

**SARAH STARKWEATHER ELEMENTARY SCHOOL  
PARENT-TEACHER ORGANIZATION BY-LAWS**

**ARTICLE I: NAME**

- 1.1 The name of this organization shall be the Sarah Starkweather Parent-Teacher Organization (PTO).

**ARTICLE II: PURPOSE**

- 2.1 To promote continuous cooperation and communication among parents, teachers and administrators;  
2.2 To enhance our children's education by providing materials and activities that will assist in their mental, physical and emotional development;  
2.3 To assure compliance with guidelines and evaluations set forth by West Chester Area School District.

**ARTICLE III: MEMBERSHIP**

- 3.1 All parents/guardians of students registered at Sarah Starkweather Elementary School, and teachers, shall be members of the PTO.  
3.2 Members are entitled to vote at general membership meetings.

**ARTICLE IV: EXECUTIVE COMMITTEE/BOARD OF DIRECTORS**

- 4.1 The Executive Committee shall consist of: President, Vice-President of Budget, Vice President of Communication, Secretary(ies), and Treasurer. When necessary, and with the sanction of the current executive committee, co-Presidency and/or co Vice-Presidency shall be considered.  
4.2 No one person shall hold two positions on the Executive Committee; the exception being, if no person is identified by the May PTO general meeting to fill the vacant Executive Committee position.  
4.3 The Board of Directors shall consist of: President, Vice-Presidents of Budget and Communication, Secretary, Treasurer, Chairs of committees, teacher representatives and the principal.  
4.4 The Board of Directors shall review, implement, and oversee the activities of the PTO as defined in Article II and as the membership directs.

**ARTICLE V: RESPONSIBILITIES OF THE MEMBERS OF THE BOARD OF DIRECTORS**

- 5.1 President
- A. Must have served at least one year on the Board of Directors of Sarah Starkweather PTO.
  - B. Shall attend or appoint a qualified representative to all official school district functions requiring representation.
  - C. Shall chair all monthly PTO meetings.
  - D. In conjunction with the Budget Committee, shall compile next year's proposed budget, and submit for approval no later than the final general meeting of the current school year.
  - E. The President shall create and dissolve all special committees, shall designate their functions and appoint their chairpersons.
  - F. May serve 2 consecutive 1-year terms, at which time he/she must resign from the Executive Board for a minimum of 1 year; the exception being, if no person is identified by the May PTO general meeting, he/she may serve for an additional year.
  - G. Shall be an ex-officio member of all committees.
  - H. If, by the end of the term of the current PTO President (co-Presidents), a current member of the Board of Directors does not come forth to serve as President, the selection of the PTO President (co-Presidents) will become open to the membership of Sarah Starkweather Elementary School, with the knowledge that the resigning President (co-Presidents) will advise the newly elected president for the first 30 days of the upcoming school year. "Membership" being defined in the by-laws as "all parents/guardians and teachers of students at Sarah Starkweather Elementary School." (Amendment passed June 1, 2004)
- 5.2 Vice-President: Budget
- A. Shall assume the duties of the President in the event of absence or resignation.
  - B. Shall chair the Budget Committee.
  - C. May serve 2 consecutive 1-year terms, at which time he/she must resign from the Executive Board for a minimum of 1 year; the exception being, if no person is identified by the May PTO general meeting, he/she may serve for an additional year.
  - D. Shall be a member ex-officio of all standing committees.
  - E. At the beginning of each school year shall generate requests for the annual staff gifts.

### 5.3 Vice-President: Communications

- A. Shall be responsible for compiling and publishing the monthly PTO newsletter.
- B. Will coordinate communication between the caseworker, PTO committees and school staff.
- C. Shall be responsible for development and maintenance of the PTO Website
- D. Shall be responsible for maintenance of E-News database and issuance of the E-News bulletins
- E. May serve 2 consecutive 1-year terms, at which time he/she must resign from the Executive Board for a minimum of 1 year; the exception being, if no person is identified by the May PTO general meeting, he/she may serve for an additional year.
- F. Shall be a member ex-officio of all standing committees.

