

**BYLAWS
OF
YOUNG SCHOLARS OF WESTERN PA CHARTER SCHOOL PARENT TEACHER
ORGANIZATION (PTO)**

**ARTICLE I
NAME**

The name of this organization is the YSWPCS PARENT TEACHER ORGANIZATION, herein after referred to as the “PTO”.

**ARTICLE II
PURPOSE**

The PTO’s mission is to contribute in building a rich supportive environment for students as the PTO works in partnership with the administration, teachers and parents of YSWPCS (“School”). The PTO will facilitate students’ success in the 21st century classroom and workforce by promoting and supporting high levels of academic performance, while fostering positive growth in social/emotional behaviors and attitudes. This will include, but is not limited to:

- a. Support the School in its mission;
- b. Promote communication and mutual respect among parents, faculty and administration;
- c. Support the educational and social objectives of the school through PTO-sponsored programs;
- d. Provide direct financial support to the school through organized fundraising events;
- e. Provide financial assistance to programs that directly impact teachers and students;
- f. Organize community-building events.

**ARTICLE III
GENERAL PROVISIONS**

Section 1. Fiscal Year. The fiscal year of the PTO is June 1 through May 31.

Section 2. Membership Year. The membership year of the PTO is June 1 through May 31.

Section 3. Rules of Order. The most recent edition of “*Commonwealth of Pennsylvania SUNSHINE ACT*” will be recognized as the authority governing all meetings of the PTO when not in conflict with these Bylaws.

Section 4. Statement of Non-discrimination. The PTO will not practice or permit discrimination on the basis of sex, age, race, national origin, religion, or physical handicap or disability.

ARTICLE IV MEMBERSHIP

Section 1. General Members. All parents or guardians of students currently enrolled in the School shall be general members of the PTO.

Section 2. Executive Members. Executive members shall be the PTO officers; President, Vice-President, Secretary, and Treasurer. In turn, executive members shall make-up the Executive Committee.

Section 3. Honorary Members:

- a. Student Representatives who possesses the distinguished qualities that the School fosters shall be honorary members.
- b. School administrators, teachers, and staff shall be honorary members
- c. The Executive Committee by unanimous vote may confer on any person an honorary membership based on his/her outstanding work in promoting the purposes of the PTO. Nominations for honorary membership shall be proposed in writing by a general member and submitted to the Executive Committee for approval.

Section 4. Qualifications to Vote: All general members in good standing may vote at a regular or special meeting. Honorary members shall have no voting rights.

ARTICLE V MEMBERSHIP MEETINGS

Section 1. General Meetings. The Executive Committee shall, before its first meeting, establish and announce a schedule for monthly members' meetings during the school year, including but not limited to the annual meeting which shall be held in May prior to the end of school.

Section 2. Special Meetings of the General Members. Special members' meetings may be called by the President or by a majority of the Executive Committee or by at least ten (10) general members with fifteen (15) days notice having been given.

Section 3. Place of Meeting. Any place within ten (10) miles of the School's physical address may be designated by the Executive Committee as the place of meeting for any regular or special meeting.

Section 4. Notice of Meeting. Written notice stating the place, date, hour and, in the case of special meetings, purpose of any meeting of members will be published in the School newsletter, posted electronically, physically posted at School, or announced at a members' meeting.

Section 5. Quorum and Action. Except as otherwise provided by these Bylaws, the general members present at a meeting regardless of number shall constitute a quorum for the transaction of business. A vote of a simple majority of the quorum shall constitute an action of the members at any regular or special meeting.

Section 6. Proxies. No proxies will be accepted. To vote, each general member must be present at the regular or special meeting.

Section 7. Expenditures. All expenditures of the PTO must be approved by either the Executive Committee or the general members by the following means:

- a. The Treasurer shall submit the annual budget to the members for their approval at the first regular meeting of the school year;
- b. Once the budget is so approved, expenditures of funds set forth in the budget categories are approved without further action by the members;
- c. Any expenditure of PTO funds in excess of \$500 for items not set forth in the approved budget requires the approval of the members at a regular or special meeting called for that purpose;
- d. All expenditures shall have a paper trail by way of PTO Payment Authorization Form in which two signatures of approval are required; the Treasurer and the President. All necessary receipts shall be included with said form.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1. Powers:

- a. The business affair and property of the PTO shall be managed by or under the direction of the Executive Committee which may exercise all such powers of the PTO and do all such lawful acts and things as are not by these Bylaws directed or required to be exercised or done by the members.
- b. The PTO is an entity of the School, and as such falls under the business supervision of the School.
- c. All events sponsored by the PTO shall be coordinated with the Principal or other designated School administrator.
- d. PTO shall have a planning meeting for PTO sponsored activities with the Principal or other designated School administrator in June but no later than August.
- e. The School's tax identification number will be used by the PTO for any business transaction(s) in which said number is required.

