

**BY-LAWS of GLENSIDE ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION
MARCH 2011**

ARTICLE I: NAME

The name of this organization is the Glenside Elementary School Parent Teacher Organization, Glenside, Pennsylvania, hereinafter referred to as “PTO” or “Glenside PTO”. The association shall be affiliated with the Glenside Elementary School, hereinafter referred to as “Glenside” or “Glenside Elementary School”.

ARTICLE II: ARTICLES OF ORGANIZATION

The organization exists as an unincorporated organization of its members. Its “articles of organization” comprise these by-laws.

ARTICLE III: OBJECTIVES

The purpose of this organization shall be to promote a mutual understanding between home and school and to seek legislative and community action to foster superior education.

ARTICLE IV: BASIC POLICIES

The following are basic policies of this organization:

- The organization shall be non-profit, noncommercial, nonsectarian and nonpartisan.
- The name of the organization or the names of any 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 promotion of the objectives of the organization.
- The organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- The organization shall cooperate with schools to support the improvement of education in ways that will not interfere with administration of the schools and shall not seek to control their policies.
- The organization may cooperate with other organizations in such matters, but may make no commitments that bind the organization unless so authorized by the Executive Board.
- In the event of the dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in the Internal Revenue Code.

ARTICLE V: Membership and Pledges

Section 1: Any individual (parent or legal guardian), who has a child enrolled at Glenside Elementary School, is automatically a member of the PTO, subject only to compliance with the provisions of the by-laws. Teachers, staff members, and administrators at Glenside Elementary are also automatically members of the PTO.

Section 2: The organization shall conduct an annual pledge drive among its members, usually at the beginning of the school year. The Executive Board will set a suggest about of dues each year.

Section 3: All Glenside Elementary School families are encouraged to attend and participate in the monthly PTO meetings. Teachers, staff members, and administrators are also welcome and encouraged to attend meetings. The officers of this organization must be a parent of a currently enrolled student, with the exception of the Principal, who is the Vice President of the PTO.

Section 4: The teacher liaison shall be appointed each year by the Principal and/or the teacher members.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1: The officers of this organization shall be 2 Co-Presidents, Vice President (Principal of the school), a United Parents Group (UPG) Representative, a Fund-raising Chairperson, a Recording Secretary, a Corresponding Secretary, and a Treasurer. Any position can be shared by two people, except that of the vice president. All officers shall be elected for a one-year term, except the Co-President position, which shall attempt to be an alternating two-year commitment, with elections held annually. Each Executive Board position shall be held for no more than two consecutive years without the consent of the Executive Board.

Section 2: Nominations shall be made by a nominating committee consisting of 2 parents, an outgoing Executive Board member and the PTO teacher liaison. The parent members of the nominating committee shall be nominated annually by the organization at the same time as the slate of officers for the coming year. The member from the executive board shall be elected by the entire board and serve as chairperson. The nominating committee shall solicit nominees prior to the presentation of the slate. The nomination committee slate shall be presented to the general membership at least two weeks in advance of the Annual Meeting (the May meeting). It shall be the attempt of the nominating committee to get 1/3 new membership on the Executive Board each year.

Section 3: Elections shall be held at the Annual Meeting and shall be by written ballot. Nominations may be received from the floor for any office. The consent of each nominee to serve if elected shall have been previously obtained.

Section 4: Installation shall take place directly after election. New officers will assume official duties immediately after installation. The Co-Presidents may appoint standing committee chairperson(s) for the coming year any time after installation. Newly appointed chairperson(s) shall not assume their official duties until the June Executive Board Meeting with the exception of the Treasurer who shall assume his/her official duties after the Treasurer's accounts have been reviewed (no later than August 1).

Section 5: In the event of a vacancy occurring in any board position other than Co-President, the nominating committee will present a candidate to the membership at the next regular meeting and the members present shall vote on the replacement.

In the event that one of the Co-Presidents becomes unable to serve, the remaining Co-President may choose to serve alone. If the remaining Co-President does not choose to serve alone, the unexpired term shall be filled by one of the PTO Executive Board members, elected by a majority vote of the Executive Board.

