

**THE DONALD E. SCHICK ELEMENTARY PARENT TEACHER  
ORGANIZATION BY-LAWS**

**ARTICLE I NAME**

The name of this organization shall be "The Donald E. Schick Elementary Parent Teacher Organization."  
(PTO)

**ARTICLE II OBJECT**

The object of this organization shall be to promote between educators and the general public such efforts that will secure for every child the highest advantages in physical, mental, and social education in the home, school, and community.

**ARTICLE III POLICIES**

SECTION 1 The purpose of this organization shall be education and devoted entirely to the welfare of children, and shall be developed through conferences, committees, projects, and cooperation among parents, teachers, and administration.

SECTION 2 This organization shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprises and no candidate shall be endorsed by it. The name of the organization and the name of its officers in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the organization. Solicitation of any funds shall be solely for the use of this organization.

SECTION 3 This organization shall not seek to direct the administrative activities of the school or to control its policies. The organization works to serve as a support to the educational process of Loyalsock Township.

SECTION 4 This organization may cooperate with other organizations and agencies active in child welfare, but will in no way endorse another specific group.

**ARTICLE IV MEMBERS AND DUES**

SECTION 1 Parents/Guardians of all students registered and attending Schick Elementary are considered members. They may attend meetings, and hold office.

SECTION 2 All teachers employed by the Loyalsock School District for employment in the elementary schools, whether part-time or full-time, are considered members. They may attend meetings but it would not be appropriate for them to hold office. Teachers are encouraged to participate in PTO activities through committee involvement.

SECTION 3 Dues shall be determined annually by the Finance Committee prior to the first PTO meeting.

**ARTICLE V OFFICERS AND THEIR ELECTION**

SECTION 1

- 1) The officers of the organization shall be a President, Vice President – Events, Vice President– Fundraising, Treasurer, Corresponding Secretary, Recording Secretary, and two Fundraiser Chairs.
- 2) The officers shall assume their duties officially on July 1st following their election. It would be helpful, however, if a new officer would spend time with an outgoing officer at the end of the school year to become more familiar with PTO procedures.
- 3) It is requested that all officers serve a minimum of two years on the board whenever possible so that consistency is maintained. It is also suggested that no one hold the same office for more than two years; if there is no nomination made, an officer may retain a position as needed.

## SECTION 2 NOMINATING COMMITTEE

- 1) Ballots shall be sent home with students prior to the nominating committee meeting to allow adequate time for interested volunteers to be identified. These ballots should enable a person to nominate themselves or someone else.
- 2) The members of the nominating committee shall be identified by mid-February.
- 3) Prior to the nominating committee meeting, the floor shall be opened for verbal nominations at a regularly scheduled Board meeting.
- 4) The nominating committee shall consist of the Principal, one outgoing officer, and three other members.
- 5) An effort should be made to establish a President-Elect and she be included on the nominating committee whenever possible.
- 6) The nominating committee shall contact the persons nominated to become officers to determine their interest and to establish that they are able to accept a position after they understand officers' duties.
- 7) Whenever possible, the President will be selected from within the Board.

## SECTION 3 ELECTION AND INSTALLATION

- 1) The nominating committee shall report one nominee for each office at the last Board meeting of the year.
- 2) A vote shall be taken following the nominating committee's report.
- 3) Officers shall be installed at the final Board meeting of the year.
- 4) Whenever possible, officers shall be sworn in by an outgoing or former officer.

## SECTION 4 VACANCIES IN ELECTIVE OFFICES

- 1) If a vacancy (either permanent or temporary) occurs in the office of president, the vice president shall become president and shall serve for the remainder of the term of his/her immediate predecessor.
- 2) A vacancy occurring in another office shall be filled by a majority vote of the Board.
- 3) The president shall assume the duties of any officer in the event of vacancy in an office, until another officer is appointed.
- 4) The president may appoint a temporary substitute until a permanent replacement is found.