### 5.4 Secretary

- A. Shall record, sign and maintain the minutes of all PTO meetings.
- B. Shall advise all Board of Directors members of PTO meeting dates.
- C. Shall be responsible for correspondence generated by the Board of Directors, as necessary.
- D. Shall distribute minutes to the general membership at the monthly PTO meetings.
- E. Shall publicize the upcoming agenda prior to each monthly PTO meeting.
- F. May serve 2 consecutive 1-year terms, at which time he/she must resign from the executive board for a minimum of 1 year; the exception being, if no person is identified by the May PTO general meeting, he/she may serve for an additional year.
- G. board for a minimum of 1 year; the exception being, if no person is identified by the May PTO general meeting, he/she may serve for an additional year.
- H. Will be responsible for the annual engraving of the Presidential plaque.
- I. Will generate and distribute holiday gifts to the supplemental staff at the discretion of the PTO.

### 5.5 Treasurer

- A. Shall keep accurate records of all financial transactions.
- B. Shall provide a monthly report covering the current status of all accounts.
- C. Shall submit a year-end financial report.
- D. Shall have all PTO accounts audited by an independent source at year's end.
- E. Shall serve on the Budget Committee.
- F. Shall be responsible for filing Federal Income Tax returns.
- G. May serve 2 consecutive 1-year terms, at which time he/she must resign from the executive board for a minimum of 1 year; the exception being, if no person is identified by the May PTO general meeting, he/she may serve for an additional year.

### 5.6 Principal

- A. Shall be the current principal of Sarah Starkweather Elementary School.
- B. Shall advise the Board of Directors throughout the year with regard to expenditures of money, school district policies, and all proposed PTO activities.
- C. If the principal cannot attend a PTO general meeting, he/she shall appoint a faculty member as his/her representative.
- D. The principal shall not vote.

### 5.7 Teacher Representatives

- A. Shall be the prime liaisons between Sarah Starkweather teaching staff and the PTO.
- B. There shall be 3 permanent teacher representatives to serve on the Budget Committee representing Specials, K-2, and 3-5.
- C. Shall advise the Board of Directors throughout the year with regard to expenditure of money and proposed PTO activities.
- D. There shall be teacher representation at all PTO general meetings. They shall designate alternates to attend in their absence.
- E. The representative(s) shall present a monthly summary of highlights for each grade level and Specials.
- F. May serve 2 consecutive 1-year terms, at which time he/she must resign from the Executive Board for a minimum of 1 year; the exception being, if no person is identified by the May PTO general meeting, he/she may serve for an additional year.

### 5.8 Committee Chairs

- A. The Educational Committee Chairpersons shall represent Council of the Arts, Gifted Program, PTOC, Stargazer Newspaper, Art Goes to School, Striders and Wellness Liaison.
- B. The Operational Committee Chairpersons shall represent Auction (if applicable), Budget, Educational Incentives, Fair, Fundraising, Market Day, School Store and Membership Coordinator.

- C. The Service Committee Chairpersons shall represent Volunteers, Directory, Emergency Phone Chain, Holiday Shop, Homeroom Parents, Hospitality, School Socials, Spirit Wear, Yearbook, Internet Communications, Cafeteria Assistance, Book Fair, Bulletin Board, Sign, Community Service, First Day Packet, Gardening and Family Folders.
- D. Each Educational and Operational Committee Chairperson, or their designee, shall report at monthly PTO meetings, or submit a written report to the president to be appended to the meeting minutes.
- E. Each Service Committee Chairperson shall be responsible for informing the membership of current activities. If he/she is unable to attend the concurrent monthly PTO meeting(s), he/she shall submit a written report to the president to be appended to the meeting minutes.
- F. Special Committee Chairpersons shall attend meetings as necessary.
- G. May serve two 1-year consecutive terms; the exception being, if no person is identified by the May PTO general meeting, he/she may serve for an additional year.
- H. Chairpersons shall keep informational files to pass on to the next year's chair by June 30th of the current school year, or store them in the PTO files.
- I. Committee purposes and descriptions are in the PTO Policy and Procedures document.

