

**Governor Mifflin Intermediate School
PARENT TEACHER ORGANIZATION
BYLAWS**

February 2011

Mission Statement: The Mission of the Governor Mifflin Intermediate School Parent Teacher Organization (GMIS PTO), in cooperation with the families, staff, and community is to compliment the school curriculum with additional opportunities to meet the needs of the students as they strive to achieve their fullest potential, while transitioning from childhood to adolescence.

Article I: Name

Section 1. Governor Mifflin Intermediate School Parent Teacher Organization
600 Governor Drive
Shillington, PA 19607
Phone: 610.775.5083
Fax: 610.685.3761

c/o Governor Mifflin School District
10 Waverly Street, Shillington, PA 19607

Article II: Purpose

Section 1. The organization is structured for the purpose of supporting the education, nurturing and the recreational needs of the children at GMIS by fostering relationships among the parents, children, teachers and staff to secure for all youth the highest level of achievement in academic, social and emotional education.

Section 2. Funds of the organization will benefit the students of GMIS. No member, private individual, trustee or officer of the organization will be entitled to any of the organization's assets or to financial gain except as permitted under the Not-for-Profit Corporation law. No part of the net earnings of the corporation shall benefit any member, trustee, officer of the organization or any private individual except for compensation rendered for services. No member, trustee, officer of the corporation or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the organization.

Section 3. GMIS PTO shall be noncommercial, nonsectarian, and nonpartisan. No part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in, including the publication and distribution of statements, any political campaign on behalf of any candidate for public office.

Article III: Members

Section 1. Any parent or legal guardian of an enrolled student at GMIS School may be a member and as a member shall have voting rights. The principal and any teacher employed at the school is a member and has voting rights.

Section 2. Each member of the GMIS PTO shall pay an annual membership fee. This fee may change from year to year. A member must pay his or her dues at least 7 calendar days before a PTO meeting to be considered a member in good standing with voting rights. An exception will be made for the first meeting of the school year in order to accommodate the processing of the membership information and the election of officers for the incoming fourth grade parents.

Section 3. Only members of the GMIS PTO shall be eligible to vote in the meetings or to serve in any of its elective positions.

Section 4. The GMIS PTO shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Article IV: Officers and Elections

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, create the agenda for each general membership meeting, serve as the primary contact for the principal, represent the PTO at meetings outside the organization, serve as an ex officio member of all committees, and coordinate the work of all officers and committees so that the purpose of the PTO is served.
 - i. The position of President may be shared by two members, each serving as Co-President, individually, with all rights of the President.
 - ii. The President will, be permitted to, sign and manage all checks and invoices related to PTO activities
 - iii. The President will correspond at least monthly with the school principal.
- 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 GMIS PTO, take and record minutes, handle correspondence, and send notices of meetings to the membership.
 - i. The Secretary shall also keep a copy of the minute book, bylaws, rules, membership list, and any other necessary supplies and bring them to the meetings.
- d. Treasurer: The Treasurer shall receive a record of all funds of the GMIS PTO, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the membership. He or she will present a financial report at every meeting and at other times of the year when requested by the Executive Committee and/or membership, and make a full report at the end of the year.
 - i. The Treasurer will sign, along with another Executive Board Member, checks and manage all invoices related to PTO activities.
 - ii. The Treasurer's accounts may be examined annually by an independent non-executive board member or auditing committee of not less than three members, who, satisfied that the Treasurer's accounts are correct, shall sign a statement of that fact at the end of the report. (This shall occur at the end of the fiscal year- Approx July)
 - iii. An audit may be called for by the Executive Committee at any time.
- e. All Officers shall hold valid Criminal Background Checks (Section 1-111 of Pennsylvania School Code – Act 34) and Child Abuse Clearances (Sections 6354-6358 of the Public Welfare Code – Act 151).

Section 2. Nominations and Elections:

- a. GMIS PTO elections will be held at the second to last meeting of the school year. The Secretary will send a notice to all members with position openings at least 30 days prior to the meeting. Members in good standing may nominate candidate(s) for each open position and the slate of all nominees will be presented by the Executive Committee at the second to last meeting of the school year. At that meeting, nominations may also be made from the floor. Voting shall be by voice unless more than one person is running for an office, in which case a ballot vote shall be taken.
- b. Members are eligible for office if they are members in good standing at least 7 calendar days before the election meeting and if they have valid Criminal Background Checks (Section 1-111 of Pennsylvania School Code – Act 34) and Child Abuse Clearances (Sections 6354-6358 of the Public Welfare Code – Act 151). Only those persons who have signified their consent to serve if elected shall be considered. An exception will be made regarding the nomination and election of the incoming fourth grade parents as stated previously.

