

BY-LAWS OF THE NORTH SALEM ELEMENTARY SCHOOL PTO

Article I. Name

Section 1. The name of this organization shall be the North Salem Elementary School Parent-Teacher Organization, hereafter referred to as the "P.T.O." or the "Organization".

Article II. Purpose

Section 1. The P.T.O. shall act as a supportive organization to the administration, staff and the student body of the North Salem School District.

Section 2. The P.T.O. shall act to promote and help develop a cooperative working relationship between the parents and the staff of the North Salem Elementary School (the "School"), and foster and encourage parent participation on all levels.

Section 3. The P.T.O. shall act as a liaison between the School and the Community covered by the North Salem School District.

Section 4. The P.T.O. may provide, through funds and effort, programs and activities for the students of the School.

Section 5. No officer, committee chairperson, committee member or other member of the P.T.O. shall act or represent himself or herself on behalf of the P.T.O. without the express consent of the Executive Board (as hereinafter described). The name of the P.T.O. or the names of any officer of the P.T.O. shall not be used in any connection with a commercial concern or with any partisan interest without the prior, written consent of the Executive Board or for any purpose not appropriately related to promotion of the Purposes of the P.T.O.

Section 6. When communicating about the P.T.O., School, and Community, including but not limited to phone calls, letters, and social media posts, all officers, committee chairpersons, committee members or other members of the P.T.O. shall act responsibly, transparently, and respectfully. Specifically when communicating publicly (such as via social media), communications must not reference concerns, problems or conflicts with an individual parent, student, or staff member (as hereinafter described). Each officer, committee chairperson or committee member representing himself or herself on behalf of the P.T.O. must do so in a professional and courteous manner, and clearly indicate that opinions expressed are personal and do not necessarily reflect the views of the P.T.O. Information shared or discussed during Executive Board Meetings, Committee Meetings or special meetings called by the President shall be deemed confidential and may not be shared publicly without express consent of the Executive Board.

Article III. Membership

Section 1. The family (which includes a parent or legal guardian) of any student attending the School, or any administrator, teacher or teacher aide of the School (such administrators, teachers or teacher aides are hereafter individually referred to as “staff member”), may become a member of the P.T.O. by paying the annual dues.

Section 2. Dues shall be \$25.00 per family or staff member, which includes online access to the student directory; the Executive Board may waive dues on a case-by-case basis in circumstances of financial hardship.

Section 3. Each family or staff member, who is a member of the P.T.O., shall be entitled to one vote at any P.T.O. meeting.

Section 4. Each member shall be invited to submit a contact email address to be included in the P.T.O. email communication database. Emails and other communications sent to members by the P.T.O. using this database shall notify members that the P.T.O. may be contacted by emailing pqpto@northsalemschools.org.

Section 5. Any officer, committee chairperson, committee member or other member of the P.T.O. who fails to comply with the by-laws stated herein will have their P.T.O. membership revoked. Membership dues will not be refunded in the event of revocation from the P.T.O.

Article IV. Organization

Section 1. An Executive Board shall govern the affairs, activities and administration of the P.T.O. The Executive Board shall consist of the following elected officers: President, Vice-President, Secretary, Treasurer, and Assistant Treasurer. Two persons may be nominated and elected to fill the position of President, Vice-President and Secretary. In this instance, both of the persons shall be given all of the rights and responsibilities of the office as enumerated herein. (Any such Co-Presidents, Co-Vice Presidents, and Co-Secretaries shall be collectively referred to herein as “President”, “Vice-President” and “Secretary”, respectively.) The Principal of the School shall serve as an ex-officio member of the Executive Board and may be present at meetings of the Executive Board.

Section 2. The Executive Board shall transact necessary business during the intervals between the P.T.O. meetings and such other business as may be referred to it. It may create committees, approve the plans and work of committees, present reports and recommendations at the P.T.O. meetings, and, in general, conduct the business and activities of the Organization.

Section 3. A majority of the regular members of the Executive Board shall constitute a quorum for the transaction of business. Once a quorum is established, a majority vote of the regular members of the Executive Board present shall be required for all action to be taken by the Executive Board.

Section 4. The Organization is organized exclusively for charitable, educational and/or scientific purposes under section 501 (c) (3) of the Internal Revenue Code.

Section 5. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any further federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding sections of any future federal tax code.