## ARTICLE VI DUTIES OF OFFICERS

### SECTION 1 President

- 1) Organize and schedule all meetings throughout the year.
- 2) Chair meeting with other officers to select grade chairmen and then inform grade chairmen of duties expected of them.
- 3) Attend School District calendar meeting annually to schedule events and meetings for the year. Inform officers of outcome of such meeting.
- 4) Have every volunteer approved by the principal. It may also be useful to seek guidance from the social worker to be certain that all volunteers be appropriate for contact with students. After these list of names are verified, the corrected list of volunteers and their phone numbers shall be supplied to other officers, committee chairmen, grade chairmen and teachers.
- 5) Meet after each event with Principal and chairpersons and any other appropriate persons to make suggestions for future improvements of said event.
- 6) Serve on Executive, Fundraiser, and Activity Day committees; all officers shall be in attendance at all Fundraiser and Activity Day events as possible.
- 7) Appoint committee chairpersons with the assistance of other officers.
- 8) Attend all PTO activities and events.

- 9) With permission of all officers, provide school secretaries with names of officers and their phone numbers for publication in the annual school handbook.
- 10) Annually, review the by-laws to be certain that they are current with the needs of the PTO.
- 11) Assist in following School District guidelines for any volunteers.
- 12) Act in behalf of any officer as needed, including handling of funds.
- 13) Maintain confidentiality of all information and stress to the other Board members the need to do the same.
- 14) Assist Principal as indicated and needed.
- 15) Assist in notifying Board member of meetings.
- 16) Assist other officers as needed.
- 17) Interact with Middle School PTO President to maintain good working relationship and avoid scheduling conflicts.
- 18) Because it is currently required by the School District that only the PTO President have access to families' names and addresses, the president will need to handle all correspondence related to the fundraiser.
- 19) Notify teachers in writing of PTO events and activities. All correspondence shall be approved by the principal.
- 20) All officers shall be involved in the approval of the annual budget.

#### SECTION 2 Vice President- Events

- 1) Act to assist president and act in his/her behalf as needed.
- 2) Serve on Executive, Fundraiser and Activity Day committee; all officers should be in attendance at all fundraiser and Activity Day events as possible.
- 3) Act to assist principal as needed and indicated.
- 4) Attend all PTO events as indicated.
- 5) Maintain confidentiality of all information and stress the need for doing so to all members.
- 6) Assist in notifying board members of meetings.
- 7) Schedule two volunteers to help first graders in the cafeteria for the first week of school.
- 8) Arrange for four volunteers to assist at Kindergarten registration and Kindergarten orientation/screening programs.
- 9) Assist other volunteers as needed.
- 10) All officers shall be involved in approval of the budget.
- 11) Prepare student programs, adhering to budget requirements. Handle all funds that pertain to events through the Treasurer.
- 12) In the event that a Public Relations Chairperson Board Member is not appointed, all Newsletter duties shall transfer to the Vice President - Events Board Member.

#### SECTION 3 Vice President- Fundraising

- 1) Act to assist president and act in his/her behalf as needed.
- 2) Serve on Executive, Fundraiser and Activity Day committee; all officers should be in attendance at all fundraiser and Activity Day events as possible.
- 3) Act to assist principal as needed and indicated.
- 4) Attend all PTO events as indicated.
- 5) Maintain confidentiality of all information and stress the need for doing so to all members.
- 6) Assist in notifying board members of meetings.
- 7) Schedule two volunteers to help first graders in the cafeteria for the first week of school.

- 8) Arrange for four volunteers to assist at Kindergarten registration and Kindergarten orientation/screening programs.
- 9) Assist other volunteers as needed.
- 10) All officers shall be involved in approval of the budget.
- 11) Prepare student programs, adhering to budget requirements. Handle all funds that pertain to fundraising through the Treasurer
- 12) In the event that one or more of the Fundraiser Chairs are not appointed, all duties as defined in the PTO bylaws under Fundraiser Chair shall transfer to the Vice President – Fundraising Board Member.

