

Bylaws

of

Nathan C. Schaeffer Elementary School PTO

Article I- Name

The name of the organization shall be the Nathan C. Schaeffer Parent-Teacher Organization (PTO), 875 Pleasure Road, Lancaster, PA, 17601.

Article II- Purpose

The purpose of the PTO is to enhance and support the educational experience at Schaeffer, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Schaeffer through volunteer and financial support.

Article III- Policies

Section1: This organization shall be noncommercial. No endorsement will be assumed or implied for any commercial or charitable enterprises.

Section2: This organization shall not directly or indirectly participate or intervene, in any way, including the publishing or distribution of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise. This includes all written and electronic correspondence.

Article IV- Membership

The Schaeffer PTO shall be comprised of the parents/guardians of any child enrolled in Schaeffer Elementary School, as well as the teaching staff and administration of the Schaeffer Elementary School.

Article V- General Membership Attendance

Section 1: An annual meeting shall be held during the month of May, where elections for officers will occur.

Section2: Members present shall constitute a quorum for the transaction of business at this meeting.

Article VI- Executive Committee & Cabinet

Section 1: The Executive Committee shall be composed of the officers of the organization. SLAC Representatives (3), the Principal and a faculty representative.

Section 2: The duties of the Executive Committee will be:

- A. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the membership;
- B. To create standing committees;
- C. To approve the plans of work of the standing committees;
- D. To prepare and submit to the membership a budget for the fiscal year

Section 3: The Cabinet shall be composed of the officers of the organization and Schaeffer principal.

Section 4: The duties of the Cabinet will be:

- A. To approve expenditures;
- B. Any decision requiring a vote shall require a quorum of 2/3's of the Cabinet;
- C. To approve a proposed measure, a majority vote of agreement by the members of Cabinet is required.

Article VII- Meetings

Section 1: The Schaeffer PTO Executive Committee will meet monthly. The regularly scheduled meeting will be determined by each new board. Additional meetings may be held throughout the year at the discretion of the President. These dates shall be announced to PTO membership in advance.

Section 2: The PTO Executive Committee meetings are open to all members. However, as a courtesy to the President, any member who wishes to be included on the agenda must first notify the President or Secretary.

Section 3: All members are allowed to participate in business meetings, in a non-voting capacity. Membership voting privileges are limited to the election of the Executive Committee Officers only.

Article VIII- Officers

Section 1: The officers shall be a President, Vice-President, Secretary and Treasurer.

- A. President: The President shall preside over meetings of the organization and Executive Committee, serve as the primary contact for the principal, represent the organization at meetings outside the organization, prepare the agenda and shall coordinate the work of the officers and committees.
- 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. The Vice-President should automatically assume the presidency for the year immediately following his/her term as Vice- President. The Vice- President shall be responsible for overseeing all of the fundraising activities for the organization.
- C. Secretary: The Secretary shall keep all the records of the organization, take and record minutes, handle correspondence and send notice of meetings to the membership. The secretary is responsible for distributing minutes to membership and to other parties.

- 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 Committee. He/she will present a financial statement at every meeting and at other times of the year when requested by the Executive Committee, and make a full report at the end of the year. The Treasurer shall have his/her name on all bank accounts held by the organization, along with the President or at least one other officer designated and approved by the Executive Committee.

Officers shall assume their duties at the end of the school year in which they are elected. They shall serve for a term of one school year. No officer shall be eligible to fill the same office for more than two consecutive terms, unless no other candidate can be found and an extension of the term is passed by the Executive Committee.

Article IX- Standing Committees

Section1: Standing committees shall be established or disbanded by the Executive Committee as may be required to promote the objectives and interest of the organization.

Section2: All Committee Coordinators shall be responsible for providing a written report outlining pertinent information and details of their committee. A copy of this report should be retained within the appropriate notebook by the PTO for future reference.

Section 3: A master list and description of all Standing Committees will be maintained by the Secretary of the organization.

Section 4: A person may serve no more than two consecutive years as a Committee Coordinator, unless no other candidate can be found.

Section 5: Committee Coordinators shall be limited to members of the organization.

Article X- Student Lay Advisory Committee (SLAC)

The term for each representative is three years and each representative should be appointed by the Principal or Nominating Committee.

Article XI- ELECTIONS OF THE EXECUTIVE COMMITTEE

Section1: A Nominating Committee of President and Vice-President (who will act as a chairperson) shall submit a slate of Executive Committee Officers for the May General Membership Meeting.

Section 2: The names of the nominees shall be sent to PTO Membership at least seven days prior to the May General Membership Meeting.

Section3: Elections will be held by ballot at the May General Membership Meeting.

Section 4: It is recommended that to serve as President, the person should have previously served on the Executive Committee or have chaired a Standing Committee.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Committee.

Article XII- Finances

Section 1: There shall be a minimum balance to provide for beginning of the school year expenses as determined by the Executive Committee in May of the prior school year.

Section2: The organization's financial records shall be audited at the end of each fiscal year. After the above audit has been completed, the person conducting the audit shall prepare a written financial statement to the Executive Committee of the organization.

Article XIII- Policies and Bylaws

Section1: "Robert's Rules of Order Revised" will govern this PTO in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

Section2: These Bylaws shall be reviewed by the Executive Committee every year. Upon approval by the Executive Committee, any change or updates to the Bylaws shall become effective immediately.

Reviewed: 7/12/21

Approved: 8/15/21

Reviewed & Approved: August 2022

Reviewed & Approved: August 10, 2023