Article V. Officers

Section 1. The President shall be the principal executive officer of the organization and, subject to the control of the Executive Board and the direction of the membership, shall in general supervise and control all of the activities of the organization. The President shall preside at all meetings of the P.T.O.; perform the usually accepted duties of the President and such other duties as may be prescribed in these bylaws; be a member ex-officio of all committees, coordinate the work and manage a reporting process with the officers and committees of the P.T.O.; and act as or designate a spokesperson for the P.T.O. The President, together with the Treasurer, shall be authorized to draw checks and vouchers on the financial and bank accounts of the P.T.O.; only one (1) authorized signature shall be required on checks or vouchers drawn on the financial and bank accounts of the P.T.O. The President, together with the Treasurer, shall be authorized to make purchases using any debit or credit card acquired in the name of the P.T.O.

Section 2. The Vice-President shall assist the President, shall assume the President's duties in the President's absence, and shall carry out any duties assigned by the President.

Section 3. The Secretary shall keep minutes of all meetings and shall distribute them at P.T.O. meetings, as well as to the teachers, the Principal and the Executive Board. The Secretary shall also post the minutes on the P.T.O. section of the School website to the extent possible and reasonably feasible. The Secretary shall prepare an agenda for each P.T.O. meeting, which shall be approved at the Executive Board meeting by the Executive Board and the Principal. The Secretary shall sign the by-laws, incorporate all amendments to the by-laws and shall ensure that copies of the amended by-laws are on file in the Principal's office. The Secretary shall be responsible for reviewing, maintaining and responding to all correspondence regarding the organization.

Section 4. The Treasurer shall receive and have custody of all funds of the P.T.O. The Treasurer shall keep, and be responsible for the maintenance of, books of account and records of receipts and expenditures of P.T.O. funds, including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for five years. The Treasurer shall make disbursements as authorized by the President,

Executive Board, or P.T.O. The Treasurer shall present a financial statement at every P.T.O. meeting and at other times when requested by the Executive Board. The Treasurer, together with the President, shall be authorized to draw checks and vouchers on the financial and bank accounts of the P.T.O.; only one (1) authorized signature shall be required on checks or vouchers drawn on the financial and bank accounts of the P.T.O. The Treasurer, together with the President, shall be authorized to make purchases using any debit or credit card acquired in the name of the P.T.O. The Treasurer shall make available all books or financial records for review or audit upon the request and at the direction of the President or the Executive Board.

Section 5. The Assistant Treasurer will be responsible for reconciling all monthly bank statements issued in the name of the Organization, including but not limited to any checking account, debit card and credit card statements. The Assistant Treasurer shall present all such original statements at each Executive Board meeting for review. All statements that have become available since the prior Executive Board meeting shall be presented.

Article VI. Election Procedures

Section 1. The Executive Board shall present the slate of positions available at the April P.T.O. meeting. Any person interested in running for office must so notify the Executive Board in writing one week prior to the May P.T.O. meeting, at which time the Executive Board will present to the membership for its vote a final slate of persons running for election.

Section 2. Officers shall be elected for a term of one year commencing at the June P.T.O. meeting of the year elected. An officer may run for re-election for a second one-year term, but shall not serve in the same office for more than two consecutive years. The prohibition against an officer serving in the same office for more than two consecutive years shall not preclude that officer from running for a different office or from running for the original office provided that the original office is held by a different person for at least one year. Notwithstanding this provision, the Treasurer may serve for a maximum of four (4) consecutive years.

Section 3. Resignation of an officer shall be rendered in writing to the Executive Board thirty days prior to the effective date, at which time the Executive Board shall appoint a replacement for the remainder of the term.

Section 4. Elections shall take place at the last designated meeting in May by a simple majority of the members present.

Section 5. The new officers will assume their positions as of the June meeting.

Article VII. Meetings

Section 1. Meetings shall be held monthly throughout the school year at a time and day designated by the Executive Board. Meeting dates shall be determined on time to appear in the district calendar. These meetings shall be open to the community. Reminder notices of upcoming meetings

shall be delivered by email to all parents who have provided the P.T.O. with contact information for its email communication database.

Section 2. The President, as needed, shall call Executive Board Meetings.

Section 3. The President, as needed, shall call special meetings.

Section 4. Evening meetings shall be held for information purposes at the discretion of the Executive Board.

Section 5. Those members present at a properly called P.T.O. meeting or special meeting shall be designated as a quorum and shall be entitled to take action on behalf of the Organization.

Section 6. A simple majority vote of the members present at any meeting shall be required for all action to be taken by the Organization.

Article VIII. Committees

Section 1. The Executive Board may create committees to assist the Board in fulfilling the Purposes of the P.T.O. (hereinafter the "P.T.O. Committees"). In this connection, the Executive Board may approve the plans and work of P.T.O. Committees, and may present reports and recommendations at the P.T.O. meetings concerning P.T.O. Committees. P.T.O. Committees may be of any size as determined by the Executive Board.

