West Penn Elementary School

Parent-Teacher Organization Constitution & By-Laws

**Article I – Name**

The name of this organization is the West Penn Elementary School Parent – Teacher Organization (West Penn PTO). This non-profit organization is located in West Penn Township in Schuylkill County, Pennsylvania. It is non-partisan and works in conjunction with the Tamaqua Area School District.

**Article II- Objectives**

The objectives of the West Penn PTO are to:

1. Promote the welfare of its children and youth in home, school and community.
2. Secure adequate care and protection of its children and youth.
3. Promote and foster positive relations between the home and school for cooperative education of its children and youth.
4. Develop united efforts between home and school to secure the best educational experience for all of its children and youth.
5. Provide unique, appropriate and beneficial opportunities for its children and youth.
6. Support the school district in efforts that establish and/or aid in the global education of its children and youth.
7. Advocate for the well-being and education of every child.
8. Act as resource for families and communities.

**Article III – Membership**

Membership shall be made available to all parents, guardians and positive adult supporters interested in the welfare of the children and youth associated with this organization. All members in good standing are eligible to vote on West Penn PTO motions and attend field trips.

To be a member in good standing, the following criteria must be met:

* Dues shall be paid
* Fifty-percent attendance at all regularly scheduled meetings
* Participate in all fundraisers, whether in time, financial, planning or other efforts
* Participate in at least one West Penn PTO sponsored function

**Article IV – Membership Dues**

Membership dues will be established each year. These dues will be collected to meet liability insurance requirements as a PTO member.

**Article V – Membership Responsibilities**

1. Attend regular meetings of the West Penn PTO.
2. Actively participate in fundraisers sponsored by the West Penn PTO.
3. Actively participate on committees and at functions of the West Penn PTO.
4. Adhere to the constitution and by-laws as established.

**Article VI – Officers & Elections**

1. The officers of the West Penn PTO are as follows: President, President-Elect, Vice President, and Secretary & Treasurer.
2. Officers shall be nominated and voted on by the May meeting of the West Penn PTO and shall assume these offices following the close of the student school year.

**Article VII – Duties of Officers**

1. *President* – Preside at all meetings of the West Penn PTO and executive committees when necessary, ensure Robert’s Rules of Order are followed at each meeting, coordinate responsibilities of officers, committees and individuals working under the West Penn PTO’s authority, coordinate the transfer of official materials from incumbent to successive officers by transfer date.
2. *President – Elect* – Shadows presidential duties to serve as a future officer, if elected.
3. *Vice-President* – Act as an aide to the President and fulfill those duties in the absence/disability of the President to act and work in conjunction with the Secretary to maintain membership status.
4. *Secretary* – Record the minutes of all meetings and any duties delegated by the President and work in conjunction with the Vice-President to maintain membership status.
5. *Treasurer* – Maintain custody of all funds of the West Penn PTO, keep a full and accurate account of receipts and expenses, make disbursements as authorized, and present a financial statement at each monthly meeting or when requested by the President or Executive Committee. Annual audits of the account will be conducted by an independent auditor appointed by the membership by the May meeting.

**Article VIII – Executive Committee**

The executive committee consists of the officers and chairman of any standing committees. Chairman of committees shall be established by the organization. Members will serve until their term has expired or their standing committee has concluded its business.

**Article IX – Meetings**

Regular meetings will be held the first Tuesday of each month. Special meetings can be held with 48-hour notice to the members.

**Article X – Amendments**

This constitution and by-laws may be amended at any regular meeting of the organization by a two-thirds vote of the present members who are considered to be in good standing.