Section 2. Membership. The Executive Committee shall be comprised of the officers of the PTO: President, Vice President, the Secretary and the Treasurer. The President and Vice President will each be chosen to represent the Elementary and Middle/High School campuses.

Section 3. Regular Meetings. The Executive Committee shall establish and announce before the first meeting each school year a schedule for the regular general meetings of the Executive Committee.

Section 4. Special Meetings of the Executive Committee. Special meetings of the Executive Committee may be held upon five (5) days notice when called by (i) The President, or (ii) the Secretary upon written request of (a) two (2) of the members of the Executive Committee, or (b) at least ten (10) of the general members.

Section 5. Quorum; Vote Required for Action.

- a. At all meetings of the Executive Committee, a majority of officers then in office shall constitute a quorum for the transaction of business; and,

- b. except as otherwise required by law or these Bylaws, the act of a majority of the officers present at any meeting at which there is a quorum shall be the act of the Executive Committee; but,
- c. A lesser number may adjourn the meeting from day to day, without notice other than announcement at the meeting, until a quorum is present.

Section 6. Notice for Executive Committee Meetings: Written notice stating the place, date, hour and purpose of any Executive Committee meeting will be published in the School newsletter, posted electronically, physically posted at school, or announced at a members' meeting. The notice of a meeting shall be deemed to be delivered when published in the newsletter posted electronically, or announced at a members' meeting.

Section 7. Compensation.

- a. The members of the Executive Committee and all members of committees of the PTO shall serve without salary or other compensation for their services; and,
- b. Said persons may be reimbursed or advanced funds for expenses incurred or to be incurred on behalf of the PTO, as approved by the Executive Committee.

ARTICLE VII OFFICERS

Section 1. Election and Qualification:

- a. The officers of the PTO shall be elected by the members at the annual meeting that is held in May of the prior year.
- b. A candidate for office must be a general member throughout his/her term.
- c. An officer shall hold no more than two (2) positions at one time.
- d. Each officer position is not to be held by the same member for more than two (2) consecutive membership years.

Section 2. Removal; Resignation; Vacancies:

- a. Each officer shall hold office until his/her successor is elected and qualified or until his earlier death, resignation or removal.
- b. Any officer may resign upon written notice to the PTO.
- c. Any officer may be removed at a regular or special meeting by the Executive Committee and the vacancy caused by such removal may be filled at such meeting by the Executive Committee.
- d. The Executive Committee shall call a special meeting to deal with any vacancies occurring in any office of the PTO by death, resignation, removal or otherwise, which may be filled for the unexpired portion of the term by the Executive Committee at any regular or special meeting.

Section 3. Officers and Term:

- a. The officers of the PTO shall consist of President, Vice-President, Secretary, and Treasurer.
- b. All officers shall perform the duties outlined in these Bylaws and those assigned from time to time and deliver to their successors, or the President, all official materials at the end of his/her term.
- c. No officer shall be paid a salary or other compensation hereunder, but shall be reimbursed or advanced funds for costs or expenses incurred or to be incurred on behalf of the PTO, as approved by the Executive Committee.

Section 4. President: The President shall:

- a. Appoint and coordinate all the officers and committees of the PTO in order that the purpose of the PTO may be promoted.
- b. Preside at all the meetings of the PTO.
- c. Be authorized to sign on the PTO's bank accounts.
- d. Call a meeting of the Executive Committee for the purpose of selecting ad hoc committee chairpersons.
- e. Be a member ex-officio of all committees.
- f. Oversee and be a member of all committees assigned.
- g. Perform such duties as may be prescribed in these Bylaws.
- h. Responsible for maintaining communication with the School administration and parents.
- i. Be authorized to sign on PTO bank accounts.
- j. Submit an annual written report.

Section 5. Vice President: The Vice-President shall:

- a. Represent the Elementary or Middle/High campus
- b. Preside at all meetings in the absence of the President. The Vice President alternate taking the place of the president if that member resigns or is not present.
- c. Perform other duties as assigned by the President or the Executive Committee.
- d. Oversee and be a member of all committees assigned to him/her by the President or Executive Committee.
- e. Submit an annual written report.

