

**Bylaws of the Sand Creek Intermediate School
Parent Teacher Organization**

**Article I
General**

1.1 The name of this organization will be the Sand Creek Intermediate School Parent Teacher Organization. The organization will be commonly known as the SCIS PTO, and referred to in these bylaws as "PTO."

1.2 The fiscal year of the SCIS PTO begins July 1st and ends June 30th.

**Article II
Purpose**

2.1 It is the purpose of the PTO to serve as the primary organizational link between parents, teachers, administration and students of Sand Creek Intermediate School. We exist as a resource in carrying out the overall mission of the school, which includes furthering academic excellence, developing skills for life-long learning, and promoting responsible citizenship in our community, country and world.

2.2 The fulfillment of this purpose includes the following:

- a. Bringing together parents and teachers in order to promote the welfare of the students, school and community.
- b. Establishing a close working relationship with one another for the purpose of developing an expressed interest in the student, the home, the school and the community.
- c. Raising funds to provide enrichment for the school's populations and facilities.
- d. Keeping parents, teachers, administration and students informed of items and issues discussed at meetings and under consideration by the PTO.

**Article III
Membership**

3.1 Membership shall consist of all parents or guardians of a student who attends the school, the principal, assistant principal, all teachers and staff of Sand Creek Intermediate School.

3.2 Each member carries the privilege of holding office, making motions, debating and voting.

**Article IV
Executive Board**

4.1 Meetings shall be held monthly during the school year at a time and date as designated and published by the President. There will be a minimum of four (4) Board meetings and one General meeting each school year.

4.2 Special meetings of the PTO may be called by the principal or the President, or upon the written request of five (5) members of the PTO.

4.3 Members present at a meeting will constitute a quorum. An action of the members requiring a vote will be taken from the majority present.

**Article V
Executive Board**

5.1 The PTO Executive Board will consist of the elected officers, the principal of the school (or his/her designate) and the assistant principal (or his/her designate).

5.2 The duties of the Executive Board will be to approve the plans of the standing committees, to fill vacancies in office by appointment to transact such business as may be referred to it by the PTO, and to establish a proposed budget for the upcoming year.

5.3 A majority of the members of the Executive Board will constitute a quorum.

5.4 The Executive Board meetings will be held routinely throughout the year with a minimum of four (4)

meetings per year.

Article VI Officers

6.1 The officers of the PTO will be President, Vice President, Secretary and Treasurer. They will be elected during the April meeting and will hold office from July 1st to June 30th of the following year.

6.2 The following will be the duties of each officer:

a. President: The President will preside at all meetings of the organization and will be a member ex-officio of all committees. The President, with the approval of the principal of the school, will have primary responsibility for appointing the chairperson for each standing committee. The President will designate each Executive Board officer to serve as a liaison to all standing committees to facilitate communication. The President will serve on the Superintendent's Advisory Council, and will perform all other duties usually pertaining to the office.

b. Vice President

The Vice President will assume the duties of the President the following year. The Vice President will preside in the absence of the President.

c. Secretary

The Secretary will keep minutes of all Board and General Meetings. The Secretary will have responsibility for all books, records, and correspondence pertaining to the business of the organization except those of the Treasurer, and will be responsible for the distribution of the PTO minutes at the monthly meetings.

d. Treasurer

The Treasurer will receive all monies of the organization and will keep an accurate record of all transactions. The Treasurer (or his/her designate) will attend all PTO functions that generate money and be responsible for the collection of that money. The Treasurer will present a statement of account at every PTO meeting and at other times when requested by the Executive Board. At the close of the year, the Treasurer will have the financial records ready for review by an accountant, who is appointed by the Executive Committee.

Article VII Standing Committees and PTO Board

7.1 There may be as many standing committees as deemed necessary by the Executive Board to carry out its objectives.

7.2 The chair of these committees will be selected by the President of the PTO, as outlined in Article VI. Each standing committee will consist of volunteers who have requested to work on the committee, or have been appointed by the chair.

7.3 The chair of each committee will attend PTO meetings and report committee progress. The chair (or a representative from the committee) of a scheduled activity or event will be required to attend the PTO meeting prior to and after the committee's scheduled event.

7.4 The PTO Board will consist of the Executive Board and the chair of all standing committees.

Article VIII Nomination and Election of Officers

8.1 The nominating committee will be designated in February. The Vice President will serve as chair of the committee and will appoint a secretary. The principal and President will serve as ex-officio. The nominating committee will consist of members from standing committees. The nominating committee will consist of no less than five (5) members. These nominating committee members should be active participants in PTO-related activities and committees.

8.2 The nominating committee will distribute a survey in February to the general membership and all incoming parents of students to elicit interest in holding office or serving as a committee chair. The slate of candidates for the ensuing year will be presented by the nominating committee four (4) weeks prior to the PTO election meeting. Additional nominations may be received in writing two(2) weeks prior to the election.

The consent of each candidate must be obtained before his/her name is placed on the slate.

8.3 The election of officers will be held at the April meeting. The slate of candidates will be announced in the school newsletter prior to the meeting. Elections will be a majority of all votes of the membership in attendance. If there is more than one candidate, the candidate receiving the most votes will be declared the winner. If there is only one candidate, the Secretary will record the candidate was elected by unanimous ballot.

8.4 A vacancy occurring in an office will be filled by an appointment of the Executive Board for the remainder of the unexpired term.

Article IX Finances

9.1 The funds of the organization shall be derived from means as shall be determined by the Executive Board.

9.2 The Executive Board must authorize any officer or committee chair to enter into any contract on behalf of the PTO.

9.3 Authorization Limit: Any expenditure exceeding One Thousand Five-Hundred Dollars (\$1,500) must be approved by a majority vote of the membership in attendance at a general or special meeting of the members. The Executive Board may authorize any expenditure up to One Thousand Five-Hundred Dollars (\$1,500) outside the limits of the budget. The President may authorize any expenditure up to One Hundred Fifty Dollars (\$150.00)

9.4 The proposed budget must be voted upon by the membership at the first scheduled PTO meeting of the school year.

Article X Parliamentary Procedures

10.1 The rules contained in "Robert's Rules of Order: Revised" will govern this organization in all cases to which they are applicable and in which they are consistent with these bylaws.

Article XI Not -For- Profit Status

11.1 Said organization is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501© (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

11.2 No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the organizations be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in the purpose clause hereof. No substantial part of the activities of the organization shall participate by the carrying on of propaganda, or otherwise attempt to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any activities not permitted to be carried on by an organization:

(A) Exempt from federal income tax under section 501© (3) of the Internal Revenue Code or corresponding section of any future federal tax code.

(B) Make contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

11.3 Upon the dissolution of the organization , assets shall be distributed for one or more exempt purposes within the meaning of © (3) of the Internal Revenue Code, or corresponding section of any future federal 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 disposed of shall be dispersed by the Court of Common Pleas of the county in which

the principle office of the organization 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 said purposes.

Article XII Amendments

12.1 These Bylaws may be amended at any General or Board meeting by a two-thirds (2/3) vote of the members present. The proposed amendments must be submitted in writing to the membership by the executive board, or by a committee authorized by the Executive Board at least two (2) weeks prior to the vote.

12.2 The PTO membership will be notified of the date and time of the PTO meeting during which the amendments will be voted upon.

12.3 These are the Bylaws submitted to the Executive Board for approval on September 2, 1999

12.4 These Bylaws were amended and approved on September 15, 2011 by the PTO membership.