

BLUE MOUNTAIN MIDDLE SCHOOL
Parent Teacher Organization
675 Red Dale Road
Orwigsburg PA 17961

BYLAWS

ARTICLE I: NAME

The name of the organization is Blue Mountain Middle School Parent Teacher Organization (hereinafter the "PTO") and its principal place of business shall be at Blue Mountain Middle School.

ARTICLE II: PURPOSE

The purpose of this PTO is to enhance and support the educational experience at Blue Mountain Middle School to develop a closer connection between school and home by encouraging parent and student involvement, as well as improve the environment at Blue Mountain Middle School through volunteer and financial support.

ARTICLE III: DESCRIPTION

The PTO shall not seek to direct the administrative activities of the school or to control its policies. The PTO agrees to adhere to Blue Mountain School Board policies.

The PTO is organized exclusively for charitable, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

This shall be a nonprofit, nonsectarian, nonpartisan and nondiscriminatory organization. The use of funds and proceeds derived by this organization shall be for the improvement of the quality of education at Blue Mountain Middle School.

No part of the net earnings of the organization shall be distributable to its members, trustees, officers or other private persons. The organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose clause hereof.

No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation. The organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of this document, the organization shall not carry on any other purposes not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code or 170(c)(2) of the Internal Revenue Code or corresponding section of any future federal tax code. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code or shall be distributed to the federal government, state or local government for any public purpose. Any such assets not so disposed of shall be disposed of by a Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

ARTICLE IV: Membership

Section 1 : Membership

Any parent or guardian of an enrolled Blue Mountain Middle School student or a current Mountain Middle school faculty or staff member who subscribes to the purpose of this PTO may become a member of the PTO upon payment of annual dues. In the case in which one paid membership fee covers for two (2) parents or guardians in one household, each household shall be recognized as one (1) voting member and each shall be entitled to one (1) vote.

Membership in this PTO shall be available without regard to race, color, creed or national origin.

Section 2: Dues

Dues will be established annually by the Board and approved by the General Membership at the Spring General Membership meeting. It shall be the responsibility of the Board to set the dues at a reasonable amount.

Currently the membership fee is \$5 per person or \$15 for a family of 4 or more joining. All parents and students are encouraged to join and are invited to all meetings.

Section 3: General Membership Meetings

General Membership meetings shall be held at a minimum of 8 times per school year or as called by the Executive Board and/or the President. Meetings may be rescheduled for due cause at the discretion of the President.

The Committee Board shall meet in August, prior to the first day of school, as well as September, November, January, March and/or April. The Committee Board will determine the schedule for the remainder of the year and post it in September.

General Membership meetings shall be open to any interested persons; however, the privilege of making motions and voting shall be limited to members.

Special meetings of the General Membership must be announced with a 48 hour notice by any of the methods mentioned above. Meetings may be called by the President, any two (2) Executive Board Members or five (5) general members upon submitting a written request to the secretary.

ARTICLE V : The Standing Committee

The Standing Committee shall consist of the Chairpersons and the building appointed Administrator.

Section 1 : The Duties of the Standing Committee

Transact business of the PTO

Create standing rules and policies for the PTO

Prepare and submit budget to the PTO members

Approve expenditures

Execute fundraising ideas

Prepare reports and recommendations to the General Membership

Follow Blue Mountain School District policies and procedures

Section 2 : The Standing Committee

President, Vice President, Treasurer, Secretary and the building appointed Administrator

The Chairpersons of the Standing Committee shall be chosen by majority vote

The term of each officer shall be one year. There is no limit on the number of consecutive years that any Chairperson may hold their position.

Section 3 : Duties of the Chairpersons

The President

Shall preside over meetings of the PTO and the Standing Committee, serve as the primary contact for the building appointed Administrator, represent the PTO in the community and coordinate the work of all the officers so that the purpose of the PTO is served.

Shall not be a member of the auditing committee if authorized to sign the checks

Have a copy of the bylaws, distribute as needed and keep a few copies on hand at meetings

Collect PTO mail from the mailbox

Shall communicate with the Standing Committee before upcoming events in order to insure the proper coordination of each function

The Vice President

Shall assist the President and carry out the President's duties in his/her absence or inability to serve

Act as a substitute for the secretary or Treasurer in their absence

The Treasurer

Shall receive all monies collected by the PTO and deposit immediately

Keep an accurate record of receipts and expenditures, pay out funds only as authorized by the PTO

Present a financial report for approval at each meeting and inform the Committee Board of special financial problems and budget considerations

The treasurer shall be compliant with State tax filings

The Secretary

Shall record meetings of the PTO and shall distribute these minute to the Committee board at the next meeting

Shall keep a copy of all PTO records; these shall be stored at Blue Mountain Middle School

The Secretary will be responsible for receiving and writing correspondence pertaining to the PTO's activities as needed.