#### SECTION 4 Corresponding Secretary

- 1) Act to assist president and other officers in behalf of all PTO activities.
- 2) Attend all PTO events as indicated.
- 3) Serve on Executive, Fundraiser and Activity Day Committees; all officers shall be in attendance at all Fundraiser and Activity Day events as possible.
- 4) Contact officers and other individuals as indicated for officers' meeting.
- 5) Send cards and/or flowers to members of faculty, staff or student body in recognition of illness, birth, death, or other family event. The decision of cards or flowers shall be made annually by the Executive Committee based on budget considerations and other ongoing projects of the PTO.
- 6) Maintain confidentiality of all information and stress the importance of doing so to all members.
- 7) Assist in notifying Board members of meetings.
- 8) Act to assist the principal as needed and indicated.
- 9) All officers shall be involved in the approval of the annual budget.
- 10) Work in conjunction with Public Relations Board Member to distribute newsletter.

#### SECTION 5 Recording Secretary

- 1) Act to assist president and other officers in behalf of all PTO activities.
- 2) Attend all PTO events as indicated.
- 3) Keep all records of minutes, and provide copies of minutes to officers and board members.
- 4) Keep attendance records for all PTO, Board and Executive Committees.
- 5) Maintain confidentiality of all information and stress the importance of doing so to all members.
- 6) Assist in notifying all board members of meetings.
- 7) Assist with fundraiser as indicated.
- 8) Act to assist principal as needed and indicated.
- 9) Maintain PTO records at school which will be available for all members to inspect. This record shall include: a current list of name and phone numbers of PTO officers, current by-laws, an annual budget, minutes of all board meetings, current treasurer's reports, nomination ballots, and RIF contract.
- 10) All officers shall be involved in the approval of the annual budget.

#### SECTION 6 Treasurer

- 1) The Treasurer shall be responsible to prepare the annual budget; after it is prepared it shall be reviewed and approved by the Executive Board. This should be done before the first annual PTO meeting so the budget can be discussed and approved by the membership.
- 2) Shall receive all moneys of the organization; shall keep an accurate record of all receipts and expenditures; shall pay out funds only in such manner as authorized by the organization. The treasurer shall present a statement of account at every meeting as needed by the organization.
- 3) The treasurer's accounts of the organization shall be examined annually by an independent account. The purpose of this is to ensure compliance with budget expenditures and to be certain that the

Internal Revenue requirements are met by the PTO. A report of the account shall be prepared and read at the first board meeting annually. This record shall be made available to all members of the PTO on request.

- 4) Maintain confidentiality of all information and stress the importance of doing so to all members.
- 5) Serve on the Executive, Fundraiser and Activity Day Committees; all officers should be in attendance at all Fundraiser and Activity Day events as possible.
- 6) Shall assist with the fundraiser as indicated.
- 7) Assist in notifying board members of meetings.
- 8) Attend all PTO events as indicated.
- 9) Shall assist the president and other officers in behalf of the PTO.
- 10) Act to assist the principal as needed and indicated.

#### SECTION 7 Fundraising Chairs (2)

- 1) The Fundraising Chairs shall be responsible for overseeing and managing the annual fundraising project.
- 2) Accurate, detailed records of the fundraiser shall be kept from year to year.
- 3) Maintain confidentiality of all information and stress the importance of doing so to all members.
- 4) Serve on the Executive, Fundraiser and Activity Day Committees; all officers should be in attendance at all fundraiser and Activity Day events as possible.
- 5) Attend all PTO events as indicated.
- 6) Shall assist the president and other officers in behalf of the PTO.
- 7) Act to assist the principal as needed and indicated.
- 8) All officers shall be involved in the approval of the annual budget.
- 9) Keep careful and confidential records of the money that is received and not received. This information should be handed over to the president.
- 10) Any contact with families concerning the fundraiser must always be approved by the principal before it is sent home. Permanent records shall be kept of all correspondence but confidentiality must be maintained at all times. Because it is required by the school district that only the president have access to names and addresses of families, this aspect will need to be handled by the president.
- 11) Fundraising projects will be intended to make an adequate amount of money for the annual budget. Any decision to do a second fundraiser would require consideration and approval of the principal.
- 12) The fundraiser chairperson shall receive a list to help with different areas of the project. These lists will be supplied by the president with the approval of the principal. The chairperson shall arrange for volunteers as appropriate; they will contact other officers if additional help is needed.
- 13) When money is collected one of the chairs shall be present and responsible for proper documentation of money received. The treasurer shall make deposits as quickly as possible so that money is not left overnight in the school safe.

