



ME & WE PTO BY-LAWS

Article I – Name

The name of the organization is the ME & WE PTO (McAnnulty Elementary and Whitehall Elementary Parent Teacher Organization) located in Pittsburgh, Pennsylvania.

Article II – Purpose

The purpose of the ME & WE PTO is to support the education of all children at McAnnulty Elementary and Whitehall Elementary School by fostering relationships among the school, parents, and teachers.

Article III – Members

Section 1. Any parent or guardian of a student in either school shall be a member and shall have voting privileges. The principal, vice principal, teacher, and any other full time staff member employed at the schools shall be a member and have voting privileges.

Section 2. Dues will not be charged to become a member of the ME & WE PTO. All of the aforementioned individuals shall automatically be deemed members and will have voting privileges.

Article IV – Officers and Elections

Section 1. Officers: The officers shall be a president, McAnnulty vice president, Whitehall vice president, secretary, treasurer, and volunteer coordinator.

- a. President: The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex-officio member of all committees except the nominating committee and the auditing

committee if authorized to sign checks, notify the Pennsylvania Department of State, Bureau of Incorporation, when there is a change of officers, and coordinate the work of all the officers and committees in order that the purpose of the organization be served.

- b. Vice President(s): The vice presidents shall assist the president and shall carry out the president's duties in the president's absence or inability to serve.
- c. Secretary: The secretary shall keep all records of the organization and take and record minutes. The secretary shall handle all correspondence for the organization. The secretary also keeps a copy of the minutes book, bylaws, rules, and any other necessary supplies, and brings them to meetings.
- d. Treasurer: The treasurer shall have custody of all funds of the organization, keep an accurate record of receipts and expenditures, and make disbursements as authorized by the president, executive board, or this organization in accordance with the adopted budget. The treasurer will present a financial statement at every meeting and at other times of the year when requested by the executive board, make a full report of the financial condition of this organization at the end of the year, and report the findings of the annual audit to the executive board. The treasurer will purchase insurance as determined by the Executive Board. The treasurer shall also file the 990 EZ Tax form to the IRS by November 15 of the year following their term.
- e. Volunteer Coordinator: The volunteer coordinator shall maintain a list of and contact volunteers as needed for all committee chairs. The volunteer coordinator will act as the main point of contact with the office staff and assist parent volunteers with all necessary paperwork.

Section 2. Nominations and Elections: Elections will be held at the May meeting. The nominating committee composed of an uneven number, no less than three (3) members shall be elected several months prior to the election and shall select a candidate for each office and present the slate at a meeting held one month prior to the election. Nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken. A majority vote shall be required for election.

Section 3. Eligibility: All members are eligible for office.

Section 4. Terms of Office: Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office unless no successor is found. Each person elected shall hold only one office at a time. A person who has served in an office for more than one-half of a term shall be deemed to have served a full term in such office. Officers shall assume their duties on July 1st.

Section 5. Vacancies: If there is a vacancy in the office of president, one of the vice presidents will become president. At the next regularly scheduled meeting, a new vice president will be elected to fill their vacancy. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal From Office: Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V – Meetings

Section 1. Regular Meetings: The regular meetings of the organization shall be held during the school year at a date, time and place to be determined by the officers and announced at the first meeting of the year. The annual meeting will be held in May. The annual meeting is for electing officers, electing an audit committee, and conducting other business that shall arise. Five (5) days' notice of a change of date shall be given to the membership.

Section 2. Special Meetings: Special meetings may be called by the president, any three (3) members of the executive board, or five (5) members submitting a written request to the secretary. Five (5) days' notice of special meetings must be given to members.

Section 3. Quorum: The quorum shall be seven (7) members of the organization.

Article VI – Executive Board

Section 1. Membership: The Executive Board shall consist of the officers, principals, standing committee chairs, special committee chairs, and teacher representatives.

Section 2. Duties: The duties of the Executive Board shall be to transact business between meetings, create standing rules and policies, create standing and special committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings: Executive Board meetings shall be held in conjunction with the regular meetings of the organization (see Article V, Section 1). Special Executive Board Meetings may be called by the president or any three (3) board members, with 24 hours notice.

Section 4. Quorum: Seven board members constitute a quorum.

Article VII – Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex-officio member of all committees.

Section 2. Standing Committees: The following committees shall be held by the organization: Audit, Homeroom Parents, Nominating, Staff Appreciation, Volunteer Appreciation, Ways and Means, and Yearbook.

Section 3. Special Committees: All other committees that are not standing committees shall be deemed special committees. The board may appoint special committees as needed.

Article VIII – Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization.

Section 4. Two authorized signatures shall be required on all checks. Authorized signers shall be the president, treasurer, and any or all of the other officers.

Section 5. The treasurer shall prepare a financial statement at the end of the year to be reviewed by the Audit Committee.

Section 6. 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 the school.

Section 7. The fiscal year shall begin on July 1st and end on June 30th.

Article IX – Parliamentary Authority

“Robert’s Rules of Order” shall govern meetings when they are not in conflict with the organization’s bylaws.

Article X – Standing Rules

Standing Rules may be amended at any meeting, without previous notice, with a majority vote of the members present. The secretary shall keep a record of the standing rules for future reference.

Article XI- Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at a meeting. Upon dissolution, remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Article XII- Amendments

These bylaws may be amended at any regular or special meeting, providing that previous written notice was given at the prior meeting and then sent to all members of the organization. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

*The above bylaws were adopted
at the ME & WE PTO meeting on April 9, 2018.*