The Building Approved Administrator

Duties shall be completed in school during operating hours as necessary

Section 4: Nominations, Elections, and Ratifications

If any PTO members would like to run for any office position for the following year. He/she must submit their interest through writing or an email to the building approved Administer by the beginning of the school year

Each candidate shall give a campaign speech and voting will take place at the end of September

If there are no PTO members interested in any position, the decision of keeping the current Standing Committee stays in place

If any current Standing Chairperson chooses to step down from the position, the President and/or Vice President will step in and fulfill the duties of the vacant position until occupied. The remaining Committee board will actively seek a PTO member to help fulfill the open position.

Section 5 : Eligibility

Any parent, guardian or any other adult standing in loco parentis of a student at Blue Mountain Middle School and a current PTO member is eligible to serve in any position on the Standing Committee

All members of the Standing Committee must have a background check conducted in accordance with the terms and processes set forth by Blue Mountain School District

If clearances are not obtained prior to the new term, the position will be considered vacant and will be filled by the next candidate up for nomination. Clearances must be on file with Blue Mountain Middle School for said candidate.

The positions of President, Vice President, Treasurer and Secretary shall be required to obtain and recertify for clearance every five (5) years. The PTO shall request verification from the building approved Administrator for the most recent approval of clearances

Section 6 : Removal from Standing Committee

If any Chairperson has missed three (3) consecutive meetings or has not fulfilled the duties of his/her position, the Standing Committee may remove the individual from said position by a simple (51%) majority vote of a quorum at a regular meeting where previous notice has been given in writing from the building approved Administrator of Blue Mountain Middle School.

Section 7: Quorum

The Quorum will consist of two (2) Standing Committee and 1 general member.

Section 8: Remuneration

No member of the Standing Committee shall receive any compensation for his/her services. No member of the Standing Committee shall profit financially from any of the PTO's activities.

Section 9: Policies and Procedures

Daily operation of the PTO will be in accordance with established Policies and Procedures. The officers of the PTO shall review the current Policies and Procedures at the beginning of each fiscal year. Any recommendation for changes to the Policies and Procedures shall be presented to the Standing Committee for ratification prior to the first General Membership meeting of the school year in August.

Section 10: Commitments

No contract or commitment binding the PTO shall extend beyond the current school year. No contract or commitment shall be made which places the PTO in a deficit position. No loans may be executed by the PTO, the Standing Committee or general membership of PTO.

All contracts or binding commitments of the PTO must be approved by the Standing Committee.

Approved contracts must be signed by any two (2) members of the Standing Committee, upon approval.

All contracts entered must be in the name of the PTO, not under Blue Mountain Middle School.

Any individual signing a contract on behalf of the PTO without the approval of the Standing Committee will be held personally liable and responsible for any and all expenses incurred from any breach of the contract.

All contracts or binding commitments entered into must be reported at the next scheduled meeting.

Article VI: Finances

Section 1: Fiscal Year

The fiscal year of the PTO shall begin on July 1st and end on June 30th.

Section 2: Budget

A tentative budget of the PTO shall be drafted by the Treasurer and presented to the Committee Board, at least ten (10) days prior to the first General Membership meeting of the school year. Any modifications to the budget must be approved at the Committee Board meeting.

Section 3: Records

The Treasurer shall keep accurate records of any receipts, disbursements and bank account information of the PTO. The bank account(s) shall be reconciled monthly and reviewed by the President.

Section 4: Restricted Funds

Restricted funds received by the PTO for a specific purpose (library, choir, etc) will be accounted for separately by the Treasurer and distributed to the group for which it was intended.

Section 5: Disbursements

Disbursements by the PTO require an approved check request form. Check request forms for Committee Officers shall be approved by the Treasurer. Check request forms for the Standing Committee must be approved by the Committee Board and submitted to the PTO Treasurer.

Section 6: Authorized Signers

All four (4) Board Members shall be authorized to sign checks and shall be a signer on the account at the current financial institute.

All checks will require two (2) signatures; the treasurer and an authorized board member

Section 7: Reporting

The Treasurer shall prepare a monthly financial report of the PTO for review and approval by the Committee Board.

The Treasurer shall prepare a consolidated End of Year report of the PTO for review and approval by the Committee Board annually.

Article V11: Dissolution

The PTO may be dissolved at any General Membership meeting by a two-thirds vote of the members present; notice of the proposed dissolution shall be given at least ten (10) days before the General Membership meeting. In the event of a dissolution, all remaining assets of the PTO shall be forwarded to Blue Mountain Middle School immediately after payment of outstanding debts of the organization.

The bylaws are hereby adopted this _____ day of _____, 20_____.

By:

President

(printed name Signature)

Vice President

(printed name) Signature

Treasurer

(printed name) Signature

Secretary

(printed name) Signature

Administrator

(printed name) Signature