#### SECTION 8 Officers

All officers shall perform the duties prescribed in parliamentary authority in addition to those outlined in these by-laws and those assigned from time to time and deliver to their successor all official material no later than July 1. Whenever indicated, the Board may add a co-officer or officer-elect positions so that someone new to an office will have the benefit of working with an officer to learn the responsibilities of that office. This officer shall have full vote on the Board and will assume full duties of the position whenever the Executive Board deems it to be reasonable. All other officers shall perform other duties as the board feels indicated. All officers shall receive written detailed job descriptions when accepting office. An outgoing officer shall orient an incoming officer to job duties. Duties of officers which vary

annually do not need to be included in the by-laws. These informal decisions shall be organized annually and may be added to the by-laws at the discretion of the officers with no approval needed by other board members.

## **SECTION VII EXECUTIVE COMMITTEE**

SECTION 1 The Executive Committee shall consist of the officers of the organization and principal of the school.

SECTION 2 The duties of the Executive Committee will be to transact necessary business in the intervals between organization meetings, to take care of any new business as it may be referred to the organization, approve the plans of the work of standing committees and prepare the annual budget for approval at the first meeting.

SECTION 3 A meeting of the Executive Committee may be called by any member of the committee. A majority of the executive committee shall constitute a quorum which may make decisions based on a majority vote. Votes by committee members may be cast orally, over the phone or electronically.

SECTION 4 In cases in which expenditures of \$50 or more are requested, a majority vote by the executive committee shall be required. Expenditure votes by committee members may be cast orally, over the phone or electronically. The recording secretary shall take minutes and record these events. Although a list of names of officers present during the vote may be included, their position on a vote shall not be recorded unless they are abstaining. If someone wishes to abstain from voting, their name and the reason for not voting may be included in the minutes at the discretion of the committee.

SECTION 5 All meetings of the executive committee shall be documented and minutes of the proceedings shall be included in the PTO permanent files.

## **ARTICLE VIII PTO BOARD**

SECTION 1 The board shall consist of the executive committee of the organization, the chairperson of each standing committee, room chairpersons and two teachers appointed by the principal.

SECTION 2 The duties of the board shall be:

- 1) To transact necessary business as referred to it by the organization.
- 2) To approve the plans of the standing committee.
- 3) To prepare a report for presentation at a regular open meeting of the organization.
- 4) To submit to the organization a budget for the fiscal year to be approved.
- 5) To discuss and vote on financial proposals as brought to the board.
- 6) To review and vote on by-laws as needed for proper workings of the organization.
- 7) To educate and inform board members of school district policies as indicated.
- 8) To approve and vote on slate of officers as presented by the nominating committee.
- 9) To inform board members of details of upcoming PTO events.

SECTION 3 Fifteen members of the board shall constitute a quorum.

SECTION 4 A vote in the PTO board shall be determined by a majority vote of those in attendance at a meeting.

## ARTICLE IX PTO MEETINGS

SECTION 1 In the event that an emergency arises to require that any meeting be rescheduled, every reasonable effort shall be made to contact all members concerned. This may be done through phone calls, email, or television and radio announcements. The principal and president shall decide when a meeting needs to be canceled. It should be noted that if school was not in session on the scheduled day of a meeting or if it has already been announced that school will be closed the following day, the meeting shall be re-scheduled. The members shall have a minimum of five days' notice regarding the alternate date whenever possible. This may be done by telephone, email, television or radio announcement or by written notification.

