

William E. Nitrauer Parent-Teacher Organization
Bylaws
October 2017

Article I: Name

The name of this group shall be the William E. Nitrauer Parent-Teacher Organization of the Manheim Township School District.

Article II: Organization

The Organization will be comprised of any Nitrauer teachers, staff, parents and guardians of students and the members of the Executive Team.

Article III: Goals

The goals of the William E. Nitrauer Parent-Teacher Organization will be:

- To facilitate the relationship between home and school, acknowledging that this connection is vital in helping each child be successful.
- To promote the welfare of children and youth in home, school and community.
- To provide additional programs and materials to aid the school towards the goal of superior education.

Article IV: Basic Policies

Section I: The goals of this Organization will be promoted through an educational component for students, parents, teachers and the community, will be developed through committees and projects with input from students, parents, teachers and the community.

Section II: This Organization will be non-commercial, non-sectarian and non-partisan. It will not endorse a commercial enterprise or a candidate. The name of the Organization or the name of any members in their official capacities will not be used in any connection with a commercial concern or with partisan interest, or for any other purpose than the regular work of the organization.

Section III: This Organization will seek neither to direct the administrative activities of the school nor to control its policies and will be governed and qualified by the basic policy set forth in this Article.

Section IV: This Organization may cooperate with other groups, agencies and counsels active in child welfare provided its representatives make no commitments that bind the group he/she represents.

Article V: Membership and Fundraising

Section 1: Any parent or guardian of Nitrauer students is automatically a member, without regard to race, religion, nationality or gender, so long as he/she is interested in the goals of this Organization as outlined in Article III and willing to uphold its basic policies and subscribe to its Bylaws.

Section II: Annual fundraisers will be done through the year to support the goals of the organization. Parents may make donations at any time during the year.

Article VI: The Executive Team

Section I: The Executive Team shall consist of the officers of the Organization, the administration of the school, and a faculty representative.

Section II: The duties of the Executive Team will be:

1. To transact necessary business in the intervals between the Organization's meetings and such other business as may be referred to it by the Organization;
2. To create standing committees
3. To approve the plans of work of the standing committees;
4. To prepare and submit to the Organization a budget for the fiscal year; and
5. To approve expenditures within the limits of the budget.

Section III: Meetings will be held at the call of the Executive Team.

Article VII: Officers and Their Elections

Section 1: Officers

1. The Officers of this Organization shall consist of a president, vice-president, treasurer, secretary and two "at large" parents or guardians (with a goal of one from Intermediate, Grades 3-4, and one from primary; Grades K-2.) The Officers shall exist in equal capacity.
2. New officers will be solicited by the Volunteer Chairperson and presented to the PTO for a majority vote.
3. Officers will assume their official duties at the close of the final meeting of the school year and will serve for a two-year term and/or until their successors are elected.

Section II: Volunteer Chairperson

1. There will be a Volunteer Chairperson consisting of a Chairperson and two other members selected from the volunteer sheet and approved by a majority of the Executive Team.

2. The Volunteer Chairperson will solicit and/or accept applicants for nomination for Officers and Committee Chairpersons. The Volunteer Chairperson will send out paperwork notifying PTO members of the opportunity to serve.
3. Election of the Executive Team members shall be by majority vote of the membership present.

Section III: Vacancy

- A person elected by a majority vote of the Executive Team will fill a vacancy occurring in any office for the unexpired term.

Section IV: Removal from Office

Any officer may be removed from the office by the affirmative vote of a majority of the Executive Team at any regular or special meeting for conduct detrimental to the interest of the Organization, and/or for refusal to render reasonable assistance in carrying out its purposes. Any officer proposed to be removed shall be entitled to at least five days' notice in writing of the meeting at which such removal is to be voted upon and shall be entitled to appear before and be heard by the Executive Team and all membership present at such meeting.

Article VIII: Duties of Officers

Section I: President

The President will preside at all meetings of the Organization and the Executive Team, will be a member ex-officio of all committees except the Volunteer Committee; and will perform all other duties usually pertaining to the office.

Section II: Vice President

The Vice President will act to aid the President and will perform the duties of the President in the absence or inability of that officer to serve. The Vice President will also oversee that all committee chairpersons are meeting the responsibilities of their positions.

Section III: Secretary

The Secretary will record the minutes of all meeting of the Organization and of the Executive Team and will perform such duties as may be delegated to him/her.

Section IV: Treasurer

The Treasurer will receive all monies of the Organization; will keep an accurate record of receipts and expenditures; and will pay out funds in accordance with the approved budget as authorized by the Organization. The Treasurer will present a full financial report to the membership a minimum of once a year and when requested by the Executive Team.

Section V: Members—"At-Large"

The members-“At-Large” will be responsible for coordinating communications for the organization as well as assisting any of the Officers or Chairpersons as needed.

Section VI: All Officers Will:

- Perform the duties as outlined in these Bylaws and those required from time or time.
- Be a member ex-officio of the committees for which they are directly responsible, except the Volunteer Chairperson.
- Deliver to their successors all official materials after the final meeting of the school year.

Article IX: Organizational Meetings

Section I: The times and dates of the regular meetings of this Organization will be selected by the Executive Team.

Section II: Special meetings may be called by the Executive Team as deemed necessary.

Article X: Event and Program Committees

Section I: Each event will have a chairperson to coordinate the event.

Section II: Each chairperson will serve one year and/or until a successor is found

Section III: Is a successor cannot be found, the Executive Committee will determine whether to revise or cancel the event or program.

Articles XI: Policies and Bylaws

Section I “Roberts’ Rules of Order Revised” will govern this Organization in all cases which they are applicable and in which they are not in conflict with these Bylaws.

Section II: These Bylaws may be amended at any regular meeting of the Organization by a two-thirds vote of the general membership present, provided the membership had been notified of the proposed amendment(s) at least 30 (thirty) days in advance of the meeting. This constitution shall become effective immediately upon its adoption by majority of the vote of the members of the Executive Team and the general membership present at the meeting.