

STONE CREEK SCHOOL PTO BYLAWS

Voted on and approved 4/5/07.

ARTICLE 1 – NAME

The name of this organization shall be the Stone Creek School Parent Teacher Organization.

ARTICLE 2 – OBJECTS

Section 1. – The purpose of the Stone Creek School PTO is to assist in serving toward the betterment of the school community.

Section 2. – To serve as a liaison for better school/community relations.

ARTICLE 3 – PURPOSES

Section 1. – This organization shall be an extension of the educational process. The work of the organization shall be carried on through committees, conferences, and projects.

Section 2. – This organization shall support the administrative activities and policies of the school. Stone Creek School and Stone Creek School PTO is organized exclusively for educational purposes, including, for such purposes, making of distributions to organizations qualifying as an exempt organization from Federal income tax under section 501 (c) 3 of the Internal Revenue Code, or corresponding section of any future Federal tax code.

ARTICLE 4 – MEMBERSHIP

Section 1. – Anyone who is interested in the purposes of this organization may become an active member upon payment of annual dues.

Section 2. – Dues shall be determined annually by the executive board.

ARTICLE 5 – OFFICERS OF THE EXECUTIVE BOARD

Section 1. – The elected officers of this organization shall be a President, President Elect, a Vice President, a Secretary, and a Treasurer. All PTO members are eligible to hold office and must have a child either currently enrolled at SCS or enrolled for the next school year.

ARTICLE 6 – ELECTION

Section 1. – Applications for board membership shall be made no later than the April PTO meeting. Applicants shall be available at the April meeting to represent themselves for a leadership position. A vote for the officers of the Executive Committee will be placed at the May meeting by those in attendance.

Section 2. –Balloting will be by show of hands or written ballot. A simple majority shall constitute an election.

Section 3. – A vacancy occurring in an office shall be filled by a vote of a majority of the members present at a scheduled meeting. In case of a vacancy in the office of President, the President Elect shall assume that office.

Section 4. – The President, President Elect, Vice President, Secretary, and Treasurer shall be elected to serve for one year terms.

ARTICLE 7 – RE-ELECTIONS

Section 1. – Executive Board members may succeed themselves in the same office.

ARTICLE 8 – DUTIES OF OFFICERS

Section 1. – Officers shall assume their official duties in June of the year in which they are elected.

Section 2. – The duties of the officers shall be such as are implied by their respective titles and specified by these bylaws.

President: Shall preside at all meetings; shall appoint all committee chairperson; shall notify all officers and board members of the dates and times of meetings; and shall be the official PTO representative to the School Board.

President Elect: Shall preside at all meetings and help the President with tasks in an effort to learn the duties. The President Elect shall reside as President the following year.

Vice President: Shall assist in all presidential duties and shall assume duties of the President when the President is absent or unable to serve. The Vice President shall also be the home room parent coordinator.

Secretary: Shall keep a permanent and accurate record of all meetings, post minutes on the PTO web site, and shall conduct all correspondence as requested by the President.

Treasurer: Shall take care of all expenditures and shall keep a strict and accurate account of all financial transactions; shall have the books reviewed by the board each year previous to delivering to succeeding Treasurer or previous to the fall meeting if continuing as Treasurer. The Treasurer shall receive all monies of the PTO; shall keep accurate record of receipts and expenditures; and shall pay out funds in accordance with the approved budget as authorized by the PTO. The Treasurer shall maintain an operating balance of not less than \$500 in the checking account to facilitate paying of monthly expenditures. The Treasurer shall present a financial statement at each meeting of the PTO and other times when requested by the Board. The Treasurer and two officers as determined and approved by the Executive Board will be designated signatories. Signatories include two executive boards members voted on the first meeting.

Section 3. – Immediately upon retiring from office, they shall deliver to their respective successors all accounts, records, papers, and other property belonging to this organization.

ARTICLE 9 – DUTIES OF THE PRINCIPAL

Section 1. - The Principal shall serve as a liaison between the school and the PTO. She/he shall approve all fund raising projects of the PTO.

Section 2. – The Principal shall have regular communication with the PTO Executive Board and attend meetings.

ARTICLE 10 – MEETINGS

Section 1. – There will be no fewer than three meetings each school year, the day and time to be designated by the Executive Board each year.

Section 2. – Special meetings of the organization may be called by the Executive Board by notifying members one week in advance.

Section 3. – The majority of members present at any meeting shall constitute a quorum.

Section 4. - Votes shall be made by a show of hands.

ARTICLE 11 – AMENDMENTS

Section 1. - The bylaws can be amended by a 51% vote of members present at a general PTO meeting. Notification must be made at least two weeks prior to the date such vote will be taken.

ARTICLE 12 – DISSOLUTION

Section 1. - To dissolve the PTO, the issue must be presented to the members and a vote taken as to whether or not to dissolve. Upon dissolution, the members will decide upon a project for the betterment of the school and to spend ALL remaining moneys. All books and records shall be turned over to the school for future use.

ARTICLE 13 – FINANCE

Section 1. - Any monetary expenditure that has not been approved in the budget must be brought before the board for approval. The procedure of this approval process shall be decided upon annually by the board.

Section 2. - No committee member shall be reimbursed for more than \$50.00 of the amount approved in the current budget without board approval. The procedure of this approval process shall be decided upon annually by the board.

Section 3. – A budget shall be created no later than October 1 of the school year for adoption of the remaining school year.

Section 4. – The fiscal year shall begin on July 1st of each year

Section 5. – We will carry \$1,000 over to the next fiscal year. All money over that amount will be donated to the school. A vote will be made at the May PTO meeting as to what designation the donation shall be made towards (ie: curriculum, playground equipment, etc.).

Section 6. - No part of the net earnings of Stone Creek PTO shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except 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 Stone Creek PTO shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and Stone Creek PTO 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 provision of this document, Stone Creek PTO shall not carry on any other purpose 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 future 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 section of any future Federal tax code.

Section 7.- Under the dissolution of Stone Creek Elementary, assets shall be distributed for one or more 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 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 then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE 14 – RULES OF ORDER

Section 1. - The rules contained in Robert's Rules of Order, Revised, shall govern this organization in all cases in which they apply and in which they are not inconsistent with these bylaws.