SECTION 2 The number of annual PTO Board meetings shall be decided upon at the school district calendar meeting. These meetings will always be scheduled at the convenience of the Principal and school district. All parents/guardians of children registered in the elementary school are considered to be members and they shall be invited to all scheduled board meetings. Parents/guardians who are not board members are not allowed to vote on board issues but will be given an opportunity to discuss any of the topics prior to a vote being taken. At the completion of other business, the floor shall be open to non-board members. At this time, they shall be given an opportunity to discuss any questions or comments they may have.

SECTION 3 The recording secretary shall maintain a record of PTO information in the office of the school. This record will include: a current list of names and phone numbers of PTO officers, current by-laws, an annual budget, minutes of all board meetings, current treasurer's reports, nomination ballots and RIF contract.

SECTION 4 Special meetings can be called by the board or the Executive Committee whenever indicated. If possible, five days' notice shall be given telephone, email, and television or radio announcement or by written notification.

## ARTICLE X STANDING SPECIAL COMMITTEES

Whenever possible, Standing Special Committees shall be chaired by someone other than an officer to encourage involvement in the PTO by more parents and teachers. Officers are certainly allowed to take on committees which they choose.

### SECTION 1 Parliamentarian

A Parliamentarian shall be appointed to ensure that meetings are held in accordance with the organization's by-laws and Robert's Rules of Order. This person may be an officer, teacher, or board member who feels comfortable with acceptable procedures. This position shall be identified before the first PTO meeting of the year.

### SECTION 2 Program

- 1) Committee consists of chairperson (who shall be vice-president), principal and all other officers.
- 2) Because it is sometimes difficult to make arrangements for certain programs unless it is done well in advance, decisions may need to be made at the end of the school year for the following year. When this is done, it is important that any needed funding already be in place (this may be done in accordance with

projected profit from a fundraiser or the approximated carryover of funds from one year to the next). It would obviously be most judicious to do this with the involvement of the incoming officers whenever possible.

3) Adherence to the budget is required; when additional funding is needed, a majority vote will prevail. It is recognized that there are situations in which the entire board cannot assemble for a vote. When this occurs, a majority vote of the officers shall carry the decision. Votes may be cast orally, over the telephone or via email.

4) The PTO board shall be kept aware of the plans.

5) The chairperson shall be responsible for notification of school personnel, which shall be done under the directions of the principal. The chairperson shall also be responsible for the distribution of fliers to be sent home with students; these notices shall also be approved by the principal before distribution.

### SECTION 3 Activity Day

1) This committee shall consist of a chairperson (who is selected and approved by the officers), all officers, other volunteers (who are also approved by the officers) and the principal.

2) The chairperson shall delegate work to other volunteers as indicated. Because of the importance of this event, the workload, and the expenditures made, officers are encouraged to participate in this committee very actively. This will allow votes on expenses to be more easily facilitated.

3) The chairperson shall schedule meetings, keep detailed records for future use and adhere to the budget.

4) Additional funding for Activity Day will be voted on by the board at the final board meeting of the year. A majority vote shall prevail. If decisions need to be made after the final board meeting, the officers shall vote, and once again, a majority vote shall prevail.

5) The chairman of this committee shall be certain that the budget is adhered to. If additional funding is needed, then a majority vote of available officers will be utilized.

6) This position shall be filled by January to allow adequate time for preparations for Activity Day.

### SECTION 4 RIF (Reading is Fundamental)

1) The RIF Committee shall consist of a chairperson and the school librarian.

2) The chairperson shall be responsible for adherence to federal guidelines and the PTO budget allowance.

3) The chairperson is responsible for working with the principal and librarian to schedule convenient times for book distributions.

4) The chairperson shall be responsible for organizing volunteers as needed. They will be supplied a list of volunteers and their phone numbers by the PTO president. In the event that an adequate number of volunteers is not available, the PTO officers will be contacted for additional help.

5) The chairperson is responsible for all publicity regarding RIF. Parents, students and school personnel shall be informed of the dates after approval by the principal.

6) Reports concerning status of RIF shall be made at board meetings so that board members are aware of status of dates, expenditures, and any other difficulties experienced in the program.