ARTICLE VII: DUTIES OF OFFICERS

Section 1: The Co-Presidents shall: preside at all meetings of the organization and of the Executive Board; shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the organization or by the Executive Board; and shall coordinate the work of the officers and committees in order that the organization's objectives may be promoted. The Co-Presidents shall prepare and submit a budget to the Board for approval, with the help of the Treasurer. Co-Presidents shall attend United Parents Group meetings. To insure a smooth transition, the incoming Co-President shall meet with the outgoing Co-President and the staying Co-President before installation to discuss the activities of the organization.

Section 2: The Executive Board shall act as aides to the Co-Presidents and shall perform the duties of the Co-Presidents in the absence or inability of those officers to serve. The United Parents Group Representative shall be responsible for communicating to the members any legislative and educational developments pertinent to the objectives of the organization, including monthly updates from Glenside Elementary to the UPG leadership.

The Principal of Glenside Elementary School shall be the Vice-President.

The Fund-raising Chairperson(s) shall direct fund-raising and financial activities of the organization.

Section 3: The Recording Secretary shall record and post the minutes of all meetings of the organization and of the Executive Board, and shall have custody of the records and papers of the organization not otherwise provided for.

Section 4: The Corresponding Secretary shall conduct the correspondence of the organization and compose and publicize the newsletter (The Bear Essentials), herein included a monthly school calendar of events and notices of PTO meetings.

Section 5: The Treasurer shall receive all monies of the organization, shall keep an accurate record of receipts and expenditures and shall pay out funds only as authorized by the organization or the Executive Board.

The Treasurer's accounts shall be reviewed annually by someone, who shall not be a member of the Executive Board. A statement by the reviewer shall be presented with the Treasurer's final report to the Executive Board. The books shall be closed by June 30th of each year and shall be reviewed within 30 days thereafter.

ARTICLE VIII: EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the officers of the organization. The members of the Executive Board shall serve until their successors are elected and assume their official duties.

Section 2: The duties of the Executive Board shall be:

- To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.

- To create standing committees.
- To approve the plans of work of the standing committees.
- To present a report at the regular meetings of the organization.
- To appoint a reviewer or a reviewing committee at least two weeks before the Annual Meeting to review the Treasurer's accounts.
- To submit to the organization for approval a budget for the fiscal year.
- To approve routine bills within the limits of the budget.

Section 3: Regular meetings of the Executive Board shall be held at a time designated by the Executive Board. A majority shall constitute a quorum. Special meetings may be called by the Co-Presidents or by a majority of the Executive Board.

Section 4: Executive Board meetings shall be open upon request to any members of the organization in good standing who desire to attend. However, on motion and majority vote of the Executive Board, it may go into closed session to conduct business.

Section 5: Should any member of the Executive board be absent with excuse or notification to the Co-Presidents or Recording Secretary from three consecutive executive meetings, the Executive Board may, by majority vote, request in writing such person's resignation. Should the resignation not be forthcoming by the next regular organization meeting, the Executive Board shall declare the office vacant and, at its next Executive Board meeting, shall fill the vacancy in accordance with Article VI, Section 5.

ARTICLE IX: MEETINGS

Section 1: There shall be general membership meetings of the organization.

Section 2: Special meetings may be called by the Executive Board.

Section 3: The Annual Meeting shall be held in the month of May.

Section 4: Two-thirds of Executive Board shall constitute a quorum.

Section 5: The privilege of holding office, introducing motions, debating and voting shall be open to members of the organization, i.e. all Glenside parents or legal guardians.

ARTICLE X: STANDING AND SPECIAL COMMITTEES

Section 1: Such standing committees shall be created by the Executive Board as deemed necessary to promote the objectives and carry on the work of the organization. Their term shall be one year.

Section 2: The chairperson of each standing committee shall communicate his/her work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Co-Presidents or the Executive Board.

Section 3: The power to form special committees and appoint their members rests with the Co-Presidents. Since a special committee is created and appointed for the specific purpose, it automatically goes out of existence when its work is done and final reports are received.

Section 4: The Co-Presidents shall be ex officio members of every standing and special committee and therefore may attend committee meetings at their discretion.

ARTICLE XI: FISCAL YEAR

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

ARTICLE XII: AMENDMENTS

Section 1: A committee may be appointed to submit an amendment or a revised set of by-laws as a substitute for the existing by-laws only by a majority vote at a meeting of the organization, or by a two-thirds vote of the Executive Board.

Section 2: Review of the by-laws shall be made every five years.