Section 6. Secretary: The Secretary shall:

- a. Record the minutes of all meetings of the PTO.
- b. Maintain a current copy of the bylaws.
- c. Act as custodian of all records and materials of the PTO.
- d. Act as adviser on matters of parliamentary procedure when requested.
- e. Perform other duties as assigned by the President or the Executive Committee.
- f. Submit all records to the succeeding Secretary.
- g. Submit an annual written report.

Section 7. Treasurer: The Treasurer shall:

- b. Have custody of all the funds of the PTO.
- c. Prepare a budget for the PTO and, subject to prior approval of the Executive Committee, present it for approval at the first regular meeting of the members.

- d. Make disbursements prior to the expenditure as authorized by the Executive Committee.
- e. Make reimbursements for submitted expenses with proper receipts/documentation as authorized by the Executive Committee.
- f. Be authorized to sign on the PTO's bank accounts.
- g. Be responsible for the maintenance of such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the PTO, and to keep books and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for a period of at least seven (7) years.
- h. Present current financial statements at members' meetings, Executive Committee's meetings, and at other times when requested by the PTO or Executive Committee.
- i. Perform other duties as assigned by the President or Executive Committee.
- j. Submit all records to the succeeding Treasurer.
- k. Submit an annual written report.

ARTICLE VIII COMMITTEES

Section 1. Committees. The Executive Committee may, by resolution, designate one or more committees, each committee to consist of one or more general members, with the powers granted by such resolution or as provided by these Bylaws. The Executive Committee shall appoint the chairperson of each committee. Ad hoc committees may be appointed by the President to address special concerns of the PTO. Ad hoc committee members and chairs shall be appointed by the President. The terms of office for members of the ad hoc committees shall end upon the completion of the duties for which they were appointed.

Section 2, Members; Eligibility. The chairperson of each committee, subject to the approval of the Executive Committee, shall appoint the members to serve on the committee. Only general members shall be eligible to serve on any committee. The President shall be a member ex-officio of each committee.

Section 3, Standing Committees.

- a. *Publicity Committee*: This committee is responsible for creating promotional material for the various events, fundraising or community building, which are sponsored by the PTO. Responsibilities include (1) promoting fundraising and community building events among faculty, staff, students, parents, and the community; (2) support administration during recruitment and enrollment times; and, (3) join the administration in welcoming and orienting new families to the School community.
- b. *Parent/Teacher Relations Committee*: This committee will (1) strive to foster better communication between administration, teachers, parents and students; (2) work with grade level coordinators or teacher liaison to provide teachers with any assistance needed in the classroom; (3) coordinate any faculty and staff appreciation days; (4) plan and sponsor other activities designed to support the School faculty; and, (5) plan workshops on current issues of interest to parents, faculty, staff and students.
- c. *Fund Raising Committee*: This committee will (1) be responsible for coordinating and/or overseeing all fundraisers during the school year as approved by the Executive Committee; (2) be responsible for coordinating and/or overseeing any and all community-building events during the school year as approved by the Executive Committee; (3) ensure the delivery of

funds raised to the Treasurer; and, (4) report on funds raised to the members meeting. The chair of this committee shall solicit members to serve on this committee and report the membership to the Secretary.

- d. *Volunteer/Database Committee*: This committee is responsible for recruiting, organizing, assigning and updating volunteers for teachers, the PTO and School events. The committee will also keep committee and council lists updated for the Executive Committee.

**ARTICLE IX
CONTRACTS, CHECKS, DRAFTS, BANK ACCOUNTS, ETC.**

Section 1. Contracts. The President and Treasurer and such other persons as the Executive Committee may authorize shall have the power to execute any contract or other instrument on behalf of the PTO; and no other officer, agent or employee shall have any power or authority to bind the PTO by any contract, agreement or acknowledgement.

Section 2. Bank Accounts. The Principal, President, and the Treasurer shall have the power to open and maintain in the name and on behalf of the PTO accounts with any bank, trust company or other institution as approved by the Executive Committee and to make, execute and deliver checks or other evidences of indebtedness of the PTO.

**ARTICLE X
AMENDMENT**

These Bylaws may be amended or repealed and new bylaws may be adopted by a vote of the general members at any regular meeting or at any special meeting of the members with fifteen (15) days notice having been given. Members must submit to the Secretary in writing all proposed amendments to these Bylaws. The Executive Committee will submit the proposed amendment for the approval of the general members at the next regular meeting or a special meeting called for that purpose.

ADOPTED at a meeting of the members held this ___ day of _____, 2012.

Secretary of the PTO