- c. Officers are elected for one year. Each person elected shall hold only one office at a time. Each officer has the option of holding his/her position for a second term and does not need to be re-elected. A person shall not be eligible to serve more than two consecutive terms in the same office unless no other person wishes to hold the vacated office.
- d. If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled PTO meeting, a new Vice President will be elected. If there is a vacancy in any other office, executive members will temporarily fill the vacancy with a PTO member in good standing and take the recommendation to the next PTO meeting for discussion and approval.
- e. Officers can be removed from office with cause by a two-thirds vote of PTO members present at a regular meeting where previous notice of 30 days has been given.
- f. All newly elected officers are responsible to meet with the previous officers to review the management of the PTO activities.

Article V: Meetings

Section 1. The regular meeting of the GMIS PTO shall be monthly during the school year. The President will send advance notice of the meeting to the membership via email.

- a. An agenda created by the President will be followed at the regular monthly membership meetings, unless otherwise noted.
- b. Meeting length will adhere to a 1 hour time limit.
- c. The President has the right to table discussions and set a time to continue the tabled discussion with an individual or group.

Section 2. Robert's Rules of Order shall govern regular meetings when they are not in conflict with the GMIS PTO's bylaws.

Section 3. The Executive Committee will meet monthly with additional meetings as deemed necessary.

Section 4. Special meetings of the organization may be called by the President or by a majority of the Executive Committee, with 5 days notice having been given, whenever possible.

Article VI: Executive Committee

Section 1. The Executive Committee shall consist of the GMIS PTO officers, the principal, and 2 teacher PTO representatives. All members must be members in good standing and

hold valid Criminal Background Checks (Section 1-111 of Pennsylvania School Code – Act 34) and Child Abuse Clearances (Sections 6354-6358 of the Public Welfare Code – Act 151).

- a. The duties of the Executive Committee shall be to transact business in the intervals between the general membership meetings in preparation for the general meeting, plan and execute preparations for special events, and prepare reports and recommendations to the membership.
- b. The Executive Committee may have meetings with their respective volunteers and report progress.

Article VII: Committees and Volunteers

Section 1. Committees may consist of members and Executive Committee members, with the President acting as an ex officio member of all committees. Membership is preferred but not required to volunteer for a committee.

- a. Criminal Background Checks (Section 1-111 of Pennsylvania School Code – Act 34) and Child Abuse Clearances (Sections 6354-6358 of the Public Welfare Code – Act 151) are required for any member that holds a chair or officer position. Clearance forms can be found on the Governor Mifflin Website. Clearances must be filed with the Governor Mifflin School District .

Section 2. The Executive Committee may appoint additional committees as needed.

Article VIII: Finances

Section 1. The fiscal year of the GMIS PTO shall be July 1 to June 30 inclusive. Financial records shall be turned over to the new Treasurer by July 1.

Section 2. The Executive Committee shall submit to the organization for adoption a tentative budget for the coming school year which shall be approved by a majority vote of the members present at the first PTO meeting of the school year.

Section 3. The Executive Committee shall: (i) approve routine bills within the limits of the budget, (ii) keep such permanent books of accounts and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization, including, specifically, the number of its members, the dues collected from its members (such books of account and records shall at all reasonable times be open to inspection), and (iii) review the bylaws every 5 years.

Section 4. The Executive Committee shall approve all expenses of the organization. The Executive Committee has the right to approve expenditures under \$500 between PTO meetings and report the expense to the membership at the next PTO meeting.

Section 5. Two authorized signatures shall be required on each check. Authorized signers shall be an two Executive Board Members.

Section 6. Any allocation of funds to the GMIS teaching staff must be used for classroom activities and have valid receipts for allocated purchases.

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 GMIS Elementary School.

Section 8. This GMIS Financial Policy requires that the following forms must be used when handling finances for the GMIS PTO:

- a. GMIS PTO Cash Box Request
- b. GMIS PTO Cash Box Report
- c. GMIS PTO Deposit Slip
- d. GMIS PTO Request to Pay in Advance Form
- e. GMIS PTO Check Reimbursement Request Form

Any questions regarding these forms may be directed to any Executive Board Member for assistance.

Article IX: Standing Rules

Section 1. Standing rules may be approved by the Executive Committee and the Secretary shall keep record of the standing rules for future reference.

- a. The Executive Committee and principal must be informed of all activities and outside correspondence relating to GMIS PTO activities.
- b. All mass correspondence sent to membership and parents/legal guardians of GMIS students must be submitted to the principal for approval in advance of distribution for publishing and approval.
- c. All GMIS PTO activities will be coordinated as necessary with the school office.
- d. All transactions with vendors will be managed through the GMIS PTO address via the designated mailbox in the GMIS Elementary school office.

Article X: Bylaw Amendments

Section 1. These bylaws may be amended at any general membership meeting of the GMIS PTO, provided that previous notice of any recommended change was given to the Executive Board prior to the meeting. An Executive Board Member will notify the membership of any recommendation for amendment to the bylaws. Amendments will be approved by a majority vote of members present and voting at the meeting.

Article XI: Dissolution

Section 1. The GMIS PTO may be dissolved with a 30-day notice to the membership requesting a special meeting with two-thirds vote of those present at the meeting making the decision.