

Great Valley Middle School
EIN 20-4016773

G.V.M.S. P.T.O. By-Laws 5/29/02

Article 1: Name:

The name of this organization shall be the Great Valley Middle School Parent Teacher Organization.

Article 2: Purpose:

To promote open communication and involvement among parents/guardians, teachers, and administrators for the overall good of GVMS students.

- A. To keep GVMS parents/guardians informed about district and school programs, plans & current activities.
- B. To communicate parental input to policy, curriculum, programs and activities to school administrators.
- C. To provide parents/guardians appropriate avenues to direct questions, seek clarification, or otherwise address items of specific interest and/or concern.
- D. To promote school spirit.
- E. To maintain a positive, constructive attitude and insure activities mirror the needs and foster the goals of the entire GVMS community (parents/guardians, students, faculty and administrators).

Article 3: Membership:

A person becomes eligible for a membership in this organization provided he or she is a parent/guardian of a current GVMS student, or a current member of the faculty or staff of GVMS.

- A. Members shall be eligible to vote in general PTO Board elections.
- B. Members are eligible to serve on the PTO Board.

Article 4: Executive Board:

- A. Effective May 2000, newly elected board members will serve a term of two years beginning the first day of the new PTO year.
- B. The Board may consist of up to twelve members.
- C. Board members may serve no more than two consecutive terms. After two consecutive terms, a board member must rotate off the board for at least one year before being eligible to serve again.
- D. Elections for PTO board members will be held at the May general PTO meetings.
 - 1. In March, an election committee will be formed make up of three board members who are not running for election to the executive board.

Great Valley Middle School
EIN 20-4016773

2. In the April issue of The Voice a request will be made for candidates interested in filling the PTO board positions that will be available at the end of the present school year.
 3. Candidates' consent must be obtained before his/her name is officially placed in nomination.
 4. All candidates are listed on a ballot, to be distributed and voted on during the May general meeting.
 5. A space for write-in candidates will be provided.
 6. The election committee will tabulate ballots.
 7. The President will announce the new board members at the conclusion of the May general meeting and the results will be printed in the June issue of The Voice.
 8. The Recording Secretary will provide the newly elected board members with a copy of the By-Laws and an "officer interest form" regarding the election of PTO executive board officers, which will take place at the June organizational meeting (see article 4F)
- E. The organizational meeting for the newly elected Executive Board will be held in June, before the end of the PTO year. At this meeting, the Executive board will elect for a one year term the following.
1. President
 2. Vice-President
 3. Recording Secretary
 4. Corresponding Secretary
 5. Treasurer
- F. The election of Executive Board officers will be as follows:
1. An "officer interest form" will be provided to all Executive Board members immediately after the election in May.
 2. Using the form, Executive Board Members should indicate their interest, if any, in serving as an Executive Board Officer. They may indicate their willingness to serve in any number of positions.
 3. Forms must be returned to the current Recording Secretary at least 48 hours before the June organizational meeting.
 4. The Recording Secretary will create a separate ballot for each of the five officer's positions listing the names of each Executive Board member who indicated an interest in serving. These ballots will be presented at the June organizational meeting to the news Executive Board.
 5. At the June organizational meeting, the first order of business will be to elect new officers for the coming year. In the order that appears in Article 4E, the Recording secretary will distribute, tabulate and announce, the winner for each Executive Board Office separately, before moving on to the next office. No one will be selected for more than one officer's position.
- G. The duties of the elected officer shall be as follows:
1. President – shall organize agenda and run the Executive Board meetings.
 2. Vice-President – takes over whenever the President is not available.

Great Valley Middle School
EIN 20-4016773

3. Recording Secretary -

- a. Records and distributes the minutes of all PTO meetings.
- b. Distributes by-laws to all new Executive Board members after the May election meeting.
- c. Creates "officer interest form" and distributes to all Executive Board Members who will be serving in the following PTO year, at the conclusion of the May election meeting.
- d. Creates the officers ballot for the annual reorganization meeting in June.

4. Corresponding Secretary – Is responsible for all general correspondence related to the PTO and assumes the responsibilities of the Recording Secretary in his/her absence.
5. Treasurer – Shall be responsible for safeguarding and disbursement of all funds. Shall also be responsible for maintenance of the financial records and reporting to general PTO meetings. Shall make the financial records available for annual audit.

Article 5: PTO year and General Meetings:

- A. The PTO year and its budget year will end with the last day of the school year and the new PTO year and its budget year, shall begin on the following day.
- B. There will be periodic meetings throughout the year.

Article 6: Standing Committee:

The organization may create such standing committees as may be needed to promote its purpose.

Article 7: Amendments to By Laws:

These by-laws may be amended by a 2/3 majority vote of the Executive Board members.

Article 8: Dissolution Statement: (added January 2006)

In the event of the dissolution of the Great Valley Middle School PTO, the Executive board shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all the assets of the organization in such manner, or to such organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization under section 501(c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall Determine. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, or officers, or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the

Great Valley Middle School
EIN 20-4016773

principal office of the organization is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes.

Article 9: Approval and Distribution of Funds: (added January 2006)

A. Annual budget

1. shall be created by treasurer
2. approved by 2/3 vote of Executive Board prior to first General PTO Meeting of the school year.
3. presented to membership for approval vote of 2/3 members present at first General PTO meeting of the school year.

B. Distribution of Funds:

1. Majority Executive Board approval is necessary for any expenditure that exceeds the amount in the line item budget by greater than \$250.
2. Majority Executive Board approval is also necessary for any distribution up to \$250 not already included in the budget.
3. Any distribution (not already approved in the annual budget) greater than \$250 shall require a majority vote by the membership for approval.
4. Any distribution greater than \$2500 shall require School Board approval.