7) After completion of the school year, the RIF chairperson shall prepare a report of the events of the year. This should include an amount of money spent by the PTO, amount of money received from the government, which companies utilized for purchasing books and any suggestions for future reference. Recognizing that government paperwork is slow and tedious, it may be most reasonable to present this report to the board at the first board meeting of the year for the previous school year. This report should include the dates of the RIF contract. This report should be duplicated and given to each officer, the principal and school librarian so that everyone involved in the program has a full



understanding of government requirements. A copy of the requirements set up by the federal government for RIF should be made as addendum #1 to the PTO by-laws.

#### SECTION 5 Yearbook Committee

- 1) The Yearbook Committee shall consist of one chairperson, any volunteers she may choose, the principal, and the art teacher. The chairperson of this event shall be identified before the first PTO meeting of the year so that pictures of special events can be taken and filed.
- 2) The chairperson will be notified by the art teacher of the selection of the winner of the cover; the art teacher conducts this procedure in the fifth grade classes.
- 3) The chairperson shall work on art lay-up of the book, picture development, picture cutting and will check with school secretaries regarding names for spelling and completeness.
- 4) Accurate documentation shall be kept for future reference.
- 5) The chairperson shall place project out for bid as indicated and keep project within budget.
- 6) The chairperson shall prepare order forms to go home with the students and collect the forms and payments.
- 7) Teachers are responsible for ordering and paying for their own yearbook.
- 8) The chairperson shall be responsible for the distribution of the yearbooks.
- 9) Yearbooks are distributed to fifth graders in their classrooms immediately following their awards ceremony. They should be placed in the homeroom while the students are at the ceremony. Historically, the PTO has been able to give each fifth grader a yearbook as a gift. If this practice continues, a fifth grader who moves out of the district should be made eligible for receiving a yearbook even if it needs to be mailed to the student. No one should receive a yearbook prior to the fifth graders, with the exception of the morning kindergarten classes. There have been years in which the school calendar has been readjusted due to loss of school days due to weather so that morning kindergarten classes are being dismissed for their final day of the year on the same day as the fifth grade awards. It is only reasonable to give the yearbooks to these students before dismissal.

#### SECTION 6 Teacher/Staff Appreciation Event

- 1) The chairperson for this event should be selected from interested volunteers before the third board meeting of the year or as otherwise indicated with the selection of the date for this event.
- 2) The chairperson will be required to coordinate with the principal and PTO officers to be certain that the event is held at an appropriate time and adheres to budget requirement.
- 3) The chairperson should prepare a form to be sent home with students to obtain parent volunteers and donations for this event. The form should be approved by the principal and president prior to duplication and distribution.
- 4) The chairperson should then organize volunteers as needed to complete this event.
- 5) Complete documentation of the event should be kept as a permanent record for future reference.

#### SECTION 7 Fifth Grade Activities

- 1) There are three activities for the fifth grade which the PTO handles annually. These include a class trip, an awards ceremony and a picnic in the park. All of these events have a chairperson assigned to them. The PTO has also been supportive of the fifth grade Thanksgiving feast. Although the fifth grade teachers handle this event, PTO support is provided to them as needed. Funding is also provided as it is available.
- 2) Although the date selection for these events is usually part of the annual school calendar, this date should be verified with the principal. After date verification is made, the events should be scheduled and the location of the trip selected.

- 3) Permissions slips are to be signed by a parent/guardian for every student who will be attending the trip. Obtaining permission slips will be the responsibility of the principal and teachers. It is at the discretion of the principal and teachers that a student would be excluded. A student should not be excluded solely because he/she will be repeating fifth grade.
- 4) The students are transported on school buses supplied by the school district. The school district supplies the bus transportation at no charge and they assume all liability for transportation.
- 5) Parent volunteers attend as chaperones and provide their own transportation. There will be one parents per homeroom who will act as official chaperones, but additional volunteers may attend with the approval of the principal. No parent shall have admission paid for by the PTO.
- 6) It is preferred that a school nurse be in attendance in the event of a medical emergency. The nurse should have pertinent medical information and equipment with her as indicated. In the event a school nurse is unable to attend, the principal will select an alternate.
- 7) The principal and teacher will handle the selection of all academic awards.
- 8) The president shall be responsible for ordering all awards under the direction of the principal. This should be done in keeping with the budgeted amount.
- 9) The chairperson is responsible for decorating for the award assembly.
- 10) Detailed documentation of all work is essential for future reference. This includes names of the persons/companies contacted for purchases and arrangements, scheduling of events, amounts of monies used, number of students in fifth grade classes, and any items which may be leftover from subsequent years.

