

Blue Ball Parent Teacher Organization (PTO)
By-Laws

ARTICLE I – NAME

The name of the organization will be the Blue Ball Parent Teacher Organization.

ARTICLE II – MISSION

This mission of the Blue Ball Teacher Organization will be:

To promote the welfare of students in the school, home, and community.

To assist in securing adequate rules for the protection of these students.

To facilitate the relationship between the parents of the students, teachers, staff, and administration of the school to provide a quality education.

To develop between the educators and the general public a united effort to secure the best advantage for each student.

ARTICLE III – POLICIES

Section 1. The program of this organization will be educational and will be developed through conferences, committees, and projects.

Section 2. This organization will be non-commercial, non-sectarian, and non-political. It will not endorse any commercial enterprise other than specific fundraisers voted on by the executive board. The names of any of the office holding individuals will not be used in any partisan interest, or for any purpose other than regular work of the organization.

Section 3. This organization will neither seek to direct the administrative activities of the school, nor control its policies.

Section 4. This organization may cooperate with other organizations and agencies active in student welfare, such as conference groups or coordinating councils. However, no other organization may enact policies or commitments to this organization regardless of this organization's participation.

Section 5. All members are entitled to vote on policies, procedures, and activities excluding monetary matters (see Article VII) as they relate to this organization.

Section 6. All records of this organization, including meeting minutes, bank statements, and financial statements prepared the Treasurer, will be maintained at the school and available for review upon request.

ARTICLE IV – MEMBERSHIP

All parents/guardians of Blue Ball Elementary students as well as Blue Ball Elementary administrator(s) and faculty who are interested in this organization and willing to uphold its policies and subscribe to its By-Laws may be a member. Members are encouraged to attend scheduled meetings. Non-attendance of scheduled meetings does not affect membership eligibility.

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ARTICLE V – OFFICERS AND ELECTION

Section 1. The Officers of this organization will be President, Vice-President, Secretary, and Treasurer.

- a. The officers are to be installed annually by July 31st.
- b. The new officers will assume their duties by August 1st.
- c. Elections shall be held annually for all positions for a one (1) year term.
- d. A person may be eligible to serve more than one (1), but not more than three (3) consecutive terms in the same office.

Section 2. The Vice-President of the organization will be responsible for preparing a ballot of nominees for each office.

- a. A nominating committee and/or survey, plus, suggestions can do this from the Blue Ball Elementary Staff.
- b. The Executive Committee may also offer suggestions to the Vice-President on nominees for each office.
- c. The Vice-President will submit the ballot at the Executive Committee Meeting prior to the election of next year's officers.

Section 3. The Executive Board will advertise and hold a meeting prior to the last day of school for the purpose of electing next year's officers. All parents will be encouraged to attend.

- a. Only those who have consented to serve shall be eligible for nomination.
- b. In the event there is only one (1) nominee per office, they will be affirmed rather than elected.

Section 4. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by majority vote of the remaining members of the Executive Board. In case a vacancy occurs in the office of President, the unexpired term will be filled by one of the three (3) remaining officers.

ARTICLE VI DUTIES OF OFFICERS

Section 1. President

- a. He/She shall preside at all meetings of the organization and of the Executive Board.
- b. He/She shall perform such other duties as may be prescribed in these By-Laws, or assigned to him/her by the organization or the Executive Committee.
- c. He/she will coordinate the work of the officers and the committees, in order that the objectives of the organization may be promoted.

Section 2. Vice-President

- a. He/She will act as aid to the president
- b. He/She will perform the duties of the president in their absence.

Section 3. Secretary

- a. He/She will record the minutes of all meetings of the organization and of the Executive Board
- b. He/She shall perform such other duties that may be delegated to him/her.
- c. He/She shall record and keep a roster of all members attending each PTO meeting.
- d. He/She shall disperse the minutes to all members.
- e. He/She shall maintain current and past records for 7 years. (maintain a binder with the minutes in the Main Office)

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Section 4. Treasurer

- a. He/She will receive all monies of the organization.
- b. He/She will keep an accurate record of all receipts and expenditures.
- c. He/She shall present a financial statement at every Executive Board meeting of the organization and at other times when requested.
- d. All reports and records will be submitted to an independent auditor at the end of each budget year. He/She will organize and be responsible for any contractual activity agreements such as roller skating parties.

Section 5. Principal

- a. Act as an advisor and represent the Eastern Lancaster County School District

Section 6. All Officers will:

- a. Perform the duties prescribed in the parliamentary authority in addition to those outlines in the By-Laws and those assigned from time to time.
- b. Deliver to their successors all official materials at the end of their term, with the exception of the treasurer, who will deliver his/her records after the final audit.
- c. Before the end of each term year, prepare and present a budget for upcoming term year. Information for this budget should be sought from parents, teachers, administration, and any other appropriate parties.

ARTICLE VII EXECUTIVE BOARD

Section 1. The Executive Board will consist of the officers of the organization, and chairpersons of standing committees.

Section 2. The duties of the Executive Board will be:

- a. To transact necessary business in intervals between meetings of the organization.
- b. To create standing committees.
- c. To oversee the activities of standing committees.
- d. To vote to approve/disapprove all matters involving the expenditure of the PTO monies. This is intended to include but not be limited to:
 1. Term year budget
 2. All committee budgets
 3. Special non-budgeted expenses

ARTICLE VIII EXECUTIVE BOARD MEETINGS

Section 1. Regular Executive Board meetings will be held immediately preceding to the scheduled monthly PTO meeting.

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ARTICLE IX STANDING AND SPECIAL COMMITTEES

Section 1. All committee chairpersons are to be appointed by the PTO officers. PTO officers will appoint the standing committee chairpersons after their own term becomes effective and before the first day of school. Their appointment will be effective until July 31st. Standing committee chairpersons are eligible to serve more than one (1), but not more than three (3) consecutive one (1) year terms as chair of the same committee. In case of special committees, they will be created as required. Since these committees are created for a specific purpose, they automatically go out of existence when their work is done and a final report is made.

Section 2. Standing Committees will be:

- a. Hospitality Committee
- b. Fundraising Committee
- c. Volunteer Committee

Section 3. All standing committee chairpersons will provide to their successors a job description, training, and all official materials at the end of their term.

Section 4. The chairperson of each committee will relate work plans to the executive board for approval. No unapproved committee work will be undertaken.

Section 5. The president shall be an ex-officio member of all committees.

ARTICLE X PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern this organization in all cases in which they are applicable and consistent with the By-Laws of the organization.

ARTICLE XI AMENDMENTS

These By-Laws may be amended at any regular meeting of the organization by a two-thirds (2/3) vote of the members present and voting. Notice of the amendment must be given at a previous meeting.

ARTICLE XII REVISIONS OF BY-LAWS

Section 1. A committee may be appointed to submit a revised set of By-Laws as a substitute for these By-Laws only by a two-thirds (2/3) vote of the members present and voting at a meeting of the organization.

Section 2. Revisions must be made public at least 30 days prior to date of vote.

Section 3. Revisions will be approved at a regular meeting of the organization by a two-thirds (2/3) vote of the members present and voting.