

## **BYLAWS for The Nazareth Area Intermediate School Parent Teacher Organization**

### **Article I: Name**

The name of this organization is *The Nazareth Area Intermediate School Parent Teacher Organization (PTO)* located in Nazareth, Pennsylvania.

### **Article II: Purposes**

**Section 1.** The Purposes of *The Nazareth Area Intermediate School PTO* are:

- To promote the welfare of children and youth in home, school, and community.
- To provide channels of communication between families, faculty, and the administration of the Nazareth Area Intermediate School (NAIS).
- To bring into closer relation the home and school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental and social education.

**Section 2.** The Purposes of *The Nazareth Area Intermediate School PTO* are promoted through an educational program directed toward parents, teachers, students, and the general public as developed through conferences, committees, projects, and programs.

**Section 3.** *The Nazareth Area Intermediate School PTO* is organized exclusively for the charitable, scientific, literary or education purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code or corresponding Section of any future Federal tax code.

### **Article III: Members**

**Section 1.** The organization is open to any student, parent, teacher or anyone with an interest in a child's welfare.

**Section 2.** Membership in this PTO shall be made available without regard to race, color, creed, or national origin.

**Section 3.** The privilege of holding office, introducing motions, and voting shall be limited to members of the Organization age 18 and older.

**Section 4.** Each member of this PTO shall pay annual dues. Membership dues will be established annually by the Executive Board. A member must have paid his or her dues at least 7 calendar days before the meeting to be considered a member in good standing with voting rights.

**Section 5.** The PTO shall be noncommercial, nonsectarian and nonpartisan. It shall not endorse a commercial enterprise or a candidate. The name of this PTO, or the name of any member in their official capacity, shall not be used in any connection with a commercial concern, the carrying on of propaganda or with any partisan interest, nor the influencing of legislation or for any other purpose than the regular work of this organization.

**Section 6.** All net proceeds earned by any fundraising efforts, and/or the dues of the PTO shall be used for the improvement of the school and/or its programs or any special or social functions as they relate to the stated objectives. No part of the net earnings of the PTO shall benefit or be distributed to its members, trustees, officers or other persons except to pay reasonable compensation and to make payments and distributions in accordance with the PTO's activities.

## Article IV: Officers and Elections

**Section 1. Officers:** The officers shall be President, Vice President, Secretary, Treasurer, and Fundraising Director. No member may serve in more than one office at a time. If any of these offices are shared, those persons sharing an office shall both be included.

- a. **President.** The president shall prepare the agenda and preside over meetings of *The Nazareth Area Intermediate School PTO* and its Executive Board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an *ex officio* member of all committees, except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. **Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.
- c. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the membership. The secretary will also keep a copy of the minute's book, bylaws, rules, membership list, and other necessary supplies, and bring them to meetings.
- d. **Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of



the Executive Board. He or she will present a financial statement at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the end of the year. The treasurer shall keep the records available for the annual audit by the Auditing Committee. The treasurer's accounts shall be audited immediately when there is a vacancy in this office.

**Section 2. Nominations and Elections.** Elections will be held at the second to last meeting of the school year. The Nominating Committee shall recruit candidates for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken. Votes will be counted by the secretary and at least one person from the general membership.

**Section 3. Eligibility.** Members are eligible for office if they are members in good standing at least 7 calendar days before the nominating committee presents its slate and at least 18 years of age.

**Section 4. Terms of Office.** Officers are elected for a one year term and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

**Section 5. Vacancies.** If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

**Section 6. Removal from Office.** Any officer may be removed by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given whenever it is the judgment that the best interest of the PTO would be served by such action.

## Article V: Meetings

**Section 1. Regular Meetings.** The regular meeting of the organization shall be the first Tuesday of each month during the school year at 7 p.m. or at a time and place determined by the Executive Board at least one month before the meeting. The annual meeting will be held at the second to last meeting of the school year. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the meetings by website, email and/or in a flyer sent home with the students at least one week prior to the meeting.

**Section 2. Special Meetings.** Special meetings may be called by the president, any two members of the Executive Board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting by email and/or flyers and/or phone call.

**Section 3. Quorum.** The quorum shall be 7 voting members of the organization.

## **Article VI: Executive Officers & Executive Board**

**Section 1. Executive Officers.** The Executive Officers will consist of the elected positions of president, vice president, secretary, treasurer, and fundraising director.

**Section 2. Executive Board Membership.** The Executive Board shall consist of the executive officers, principal, standing committee chairs and a faculty representative. The faculty representative would be a non-elected position.

**Section 3. Duties.** The duties of the Executive Officers shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

**Section 4. Meetings.** Regular meetings of the Executive Board shall be held as needed, the day and time will be determined by the Officers. Special meetings may be called by any two Officers with 24 hours notice.

**Section 5. Quorum.** Half the number of board members plus one constitutes a quorum. Members must be physically present to vote. Votes by proxy, mail or email ballot will not be valid.

## **Article VII: Committees**

**Section 1. Membership.** Committees may consist of members and Executive Board members with the president acting as an *ex officio* member of all committees.

**Section 2. Standing Committees.** Fundraising, Nominating and Auditing Committees must be held by the organization. The chairperson(s) for Nominating and Auditing committees shall be recruited by the officers of the PTO as solicited by written notice for volunteers among the membership. The standing committee of Fundraising shall be presided over by the Fundraising Director and committee members may act as event chair for individual fundraising events. The term as chair shall be one year and may be renewed.

