

CONRAD WEISER MIDDLE SCHOOL PARENT TEACHER ORGANIZATION BYLAWS  
Adopted April 16, 2014

**ARTICLE I - NAME**

The name of this organization is the Conrad Weiser Area Middle School Parent Teacher Organization (CW MS PTO), located in Robesonia, Pennsylvania.

**ARTICLE II - OBJECTIVES**

*Section 1*

To promote the welfare of children and youth in home, school, and community.

*Section 2*

To bring into closer relation the home and the school that parents and teachers may cooperate intelligently in the training of the child.

*Section 3*

To develop between educators, administrators, and the general public such united efforts as will secure for every child the highest advantages in physical, mental, and social education.

**ARTICLE III - BASIC POLICIES**

*Section 1*

The organization shall be noncommercial, nonsectarian, and nonpartisan.

*Section 2*

The organization shall cooperate with schools to support the improvement of education in ways that will not interfere with the administration of schools and shall not seek to control their policies.

*Section 3*

The organization may cooperate with other organizations and agencies active in child welfare such as groups or coordination councils. The cooperation shall be approved by the Executive Committee but a CW MS PTO representative shall make no commitments that bind the group he/she represents.

**ARTICLE IV - ARTICLE OF ORGANIZATION**

The organization of the CW MS PTO shall be governed by the bylaws set forth.

**ARTICLE V - MEMBERSHIP**

Membership shall be made available without regard to race, color, or national origin. A member must be interested in the objects of the Parent Teacher Organization and be willing to uphold its basic policies and subscribe to its bylaws.

**ARTICLE VI - DUES**

*Section 1*

The annual dues shall be determined yearly by the Executive Committee.

*Section 2*

An annual enrollment of members shall be conducted in August/September. Additional members shall be accepted at any time.

## ARTICLE VII - OFFICERS AND THEIR ELECTION

### Section 1

- A. The offices of this organization shall consist of a President, First Vice-President, Second Vice-President, Secretary, and Treasurer.
- B. Officers shall be elected by show of hands or by ballot, if requested, bi-annually in the month of April or May. However, if there is but one nominee for any office, it shall be in order to move that the Secretary cast the elective ballot of the organization for the nominee.
- C. Officers shall hold a two year term beginning July 1 and ending June 30.
- D. A person shall not be eligible to serve more than two consecutive terms in the same office.

### Section 2

- A. There shall be a Nominating Committee composed of three members, one of whom shall be selected by the Executive Committee from its body, and two of whom shall be chosen from the membership at large. The President should not be a member of this Committee. This Committee shall consist of one parent, one teacher, one executive officer.
- B. The Nominating Committee shall nominate one eligible person for each office to be filled and report its nominees at the regular meeting in April or May at which time additional nominations may be made from the floor.
- C. Only those persons who have signified their consent to serve shall be nominated for or elected to such office.

### Section 3

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, notice of such election having been given. In case a vacancy occurs in the office of President, the First Vice-President shall serve notice of the election.

## ARTICLE VIII - DUTIES OF OFFICERS

### Section 1

The President shall preside at all meetings of the organization and of the Executive Committee at which he/she may be present; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the Executive Committee; and shall coordinate the work of the officers and committees of the organization. This officer shall keep the CW MS PTO link on the middle school home page current.

### Section 2

The First Vice-President shall assist the President in such a manner as the President may determine. In the absence of the President, he/she shall preside at all meetings. This officer shall be responsible for the CW MS PTO e-mail.

### Section 3

The Second Vice-President shall also assist the President in such a manner as the President and First Vice-President may determine. In the absence of the President and the First Vice-President he/she shall preside at all meetings.

### Section 4

The Secretary shall be responsible for office procedure, correspondence, and records. The Secretary shall keep a True Record of all meetings, including attendance, minutes and treasurer report to be kept in a binder. The Secretary shall keep two years of past records with him/her. Records prior to that time shall be kept in the CW MS PTO closet/space. Any and all persons shall have access to reviewing records by contacting a member of the Executive Committee and to be signed out by a member of the Executive Committee, to remain in the school building and returned to the closet/space with finished.

### *Section 5*

The Treasurer shall receive all monies of the organization; shall keep an accurate account of all receipts, expenditures, and dues. The Treasurer shall pay all bills in a timely manner, as authorized by the organization. Shall deposit all monies within a timely manner. The Treasurer shall present a statement of account at every monthly meeting and at other times when requested. The Treasurer shall keep two years of past records with him/her, including bank statements.

Records prior to that time shall be kept in the CW MS PTO closet/space. The Treasurers accounts shall be examined annually by an auditor or an Auditing Committee of not less than three members, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. An audit of the Treasurer's accounts is for the protection of the Treasurer, as well as the entire Executive Committee. It is the only means of assuring everyone that the accounts are accurate, and it relieves the Treasurer of responsibility except in case of fraud.

### *Section 6* ALL Officers shall:

- A. Perform the duties prescribed in these bylaws and those assigned from time to time.
- B. Deliver to the successors all official material not later than ten days following the beginning of their new term in office.

## **ARTICLE IX - EXECUTIVE COMMITTEE**

### *Section 1*

The Executive Committee shall consist of the officers of the organization, the chair of standing committees, and the Principal of the Conrad Weiser Area Middle School or a representative appointed by him/her. The chair of the standing committees shall be selected by the officers of the organization and the middle school principal or his/her representative. The members of the Executive Committee shall serve until the election and qualification of their successors.

### *Section 2*

The duties of the Executive Committee shall be to (a) to transact all business of the organization; (b) to create standing committees; (c) to approve the plans of work of the standing committees; (d) to present a report at the regular meetings of the organization; (e) to appoint an auditor or an annual meeting to audit the Treasurer's accounts; (f) to prepare and submit to the organization for the approval of a budget for the fiscal year, and (g) to approve routine bills within the limits of the budget.

### *Section 3*

Regular meetings of the Executive Committee shall be held monthly during the school year, the times to be fixed by the Executive Committee at its first meeting of the year. A majority of the Executive Committee members shall constitute a quorum. Special meetings of the Executive Committee may be called by the President or by a majority of members of the Executive Committee.

### *Section 4*

To meet once annually with building middle school principal or his/her representative to discuss matters for upcoming school year.

## **ARTICLE X - MEETINGS**

### *Section 1*

Open meetings will be held as deemed necessary by the Executive Committee.

### *Section 2*

Special meetings may be called by the Executive Committee as deemed necessary.

### *Section 3*

The annual meeting shall be in April or May.

## ARTICLE XI - STANDING AND SPECIAL COMMITTEES

### Section 1

The Executive Committee may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the organization. The term of each chairman shall be one year and until the qualification of his successor.

### Section 2

The chairman of each standing committee shall present a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Committee.

### Section 3

The power to form special committees and appoint their members rest with the organization. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its reports received.

### Section 4

The President shall be a member ex officio of all committees except the Nominating Committee.

## ARTICLE XII - FISCAL YEAR

The fiscal year of the organization shall begin on July 1 and end of June 30.

## ARTICLE XIII - PARLIAMENTARY PROCEDURE

Roberts Rules of Order shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

## ARTICLE XIV - AMENDMENTS

### Section 1

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment having been provided.

### Section 2

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by a two-thirds vote of the Executive Committee. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Written and recommended by the Executive Board at the April 16, 2014 meeting.

Adopted by the General Member –

Signed Co-President



Co-President



Secretary

