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## **PTO Bylaws**

### **Article I – Name**

The name of the organization shall be the West Branch Area PTO.

### **Article II – Purpose**

The organization is organized for the purpose of supporting the education of children at West Branch Elementary by fostering relationships among the school, parents, and teachers.

### **Article III – Members**

**Section 1.** Any parent/guardian of a student at the school may be a member and shall have voting rights. The principal and any teacher/staff employed at the school may be a member and have voting rights.

**Section 2.** Dues, are not required

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

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

**Reminder: While most states only require a president, secretary, and treasurer, we recommend you also have a vice president, to assist the president and provide for succession. Many state laws do not allow the same person to serve as president and secretary.**

#### **a. President.**

The president shall preside over meetings of the organization, serve as the primary contact for the principal, complete the agenda for meetings and send notices of meetings to the members, represent the organization at meetings outside the organization, serve as a member of committees, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

#### **a. 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.

#### **b. Secretary.**

It is the policy of the West Branch Area School District not to discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability in its educational programs, activities, or employment. Services and facilities are accessible to and usable by disabled persons as required by Title IX, Section 504 and Title VI.

The secretary shall keep all records of the organization, take and record minutes, and handle correspondence. The secretary also keeps a copy of the minute's book, bylaws, rules, member list, and any other necessary supplies, and brings them to meetings.

**c. Treasurer.**

The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, pay out funds in accordance with the approval, maintain and purchase items with the check card, sign checks, and make all deposits. If Treasurer is unable to make a deposit he/she may ask another officer to do so. He/she will present a financial statement at every meeting and at other times of the year when requested, and make a full report at the end of the year.

**Section 2. Nominations and Elections.** Elections will be held at the second to last meeting (April) of the school year. At that meeting, nominations may be made from the floor. Voting shall be by voice vote and nominees must be present at meeting. If more than one person is running for an office, a ballot vote shall be taken.

**Section 3. Eligibility.** Any member is eligible for nomination

**Section 4. Terms of Office.** Officers are elected for one year. 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.** Officers can be removed from office with or without cause by a 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 the second week of each month during the school year at 6 p.m (rotating schedule Tuesday through Thursday), or at a time and place determined by the officers.

**Section 2. Special Meetings.** Special meetings may be called by any officer, via text, email, or in person.

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

**Reminder: It's a good practice to give notice of all meetings. Some states require a minimum notice prior to a meeting, but not usually for meetings held on the same day and at the same time each month (i.e., your regular monthly meetings).**

## **Article VI – Executive Board**

**Section 1. Membership.** The Organization shall consist of the officers, principal, and standing members.

**Section 2. Duties.** The duties of the Organization 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 members, approve routine bills, and prepare reports and recommendations to the members.

**Section 3. Meetings.** Regular meetings shall be held monthly. Special meetings may be called by any officer via text, email, or in person.

**Section 4. Quorum.** Half the number of officers plus one constitutes a quorum.

**Reminder: Most states prohibit boards of directors from voting by proxy, mail, or email ballot unless the decision is made in writing and is unanimous. The thinking is that boards should meet and confer before making decisions, unless all board members agree.**

## **Article VII – Committees**

**Section 1. Membership.** Committees may consist of officers and members, with the president acting as a member and ensuring each committee is serving its purpose.

**Section 2. Standing Committees.** The following committees shall be held by the organization: Fundraising, Box Tops, and Yearbook.

**Section 3. Additional Committees.** The board may appoint additional committees as needed.

## **Article VIII – Finances**

**Section 1.** A tentative budget of \$600.00 shall be given for each committee. If the committee needs a larger budget it must be approved by a majority vote of the members.

**Section 2.** The Treasurer shall keep accurate records of any disbursements, income, and bank account information, make debit card purchases, sign all checks, and make deposits.

**Section 3.** The officers and members shall approve all expenses of the organization.

**Section 4.** One authorized signature shall be required on each check. Authorized signer shall be treasurer.

**Section 5.** The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee (officers and/or school district staff).

**Section 6.** Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the members approval, spent for the benefit of the school.

**Section 7.** The fiscal year shall coordinate with the school year.

**Section 8:** Receipts must be turned in within 30 days to the Treasurer to be reimbursed. If receipts are received after 30 days, member or officer will not be reimbursed for purchase.

**Section 9:** All money must be counted by 2 individuals (can be officers, members, or school district staff), it is required that one must be an officer. The cash report must be completed and both parties must sign and present to Treasurer prior to depositing.

**Section 10:** A minimum of \$5,000 must be kept in the organizations account. If the accounts reaches \$5,000 no requests will be taken.

**Reminder: State laws often dictate what records must be made available to an organization's members and to the general public. Also, federal law requires that a nonprofit tax-exempt organization's IRS Form 1023 and copies of the organization's annual information returns (IRS Form 990 or 990EZ) for the most recent three years be available for public review when requested.**

### **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 is a time-tested standard, providing common rules of parliamentary procedure for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Roberts Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

### **Article X – Standing Rules**

Standing rules may be approved by the officers, and the secretary shall keep a record of the standing rules for future reference.

### **Article XI – Dissolution**

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

### **Article XII – Amendments**

These bylaws may be amended by officers at any time with a 3 officer vote via text, email, or in person. If there is a 2 to 2 vote the information will be presented at the next PTO meeting for members to make final decision.

### **Article XIII – Conflict of Interest Policy**

It is the policy of the West Branch Area School District not to discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability in its educational programs, activities, or employment. Services and facilities are accessible to and usable by disabled persons as required by Title IX, Section 504 and Title VI.

**Section 1. Purpose.** The purpose of the conflict of interest policy is to protect this organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Section 1.** A tentative budget of \$600.00 shall be given for each committee. If the committee needs a larger budget it must be approved by a majority vote of the members present.

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

**Section 3.** The board shall approve all expenses of the organization.

**Section 4.** One authorized signature shall be required on each check. Authorized signer shall be treasurer.

**Section 5.** The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

**Section 6.** 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 7.** The fiscal year shall coordinate with the school year.

**Reminder: State laws often dictate what records must be made available to an organization's members and to the general public. Also, federal law requires that a nonprofit tax-exempt organization's IRS Form 1023 and copies of the organization's annual information returns (IRS Form 990 or 990EZ) for the most recent three years be available for public review when requested.**

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#### **Article XII – Amendments**

These bylaws may be amended by Executive officers at any time.

### **Article XIII – Conflict of Interest Policy**

**Section 1. Purpose.** The purpose of the conflict of interest policy is to protect this organization’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

#### **Section 2. Procedures.**

##### **d. Violations of the Conflict of Interest Policy.**

i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

ii. If, after hearing the member’s response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Section 3. Compensation.** No Executive member or member is to receive compensation

**Section 4. Periodic Reviews.** To ensure that the organization operates in a consistent manner yearly reviews shall be conducted.

**Section 5. Use of Outside Experts.** When conducting the periodic reviews as provided for in Section 4, the organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.