

**Parent Teacher Organization Bylaws**  
**Serving the**  
**Schuylkill Valley School District**

Approved by the Executive Board  
November 14<sup>th</sup> 2023

Brittney Hadden – President

Signature \_\_\_\_\_

Date \_\_\_\_\_

Stephanie Distasio – Vice President

Signature \_\_\_\_\_

Date \_\_\_\_\_

Trisha Roy – Treasurer

Signature \_\_\_\_\_

Date \_\_\_\_\_

Alexandria Yeager – Secretary

Signature \_\_\_\_\_

Date \_\_\_\_\_

Amber Blatt – Technology Officer

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Article I – Name**

The name of the organization shall be the Schuylkill Valley Elementary Parent Teacher Organization (SVE PTO).

## **Article II – Purpose**

The SVE PTO is organized for the purpose of supporting the education of children at Schuylkill Valley Elementary by fostering relationships among the school, parents and teachers.

## **Article III – Members**

**Section 1.** Any parent, guardian, or other adult standing in loco parentis for a student in the district may be a member and shall have voting rights. The principals and any staff employed at the school may be a member and have voting rights.

**Section 2.** In May, the organization will establish if there are dues and what the costs of dues are. If dues are charged, a member must pay their dues prior to a general meeting to be considered a member in good standing with voting rights. The membership dues cover a family that has a student in the district.

## **Article IV – Officers and Elections**

**Section 1. Officers.** The officers shall be a president, vice president, secretary, treasurer and technology officer.

**a. President.** The president shall preside over the meeting of the organization and executive board as well as represent the organization at meetings outside the organization. The president will also over see all of the committees, as well as serve as an ex officio member on all of the committees, and coordinate the work of all of the committees so that the purpose of the organization is served. These duties include but not limited to the establishment of the committee and its members, preparation of the event and follow-up after the event. The president is also to be available when requested by the school for PTO needs.

**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 and take and record minutes. The minutes and budget for public meetings will be sent out within a week of the meeting to all PTO members. The secretary also keeps a copy of the minute's book, bylaws, and any other necessary supplies and bring them to the meetings. They are also the point of contact for all the school volunteer needs and updating the membership as needed. They are to send out any communication to the general members on an as needed basis.

**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 school year.

**e. Technology Officer.** The technology officer position will be responsible for updating the PTO website, ptboard, and posts for social media.

**f.** President, Secretary and Technology Officer are elected on odd years.

**g.** Vice President and Treasurer are elected on even years.

**Section 2. Nomination and Elections.** Nominations will be accepted starting at the April PTO meeting. The executive board shall review any nominated candidates to determine their eligibility. The executive board shall notify each candidate of their eligibility/ineligibility prior to the May PTO meeting. Elections will be held during the May PTO meeting. If there are two or more eligible nominees, then a ballot vote will be taken during the meeting. Those who cannot make the meeting but would like to vote may do so by e-mailing the general PTO e-mail up to 2 hours prior to the meeting start time. All nominations will be posted on the website and Facebook or similar platform.

**Section 3. Eligibility.** Members are eligible for office if they are members in good standing and have the following qualifications:

**a.** They have attended 50% of the PTO general meetings in the current membership year and/or have been an active volunteer determined by the board.

**b.** Presidential Candidates must also have served as a former officer.

The executive board can approve a nominee that does not meet the eligibility requirements.

**Section 4. Terms of Office.** Officers are elected for two years and may serve no more than 2 consecutive terms in the same office. Each person elected shall hold only one office at a time. Current executive board members can be nominated for an open board position even if their term is not up. If this occurs a one (1) year term will be permitted.

The current term limit (two consecutive terms) of president can be waived and extended by one additional term if there are no current officers interested in pursuing the presidential position.

**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.** Officers can be removed from office with just cause by two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

## **Article V – Meetings**

**Section 1. Regular Meetings.** The regular meeting of the organization shall be on the second Tuesday of each month during the year except for June, July, and August. The meetings are at 6:30 pm or at a time and place determined by the executive officers at least one month before 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 flyer, email, phone calls or via the SVE PTO Facebook page.

**Section 3. Quorum.** The quorum shall be eight (8) non-board members of the organization.

## **Article VI – Executive Board**

**Section 1. Membership.** The Executive Board shall consist of the five officers.

**Section 2. Duties.** The duties of the Executive Board 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. See appendix for specific duties.

**Section 3. Quorum.** Half the number of board members plus one constitutes a quorum.

## **Article VII – Committees**

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

**Section 2. Committee Head Eligibility.** Any member interested in chairing or co-chairing a committee must be a member of the SVE or MS PTO in good standing.

**Section 3. Committee Head Maximum.** As a SVE PTO member, you may chair or co-chair no more than 2 committees per year. Executive board is limited to 1 committee per year. There is no limit on the number of committees you can volunteer for.

**Section 4. Committee Openings.** Any committee head wishing to step down from their committee at the end of the year will pass their folder with updated information to the executive board. The committee will then be opened up to all members at the May meeting and again at the September meeting. If nobody is willing to take the committee, any member may step in, this will exempt them from their limit per year rule for the length of that year.

**Section 5. Additional Committees.** The board officers may appoint additional committees as needed.

**Section 6:** Committee heads can be removed from their committee if they fail to follow procedures written in the appendix. Any concerns of a committee head not fulfilling their duty can be brought to the attention of the board by written request.

