

BY-LAWS
of the
ABINGTON JUNIOR HIGH SCHOOL
PARENT TEACHER ORGANIZATION
(Amended February 16, 2016)

Article I: NAME

The name of this organization shall be Abington Junior High School Parent Teacher Organization (PTO). **The Associated School is Abington Junior High School.**

Article II: OBJECTIVES

- Section 1. The purpose of this organization is to provide channels of communication among parents/guardians, administrators and faculty; to discuss school policy, program and curriculum; to provide means for parents/guardians throughout the school district to voice their concerns regarding the school and the education of the children.
- Section 2. This organization shall be noncommercial, non-sectarian, and nonpartisan. It shall not endorse a commercial enterprise or a candidate. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any purpose other than the regular work of the organization.
- Section 3. **The Abington Junior High School PTO does not discriminate on the basis of race, color, religion, national or ethnic origin, age, sex, or disability.**

Article III: MEMBERSHIP AND DUES

- Section 1. **Membership is limited to parents or guardians of a child or children enrolled in the school identified as the Associated School. The following classifications of individuals are specifically not eligible for membership in the PTO/PTAs: any parent or guardian who does not have a child or children in Abington Junior High School and any parent or guardian who has not paid the current year dues.**
- Section 2. Dues, if any, will be established by the Executive Board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights. In the event of financial hardship, please contact the Principal of Abington Junior High School if you would like to become a member.
- Section 3. **Bylaws shall be distributed to all members or otherwise made available to all members on the PTO/PTA website with notice to all members.**

Section 4. A parent/guardian representative shall be either one or both parents/guardians of a student(s), as defined in Section 1. Whether one or both parents/guardians attend the meeting, they will be considered as a single unit with one vote. Votes are counted per family, not per student.

Article IV: ELECTIONS OF OFFICERS AND DUTIES of OFFICERS

Section 1. **The officers shall be a president, vice president, secretary, and treasurer.**

- a. President - The president shall preside over meetings of the PTO/PTA and the Executive Board, serve as the primary contact for the Principal, represent the PTO/PTA at meetings outside the PTO/PTA, serve as a member of all committees except the nominating committee, and coordinate the work of all officers and committees so that the purpose of the PTO/PTA is served.
- 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 PTO/PTA, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minute book, by-laws, rules, membership list, and any other necessary supplies, and brings them to meetings.
- d. Treasurer - The treasurer shall receive all funds of the PTO/PTA, keep an accurate record of receipts and expenditures, and payout funds in accordance with the approval of the Executive Board. He or she will present a financial statement at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the end of the year. The treasurer will follow the district's rules as promulgated in the Superintendent's Administrative Procedure for Parent Involvement and PTO/PTAs.

Section 2. Nominations and Elections - Elections will be held at the May meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, 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. Each PTO/PTA shall yearly submit a listing of its officers to the appropriate Principal after the annual meeting of the PTO/PTA.

Section 3. Eligibility - Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

- Section 4. Vacancies - If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.
- Section 5. Terms of Office - Officers are elected for one year and may serve no more than two consecutive term(s) in the same office. Each person elected shall hold only one office at a time. A person shall only be eligible to serve more than two (2) consecutive terms in the same office if there is no other individual(s) willing to assume the responsibility.
- Section 6. Removal from Office - Officers can be removed from office with or without cause by a two-thirds vote of those present or by majority vote of the Executive Board (assuming a quorum) at a regular meeting where previous notice has been given.

Article V: LIAISON TO THE DISTRICT

At least once a year, the PTO/PTA shall designate a liaison for purposes of communications with the Principal. This appointed liaison may be, but is not required to be, the PTO/PTA's President or Treasurer.

Article VI: MEETINGS

- Section 1. Regular Meetings - The regular meeting of the PTO/PTA shall be on the first Monday of each month during the school year at 7:00 PM, or at a time and place determined by the executive board at least one month before the meeting. The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that may arise. The secretary will notify the members of the meetings by email (or by mail for those members without email) at least one week prior to the meeting.
- Section 2. Cancellation of Regular Meetings – In the event of a cancellation of a regular meeting, thirty days noticed will be given if possible, to the principal and the members of the PTO via email. If thirty days is not feasible, then notice to be given as soon as possible.
- Section 3. Special Meetings - Special meetings may be called by the president, any two members of the Executive Board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by email and through phone calls.
- Section 4. Quorum - The quorum shall be 3 members of the PTO/PTA.
- Section 5. Minutes - Minutes of each regular and special meeting shall be created and distributed to each member.

Article VII: EXECUTIVE BOARD

- Section 1. Membership - The Executive Board shall consist of the officers, Principal and standing committee chairs.
- Section 2. Duties - The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.
- Section 3. Meetings - Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the Board. Special meetings may be called by any two board members, with 24 hours' notice.
- Section 4. Quorum - Half the number of board members plus one constitutes a quorum.

Article VIII: 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 PTO/PTA: Fundraising, Nominating, and Auditing.
- Section 3. Additional Committees - The Board may appoint additional committees as needed.
- Section 4. The term of office of standing and special committee chairpersons shall be one school year. A vacancy during the year shall be filled by an appointment by the Executive Board.

Article IX: FINANCES

- Section 1. A tentative budget shall be drafted by August for each school year in accordance with Superintendent's Administrative Procedure and approved by a majority vote of the members present. The budget shall be distributed to each member after approval.**
- 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 PTO/PTA.

Section 4. Two authorized signatures shall be required on each check over the amount of \$ 100.00. Authorized signers shall be the president and treasurer.

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 PTO/PTA, all monies remaining in the PTO/PTA's account after payment of any outstanding bills must be turned over to the district for use in connection with the team or activity which the PTO/PTA had supported to the extent permitted by law, with any residual amount going to support student activities generally.

Article X: DISSOLUTION

A PTO/PTA or parent PTO/PTA may disband on its own accord by submitting a written request to the designated Principal. The PTO/PTA may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

ARTICLE XI: AMENDMENTS

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the PTO/PTA by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum. In the event that the bylaws are amended, a copy of the new version of same shall be forwarded to the PTO/PTA's applicable Principal within 30 days of amendment.

Article XII: ADDITIONAL REQUIRED CONDITIONS

Abington Junior High School PTO recognizes and accepts that it is prohibited from imposing conditions of membership which serve to exclude students from participation in district programs.

Abington Junior High School PTO recognizes and accepts that it is prohibited from using the district's name or logo without a license or express permission granted in writing by the Superintendent.

Abington Junior High School PTO recognizes and accepts that any logos created by PTO/PTAs and parent PTO/PTAs for use by the club or PTO/PTA for use on merchandise or for any other reason must be approved by the Superintendent.

The above Bylaws and amendments were approved and adopted by the general membership of the Abington Junior High School Parent Teacher Organization this 16th day of February, 2016. Signed by the Abington Junior High School Executive Board Members:

Katina Balis, President

Date

Ken Wasekanes, Vice President

Date

Nadine Barnett, Secretary

Date

Kelly O'Connor, Treasurer

Date