Vice President(s), Secretary(ies), and Treasurer(s). The President shall cast the deciding vote in the event of a tie.

Section 4: The executive committee/board shall meet during the school year, at the discretion of the executive committee/board. A majority of the executive committee/board members shall constitute a quorum. Special meetings of the executive committee/board may be called by the President or by a majority of the members of the committee.

Article IX - Regular Meetings

Section 1: At least 3 regular meetings of this organization shall be held during the school year. Dates of meetings, month and day, shall be determined by the executive committee/board and announced at the first regular meeting of the year. The date and time of the meeting will be posted to inform all members of the PTO to attend.

Section 2: Special meeting of the organization may be called by the President or by a majority of the executive committee/board 3 days' notice having been given.

Section 3: The nominations meeting shall be held in **March**.

Section 4: The elections meeting shall be held in **April**.

Section 5: Three executive committee/board members and two members present at any meeting shall constitute a quorum for the transaction of business of the organization.

Section 6: In the event of a tie vote, the President will cast the deciding vote.

Article X - Standing and Special Committees

Section 1: Only members of the organization shall be eligible to serve in any elective or appointive positions.

Section 2: The Chairman of each standing committee shall present a plan of work to the executive committee/board for approval. No committee work shall be undertaken without consent of the executive committee/board.

Article XI - Amendments

Section 1: These Bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, providing that notice of the proposed

amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon.

Section 2: A committee may be appointed to submit a revised set of Bylaws as a substitute for the existing Bylaws only by a majority vote at a meeting of the organization, or by a two-thirds vote of the executive committee/board. The requirements for adoptions of a revised set of Bylaws shall be the same as in the case of an amendment.

Section 3: The Bylaws shall be reviewed and revised by the executive committee/board every 5 years.

Article XII - Fiscal Year

Section 1: The fiscal year of the Frankstown PTO shall be July 1 to June 30 inclusive.

Section 2: All checks, orders for the payment of money, bills of lading, warehouse receipts, obligations, bills of exchange, and insurance certificates shall be signed or endorsed by such officer or officers or agent or agents of the Frankstown PTO and in such manner as shall from time to time be determined by resolution of the executive committee/board or of any committee to which such authority has been delegated by the Board.

Section 3: All funds of the Frankstown PTO, not otherwise employed, shall be deposited from time to time in general or special accounts in such banks, trust companies, or other depositories as the executive committee/board of any committee to which such authority has been delegated by the Board may select, or as may be selected by the President or by any other officer or officers or agent or agents of the Corporation, to whom such power may from time to time be delegated by the Board. For the purpose of deposit and for the purpose of collection for that account of the Frankstown PTO, checks, drafts, and other orders may be endorsed, assigned, and delivered on behalf of the Frankstown PTO by any officer or agent of the Frankstown PTO.

Article XIII - Indemnification

Every member of the executive committee/board, officer, or employee of the Frankstown PTO may be indemnified by the Frankstown PTO against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the executive committee/board, officer or employee in connection with any threatened, pending, or completed action, suit, or proceeding to which she/he may have become involved by reason of her/his being or having been a member of the executive committee/board, officer, or employee of the Frankstown PTO, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement, the indemnification herein shall apply only when the executive committee/board approves such settlement and reimbursement as being in the best interest of the Frankstown PTO. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights which such members of the executive committee/board officer or employee is entitled.

Article XIV - Dissolution

In the event of dissolution of the Frankstown PTO, any funds remaining shall be donated to Frankstown Elementary School.