**Section 3. Additional Committees.** The Officers may appoint additional committees as needed. The power to form special committees and appoint their members rests with the PTO Executive Officers and approval by the membership at a regular meeting. Since a special



committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

**Section 4. Committee Chairs.** Committee Chairs must attend all regularly scheduled meetings of the PTO or, if unable to attend, notify the president so that specific agenda items of concern can be addressed. Chairs serve as coordinators of their committees as needed, submit annual record keeping, and submit committee reports. Upon its completion, the event chairperson will prepare a summary of the income and expenses and present it at the next monthly PTO meeting.

## **Article VIII: Finances**

**Section 1.** A tentative budget shall be drafted prior to the school year and be approved by a majority of the members present.

**Section 2.** The treasurer shall keep accurate records of any disbursements, income, and bank account information.

**Section 3.** The treasurer shall prepare a financial statement at the end of the fiscal year to be reviewed by the Audit Committee.

**Section 4.** The fiscal year shall be defined as starting July 1<sup>st</sup> and ending June 30<sup>th</sup>.

**Section 5.** All receipts must be turned in to the PTO Treasurer no later than 2 weeks after an event. Special circumstances will be reviewed by the Officers.

**Section 6.** The Officers shall approve all expenses of the PTO organization over \$500.

**Section 7.** Two authorized signatures shall be required on each check. Authorized signers shall be the treasurer and the president, co-president, vice president, or secretary.

**Section 8.** In accordance with federal law, the organization's annual information returns will be kept and made available to the public upon request.

## **Article IX: Investments**

**Section 1:** Funds of *The Nazareth Area Intermediate School PTO* may be invested. Investments must be made in a prudent manner to insure maximum investment return and authorized by a majority vote at an organization meeting. The transactions must be duly noted in the minutes.

**Section 2.** A detailed record shall be kept of all investment transactions. The PTO shall also keep a full accounting of all income derived from the investments. Investment documents shall be maintained to verify investment transaction. All PTO securities shall be stored in a secure location.

## **Article X: Miscellaneous**

**Section 1.** The PTO shall assure coverage by a Directors and Officers insurance policy as well as an officer's bond on the treasurer, liability and other insurances as appropriate. The amount of the bond shall be at least as great as the maximum cash balance in current funds of the PTO at any time during the fiscal year.

**Section 2.** The president shall appoint three auditors at the regular meeting of the PTO in May who shall audit the accounts of the PTO and make a written report of the audit to the members of the PTO within 90 days.

**Section 3.** All committees shall report at each regular meeting until discharged or otherwise ordered.

**Section 4.** *Robert's Rules of Order Revised* shall govern the meetings of the PTO in all cases in which they are applicable and in which they are not in conflict with the bylaws.

## **Article XI: Dissolution and Distribution of Assets**

In the event of the dissolution of *The Nazareth Area Intermediate School PTO*, the members will take the necessary steps to:

1. Pay all debts and expenses of *The Nazareth Area Intermediate School PTO*
2. Convey *The Nazareth Area Intermediate School PTO's* remaining assets to another PTA or PTO organization within the Nazareth Area School district.

In all circumstances, the distribution will be done in accordance with the applicable federal and state laws and regulations governing non-profit charitable institutions.

## **Article XII: Amendments**



The bylaws of this association shall not be altered or amended unless proposed in writing at a regular meeting, signed by at least five members in good standing, and approved at the succeeding regular meeting by a two-thirds vote of the members present over the age of 18.

For a meeting in which the bylaws will be amended, notice will be sent to members 30 days prior to a scheduled meeting.

**Adopted: 4/22/09**

**Amendments:**

<b>Proposed</b>	<b>Adopted</b>	<b>Section</b>	<b>Previous Version</b>	<b>Amended Version</b>
2/2/2010	3/2/2010	Article V, Section 1, 2 <sup>nd</sup> sentence	The annual meeting will be held at the April regular meeting.	The annual meeting will be held at the second to last meeting of the school year.
5/4/2010	6/1/2010	Article IV, Section 1, 1 <sup>st</sup> sentence	The officers shall be President, Vice President, Secretary and Treasurer.	The officers shall be President, Vice President, Secretary, Treasurer, and Fundraising Director.
		Article VI, Section 1, 1 <sup>st</sup> sentence	The Executive Officers will consist of the elected positions of president or co-presidents, vice president, secretary, and treasurer.	The Executive Officers will consist of the elected positions of president, vice president, secretary, treasurer, and fundraising director.
		Article VII, Section 2	The following committees shall be held by the organization: Fundraising, Nominating, and Auditing. The chairperson(s) of the standing committees shall be recruited by the officers of the PTO as solicited by written notice for volunteers among the membership. The term as chair shall be one year and may be renewed.	Fundraising, Nominating and Auditing Committees must be held by the organization. The chairperson(s) for Nominating and Auditing committees shall be recruited by the officers of the PTO as solicited by written notice for volunteers among the membership. The standing committee of Fundraising shall be presided over by the Fundraising Director and committee members may act as event chair for individual fundraising events. The term as chair shall be one year and may be renewed.