#### SECTION 8 Treats Committee

- 1) There shall be two chairpersons designated to handle the PTO sponsored treats. These volunteers will need to be identified before sponsored treats. These volunteers will need to be identified before the first PTO meeting.
- 2) The dates and times for treats will be decided on at the board meetings.
- 3) The chairpersons shall be responsible for obtaining from the school secretaries the number of students and personnel who will be receiving a treat.
- 4) The chairpersons shall arrange to order, pickup, and or have delivered treats, drinks, napkins and cups. They shall also be certain that there are adequate supplies of napkins and cups on hand.
- 5) The chairpersons shall have treats organized and ready for grade chairperson to pick up and take to classrooms.
- 6) The chairpersons shall be responsible for submitting all bills to the treasurer for payment.
- 7) A permanent, detailed record of all information should be kept for future reference.

#### SECTION 9 Label collection and other Miscellaneous Fundraising

- 1) This committee shall consist of one chairperson and other volunteers and officers as indicated.
- 2) It is the responsibility of the chairperson to handle the collection of labels, coupons, boxtops etc. as indicated and process and maintain all information as necessary.
- 3) The chairperson shall meet with the principal to select any gift items so that appropriate items are chosen for the school.
- 4) The chairperson shall report to the president any money which is collected. It shall be deposited by the treasurer and utilized as the board chooses.

#### SECTION 10 Publicity Chairperson

- 1) A Publicity Chairperson shall be selected by the board. This position should be filled by the first PTO board meeting of the year.

- 2) This chairperson shall be responsible for contacting local news agencies, with the approval of the principal, to arrange for coverage of a school event.
- 3) The chairperson shall be responsible for verifying with the principal that photographing of individual students is reasonable and permissible.
- 3) Shall collect the information and details regarding organized events and activities from committee chairs.
- 4) Proof submissions from committee chairs.
- 5) Work in conjunction with corresponding secretary to produce a newsletter for distribution.
- 6) Contact Principal or Vice Principal for approval of content and subsequent distribution of Newsletter. (Allow principals one week notice to approve.)
- 7) Circulate quarterly newsletter by electronic message and PTO website post.
- 8) In the event that a Public Relations Board Member is not elected the Newsletter duties will transfer to the Events Vice President. All other duties will transfer to the Fundraising Vice President.

#### **ARTICLE XI BYLAW AMENDMENTS**

**SECTION 1** The Bylaws may be amended by a two-thirds vote of the members present at any regular meeting or special meeting called for that purpose, provided that notice of the proposed change is provided with all notices of the meeting. Proposed amendments shall be submitted to the Executive Committee for its consideration and recommendation prior to presentation to the membership;

**SECTION 2** Any correction of the Bylaws that does not alter the expressed or implied intent may be effected by a majority vote of the Executive Committee. Such corrections are for the sake of clarity and shall not be considered as amendments to the Bylaws.

#### **ARTICLE XII DISSOLUTION STATEMENT**

**In the event of dissolution of the PTO, the Executive Committee shall, after paying and making provisions for the payment of all liabilities, distribute all the assets of the PTO over to an organization dedicated to charitable and/or educational purposes and which has been recognized as a 501©(3) organization by the Internal Revenue Service.**

#### **ARTICLE XIII RULES OF THE ORGANIZATION**

**SECTION 1** The rules contained in "Robert's Rules of Order" shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws of this organization.

**SECTION 2** The rules of this organization may be changed, in whole or in part, at any time by this organization. These changes shall be decided upon by a majority vote and shall be available to the membership for consideration and discussion for a reasonable period of time.

Amended April 2014