### **Article VIII – Finances**

**Section 1.** A budget committee will meet in the spring to discuss ideas under the treasurers' guidance. Any member in good standing is eligible to be on the committee.

**Section 2.** A tentative budget will be drafted by the new and old board for the next school year and approved by a majority vote of the members present at the first meeting that has a quorum.

**Section 3.** The treasurer shall keep accurate records of any disbursements, income and bank account information.

**Section 4.** The board shall approve all expenses of the organization.

**Section 5.** Any check over the amount of \$300 requires an email approval between the Treasurer and the President. This email approval must be printed out and kept in a file for banking. Any non-budgeted expense over the amount of \$300 will be voted on by the organization when allowed. If over summer hours, the budget committee will have a plan in place for any excessive funds.

**Section 6.** The Treasurer shall prepare a financial statement at the end of the year in accordance with the IRS guidelines, to be reviewed by the Executive board.

**Section 7.** Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

**Section 8.** The SVE PTO financial records are over seen annually by an outside source.

**Section 9.** If the budget has included classroom allowances, the allowances will be granted at each meeting September thru May. All teachers must have their forms with either original or copied receipts attached and have the building principals' signature on it prior to approval. Once approved, it will be up to the PTO Treasurer to submit the refund to the teacher within 2 weeks. The amount of each allowance should be clearly marked on the Classroom Allowance Form and be inclusive to all Schuylkill Valley Elementary Staff who aide in learning development of district students.

**Section 10.** Mini grants are offered on a first come first serve basis, dollar amount subject to changes and clearly outlined on the application. The allowed amount for any given year is determined by the board at the start of the year and approved at the first monthly meeting. Kindergarten through fourth grade teachers are the only staff eligible to apply for a mini grant. Any teacher requesting a mini-grant must first submit the mini-grant application to the PTO and present it to the members of the PTO at a regularly scheduled PTO Meeting. The members of the PTO will then vote to determine if the grant is approved. The intent of a mini grant is to enrich the current curriculum that is not supported by the district budget. Only one (1) mini grant may be used per item; for example, if Teacher A would like to take their class on a special trip, then Teacher B may not apply for the same trip if it exceeds the maximum amount of the grant.

### **Article IX – Parliamentary Authority**

Robert’s Rules of Order shall govern meetings when they are not in conflict with the organization’s bylaws.

#### Robert’s Rules of Order

- 1. Conduct business one item at a time.** Jumping around from one item to another can be confusing and it generally delays progress on any of the items.
- 2. Let committees do their work.** Your general meeting is to resolve the major issues. Save everybody’s time by letting committees deal with the smaller details.
- 3. Don’t allow cross talk.** Require all speakers to address the chairperson. This helps you keep control and ensures everyone will hear the business at hand.
- 4. Limit discussion to the topic at hand.** Keep things focused, and don’t be shy about asking speakers to deal only with the current topic.
- 5. Cut off discussion when it becomes redundant.** For controversial topics, setting a time limit for each speaker can help. When discussion becomes circular, summarize the points on each side and ask for anything new – or shut off discussion by calling for a motion.

### **Article X – Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of the executive board present at the meeting plus quorum.

### **Article XI – Amendments**

The Executive Board shall request proposed changes to the existing bylaws at the September and October meetings. Any proposed changes shall be voted on and the original or amended bylaws will be voted at the November meeting. The bylaws will be approved by a two-thirds vote and will remain as approved for the remainder of the school year.

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization. Notice

may be given by postal mail, email, Facebook page or verbally at a previous meeting. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

## **Article XII – Agenda**

The order of business for a regular SVE PTO meeting will be:

1. Call to order (time)
2. Welcome
3. Secretary's report
4. Treasurer's report
5. Grants/Allowances
6. Teacher Representatives
7. Old Business/New Business
8. Committees/Programs
9. Announcements (including date and time of the next meeting)
10. Adjournment (time and approval)

## **Article XIII – Definitions**

**Motion** – A motion is a formal way to propose something of which the group should vote. The proposer says, “I move that...” and clearly states what is being considered. Someone else “seconds” the motion. Guided by the president, the group discusses the motion until they are ready to vote. Finally, the president asks for an indication of “all those in favor” followed by “those opposed.” There is no need to ask for “abstentions” (those who choose not to vote at all), because any abstentions are not counted toward the outcome of the motion.

**Quorum** – A quorum is the minimum number of members required to conduct business at a meeting.

**Minutes** – The minutes are the permanent record of the business conducted during a meeting, typically prepared by the group's secretary. They include details such as the date, time and the location of the meeting, and the presiding officer. Specific motions and their outcomes (but not exact vote counts) are also included in the minutes. The minutes for each meeting are presented for the assembly's approval at the next meeting.

**Adjournments** – Adjournment is simply a formal way to close a meeting so everyone knows the session has come to an end. The time of adjournment is recorded in the meeting minutes.

**Tabling a Motion** – If it is clear that a motion cannot or should not be voted upon at the current time, it is typical to postpone (“table”) it until the next meeting. Technically there should be a new motion to table the current motion but most groups can agree to delay discussion without layers of parliamentary procedure. Often, it helps to appoint a committee or a member to study the issue and report back to other members at the next meeting. This tactic can save time on circular debate, especially when all of the facts aren't available.