

**Tamaqua Elementary School PTO
(TEPTO)
Bylaws**

Article I – Name

The name of the organization shall be the TAMAQUA ELEMENTARY PARENT/TEACHER ORGANIZATION or TEPTO.

Article II – Purpose

The purpose of the Tamaqua Elementary Parent/Teacher Organization is to provide support to the educational process of the students of the Tamaqua Elementary School. It is a nonprofit organization. TEPTO has no power to evaluate the educational program or the educational staff of the school. All administrative duties are the responsibility of the Tamaqua Area School District.

Article III – Members

Section 1. Any parent, guardian, relative, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

Section 2. The executive board will establish dues amounts. The membership drive will close on October 31st of the current school year.

Article IV – Officers and Elections

Section 1. Officers

Six officers shall be elected annually. All officers must be members in good standing. The officers and their duties are as follows:

- a. **President.** The president shall prepare an agenda and preside over all meetings of the organization, serve as the primary contact for the principal, and coordinate the work of all of the officers and committees so that the purpose of the organization is served. The president shall appoint all standing and special committees.
- b. **Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. If the president resigns, the vice president shall serve as the president until a replacement is elected.
- c. **Co-Treasurer.** There will be two co-treasurers. The co-treasurers shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. They will present a financial statement at every meeting. The co-treasurers shall sign all checks. Should both the president and vice president resign, a co-treasurer will become president until a replacement is elected. If the president and vice-president are absent, a co-treasurer will preside at the regular meeting.
- d. **Secretary.** The secretary shall take and record minutes for each regular meeting. The secretary shall provide written copies of the minutes from the previous meeting to members present at each regular meeting for approval. The secretary shall also keep a copy of all minutes, bylaws, membership lists, and other necessary information, and bring them to each meeting. The secretary shall become president if the president, vice president, and treasurer resign. If the president, vice-president, and co-treasurers are absent, the secretary shall preside over the meeting.
- e. **Public Relations Director.** The public relations director shall notify the media about TEPTO meetings and other activities.

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Section 2. Nominations and Elections. Elections will be held in September at the first meeting of the school year. Nominations will be open for meeting attendees to nominate candidates for each office. Current officers are not permitted to make any nominations. Nominations will remain open for a period of one month. Voting will take place in October, and will be done by voice vote if candidates are unopposed. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at the time of nominations.

Section 4. Terms of Office. Officers are elected for one year. Each person selected shall only hold one office at a time. Officers shall remain in office until a successor is elected.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Article V – Meetings

Section 1. Regular Meetings. The regular meeting of TEPTO shall be on the second Tuesday of each month during the school year at 6:30pm, or at a time and place determined by the executive board at least one month before the meeting. Members will be notified of the meeting in a note sent home with the students prior to the meeting.

Section 2. Special Meetings. The president, any two members of the executive board, or five general members may call special meetings by submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least one week prior to the meeting in a note sent home with the students.

Section 3. Quorum. The quorum shall be 10 members of the organization.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, principal, and standing committee chairs.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly, on the same day and at the same time each month, as determined by the board. Any two board members, with 24 hours notice, may call special meetings.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum.

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Article VII – Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the organization: Fundraising, Membership, Yearbook, Book Fair, and Olympic Day.

Section 3. Additional Committees. The board may appoint additional committees as needed.

Article VIII – Finances

Section 1. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 2. The board shall approve all expenses of the organization.

Section 3. Two authorized signatures shall be required on all checks. Authorized signers shall be the co-treasurers and the president.

Section 4. Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 5. The fiscal year shall coordinate with the school year.

Article IX – Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article X – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XI – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization. Notice may be given by postal mail, e-mail, or a note sent home with the students. Amendments will be approved by a two-third vote of those present, assuming a quorum.

These Bylaws were adopted by the membership by a majority vote during a Regular PTO Meeting properly called on November 9, 2016 and shall take effect immediately.