#### **ARTICLE VI: MEETINGS**

- 6.1 General meetings shall be held four or more times a year, generally in late September or early October, November, February, and May, and are open to all parents and teachers at Sarah Starkweather Elementary School.
- 6.2 Meetings shall be run according to Roberts Rules of Order, with the exception that votes shall be decided by 2/3 of membership in attendance. The vice-president shall be parliamentarian.
- 6.3 The President shall not vote except to break a tie.
- 6.4 Any person wishing to be on the agenda of a general meeting shall make the Executive Committee aware one week prior to the general meeting.

#### **ARTICLE VII: SELECTION OF BOARD OF DIRECTORS**

- 7.1 The Nominating Committee shall consist of two Board members chosen at random, and three other people from the general PTO membership. Committee members will be solicited at a general meeting or through a PTO flyer. The chairperson will be selected by the committee members.
- 7.2 The Board of Directors shall be nominated for their positions by a Nominating Committee, nomination from the floor of a general meeting or an election if necessary.
- 7.3 The Nominating Committee will send home a flyer 2 weeks prior to the nominating meeting. The flyer will announce all positions that are open and give descriptions of each position. The flyer should also state that nominations can be made either in writing by a given date, or in person at the nominating meeting. Nominations can be either for oneself or another person.
- 7.4 At the nominating meeting, verbal nominations will be accepted from the floor. Nominations, both written and verbal, will be closed at the end of the nominating meeting. The Nominating Committee will verify that each nominee is interested in that office. The slate of candidates will be presented to the general PTO membership.
- 7.5 In the event that an election is necessary, an Election Committee will be formed, consisting of three PTO members not running for office. They will be selected by the nominating committee. The Election Committee will follow the Rules of Election with no exceptions.

#### **7.6 Rules of Election:**

##### **7.6.1 Campaign**

- 7.6.1.1 No speeches.
- 7.6.1.2 Clean ballot (names of candidates only).
- 7.6.1.3 No student involvement.
- 7.6.1.4 No campaigning other than PTO flyers.

##### **7.6.2 Balloting**

- 7.6.2.1 Eligible voters are all parents/guardians and teachers of students registered at Sarah Starkweather Elementary School
- 7.6.2.2 Sign-in sheet will be used. Membership roster will be checked.
- 7.6.2.3 No proxy vote.
- 7.6.2.4 Election time will be left to the discretion of the Election Committee. However, there will be at least one evening hour.

7.6.2.5 The ballot box will be monitored by the Election Committee and kept in the principal's office when not in use.

7.6.3 Tallying

7.6.3.1 Tallying of votes will be done by the Election Committee only.

7.6.3.2 Announcements of results will be made as soon as ballots have been counted.

**ARTICLE VIII: AMENDMENTS**

8.1 This charter may be amended at any meeting of the PTO by a two-thirds majority vote, providing notice of the amendment shall have been given at one prior meeting.

**ARTICLE IX: ARTICLES OF ORGANIZATION**

9.1 This charter shall be deemed to be the Sarah Starkweather Parent-Teacher Organization's Articles of Organization.

**ARTICLE X: SPENDING**

10.1 The Budget Committee shall compile a proposed budget, and evaluate and recommend expenditure of PTO funds. They shall compile the next year's proposed budget and submit for approval no later than the final general meeting of the current school year.

10.2 The Budget Committee shall be comprised of the President, Vice-President of Budget, Treasurer, three teacher representatives, chairpersons of the Auction (if applicable), Fair, Fundraising, Market Day and School Store committees, and one at-large PTO member chosen by the President. The committee shall be chaired by the Vice-President of Budget.

10.3 The Budget Committee may authorize all budgeted expenditures. The committee may also authorize non-budgeted expenditures under \$250.

10.4 Non-budgeted expenditures in excess of \$250 must be approved by the membership.

10.5 The unallocated balance left in the treasury at year's end for use by the incoming Board of Directors shall be no less than \$500, and no more than \$1500.

**ARTICLE XI: DISSOLUTION STATEMENT**

11.1 In the event of dissolution of the PTO, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the PTO, transfer all of the assets of the PTO to an organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501c3 of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.

11.2 Any assets not so disposed of shall be disposed of by the Court of Common Pleas of Chester County.

11.3 The PTO shall not allow any resulting surplus funds to inure to the private benefit of any individual.

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