Section 2. The Executive Board shall appoint a chairperson or co-chairperson (collectively, "chairperson") for each P.T.O. Committee. The committee chairpersons shall be responsible for recruiting and appointing their own committee members. Each P.T.O. Committee shall serve at the discretion of the Executive Board or until its purpose has been filled.

Section 3. No P.T.O. Committee chairperson or committee member shall enter into any contract, expend any funds or otherwise engage outside persons in the name of the P.T.O. or any P.T.O. Committee without the prior, written approval of the Executive Board.

Section 4. In addition to the P.T.O. Committees, the P.T.O. may also sponsor and administer an after school program whose purpose shall be to promote enrichment learning for the students and the School in a non-competitive environment (hereinafter the "After School Enrichment Program"). Prior to including a program within the offerings of the After School Enrichment Program, the Executive Board must first approve the purpose, mission and structure of any such program. Any changes to the approved program offerings or to the purpose, mission or structure of an approved program offering within the After School Enrichment Program shall likewise require the prior approval of the Executive Board.

Article IX. Funds

Section 1. All funds of the P.T.O. shall be deposited in the general account maintained by the Treasurer. Notwithstanding anything to the contrary in this section, the Executive Board may approve

the conduct of fund raising campaigns for specific purposes (hereinafter "Special Fund Raising Campaigns"), in which case, the funds raised from such Special Fund Raising Campaigns shall be segregated by the Treasurer from the general account of the P.T.O. and used for such purposes. Any funds remaining after use for the specific purposes for which they were raised pursuant to the Special Fund Raising Campaign shall revert to the general account of the P.T.O. No fund raising activity under the auspices or name of the P.T.O. shall be undertaken without the prior, written approval of the Executive Board. All funds collected in the form of cash on behalf of the P.T.O, or on behalf of any of its committees, shall be counted in the presence of no less than two people, and the total of such funds shall be noted and initialed by each person who participated in the counting of funds.

Section 2. Financial reports from the Treasurer and all P.T.O. Committees shall be made at the monthly meetings.

Section 3. All requests for expenditures of general P.T.O. funds, whether by staff members, committee chairpersons, committee members or other P.T.O. members, must be made in writing to the Executive Board in accordance with the procedures promulgated by Executive Board for that purpose. Decisions concerning expenditures of P.T.O. funds of an amount not to exceed \$250 may be made by the Executive Board. Decisions concerning expenditures over \$250 must be first approved by the Executive Board and then ratified by a vote of the P.T.O. membership.

Section 4. Upon Dissolution of the Organization, The P.T.O., assets shall be distributed for one or more tax exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Organization is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 5. In the event of the dissolution any P.T.O. Committee, funds from that committee shall revert to the P.T.O. general account.

Section 6. The Treasurer's books shall be audited upon the request and at the direction of the President or the Executive Board in accordance with generally accepted accounting principles. Any such audit shall be conducted by two P.T.O. members appointed by the Executive Board who are neither members of the Executive Board nor chairpersons of any P.T.O. committees.

Article X. Amending the By-Laws

Section 1. These by-laws may be amended at any meeting of the general membership by a majority vote of those members present. Members shall be advised in writing of the proposed amendments prior to the meeting.

Section 2. A thorough review of these by-laws shall be conducted every three years.

Section 3. Prior by-laws for the P.T.O. could not be located. To the extent that they existed and were inconsistent with these by-laws stated herein, any such prior by-laws are hereby revoked. All actions taken to date by the P.T.O., its Executive Boards, and its P.T.O. Committees are hereby ratified.

Article XI. Parliamentary Authority

Section 1. The rules contained in Robert’s Rules of Order, Newly Revised (10th Edition) shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

These by-laws were originally voted on and approved by the membership on October 14, 2003.

Addition to Article IV, Section 4 and Section 5 and revision to Article IX, Section 4 were voted on and approved by the membership on June 10, 2008.

Addition to Article VI, Section 2 was voted on and approved by the membership on May 8, 2012.

Article III, Section 4 and Article V, Section 5; additions to Article V, Section 4, Article VII, Section 1, and Article IX, Section 1; and revisions to Article VI, Sections 1 and 4 were voted on and approved by the membership on June 12, 2012.

Revisions to Article IX, Section 3 were voted on and approved by the membership on December 11, 2012.

Revisions to Article III, Sections 2 and 4; and additions to Article II, Section 6, Article III, Section 5 and Article V, Sections 1 and 4 were voted on and approved by the membership on June 13, 2018.

Marcy Miller
Co-President

Christie Mierzwa
Co-President