

BYLAWS OF THE MOUNTAIN VIEW MIDDLE SCHOOL PTO

ARTICLE I: NAME

The name of this association is the Mountain View Middle School Parent-Teacher Organization (PTO). The PTO shall be a nonprofit organization incorporated under the laws of the Commonwealth of Pennsylvania

ARTICLE II: PURPOSES

The purposes of the PTO are exclusively for charitable purposes as set forth in the Articles of Incorporation. In pursuing such purposes, the Club shall not act so as to impair its eligibility for exemption under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

ARTICLE III: MISSION AND OBJECTIVES

Section 1. It is the mission of this organization to provide a forum for the cooperative efforts of parents, teachers, administration, and community to strengthen the learning environment for the benefit and welfare of our students.

Section 2. The objectives of this organization are:

- (a) To promote open, regular, and timely communications between home and school.
- (b) To support parents' integral role in student learning.
- (c) To provide a link to community resources for the mutual benefit of our students and community.

ARTICLE IV: BASIC POLICIES

Section 1. The Mountain View Middle School PTO is dedicated to the promotion of public education, the Cumberland Valley School District, Mountain View Middle School, its students, and staff.

Section 2. Through its volunteer efforts, the PTO shall work to assist the school and district staff in providing quality education for all children and provide input to the administration and/or school board on issues raised by parents, students, or the administration.

Section 3. This organization shall be non-commercial, non-sectarian, and non-partisan. Neither the name of the PTO nor the name of its officers in their official capacities shall be used in connection with a commercial concern or with any partisan interest.

ARTICLE V: AFFILIATIONS

This organization shall abide by the policies and procedures set forth by Cumberland Valley School District.

ARTICLE VI: MEMBERSHIP

Any parent, guardian or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. As well as the Principal and any teacher employed at the school may be a member and have voting rights.

ARTICLE VII: EXECUTIVE BOARD OFFICERS AND THEIR ELECTION

Section 1. Eligibility for Office

1. Each officer of this PTO must be a member of this PTO
2. Each officer is required to maintain clearances as required by the Commonwealth of Pennsylvania.
3. Any individual who is employed by Cumberland Valley School district is not eligible to be a member of the executive board.
4. To avoid the appearance of impropriety, no two members of the executive board may be from the same household.
5. To be eligible for Presidency, a person must be an active member and have attended at least one meeting during the current year of the nomination.

Section 2. Officers. The officers of this organization shall be a President, Vice-president, a Secretary and a Treasurer and shall constitute the Executive Board of this PTO. The executive board may include co-chairs as deemed necessary.

Section 3. Compensation. The members of the Executive Board shall not receive compensation other than reasonable reimbursement of expenses as approved by the Board.

Section 4. Nominations. Officers will be nominated in April. Candidates for each office will be announced at the April meeting, if there is one. The slate will also be made public via any digital media (email, schoology, FB, etc). If more than one person is running for the same office, a written ballot vote will be taken at the May meeting. If there is but one nominee for any office, elections for that office may be done by voice vote at the May meeting.

1. Nominations shall be solicited by posting all positions for public interest. A form to collect interest will be created and shared via the Principal. The principal will then present the nominees at the April meeting.
2. In the event that an in-person meeting is not conducted, elections may be held via live online meeting and a platform such as Google forms can be used for purposes of recording votes.

Section 5. Terms of Office. Officers shall serve for a term of one year, running from July 1 through June 30 of the following year. No officer shall be eligible to hold the same office for more than three consecutive terms unless another candidate cannot be found.

Section 6. Vacancies. A vacancy occurring in an Office of the Executive Board shall be filled by majority vote of the remaining officers.

Section 7. Removal from Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where a week's notice has been given.

ARTICLE VIII: DUTIES OF OFFICERS

The general duties of these offices are as follows:

President – The President shall preside over meetings of the PTO, serve as the primary contact for the Principal, represent the organization at meetings or select a designee, and coordinate the work of the committees so that the purpose of the organization is served.

Vice-President – The Vice President shall perform the duties of the President in his/her absence or inability to serve. The Vice President shall fill the position of President should the President need to step down before the completion of term.

Secretary – The Secretary shall keep records of the organization, take minutes, and assist the PTO in other ways as necessary.

Treasurer – The Treasurer 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 President, Principal, or a majority of the PTO Executive Board. The Treasurer will present a financial statement monthly and other records for review and audit as required by the Cumberland Valley School District. The Treasurer will also be required to prepare and submit the monthly treasurer's report to the Cumberland Valley School District. The president will also serve as an ex officio member of the Fundraising Committee.

Co-Positions – Co-positions may exist at the discretion of the board in conjunction with the need each year.

ARTICLE IX: ADMINISTRATIVE BOARD

In addition to the executive board, Mountain View PTO shall have an Administrative Board. This board consists of the principal, assistant principal, dean of students, 3 teacher representatives, and student council representative. The Executive Board and the Administrative board will work together to ensure that all actions and activities of the PTO are in the best interest of the school community. There shall be an initial meeting of the Executive and Administrative Boards prior to the start of the school year to discuss plans.

ARTICLE X: COMMITTEES

Section 1. Committees shall be created or dissolved by the PTO as determined by the Executive Board. Committees may be created to promote the objectives and interests of the organization. The Executive Board will select a Chairperson (or Co-Chairperson) for each committee from those who have expressed interest.

Section 2. Memberships. Committees may consist of general members and/or board members, with the President acting as an ex officio member of all committees. The chairpersons of all committees shall work closely with the President. No committee work shall be undertaken without the approval of the Executive Board.

Section 3. The Chairperson for each committee is responsible for providing monthly reports.

Section 4. Committee chairpersons are encouraged to keep records of their committee to ensure a continuous and smooth year-to-year transition if someone else should assume their responsibilities.

ARTICLE XI: MEETINGS

Section 1. Regular Meetings. The regular meetings of the organization shall be announced at the beginning of each school year, to be determined by the Executive Board and Principal. Regular meetings of the Executive Board and general membership shall be held at least 7 times during the year. Times and places shall be posted via social media and district communications.

Section 2. Special Meetings. Special meetings may be called by the President, Principal, or a majority of the Executive Board.

Section 3. Quorum. A Quorum shall consist of half the number of the Executive Board members, 1 staff member, and 1 PTO member at large.

Section 4. Notification. Dates and times may be adjusted throughout the current year if necessary and, except for extreme cases, shall be done so with at least 10 days notice.

ARTICLE XII: FINANCES

Section 1: A tentative budget shall be drafted in the summer for the next school year and approved by a majority vote of the members present at the first general membership meeting.

Section 2: The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3: The board shall approve all expenses of the organization.

Section 4: One authorized signature shall be required on each check or voucher. Authorized signers shall be the president and treasurer.

Section 5: The treasurer shall prepare a financial statement at the end of the year, to be audited by the incoming Treasurer and the President.

Section 6: All donations shall be used in a manner intended by the donor if so stated. Donations with no special or designated purpose shall be placed in the general fund to be used in such a way as to further the purpose of the PTO.

Section 7: Upon the 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 8: The fiscal year shall be from July 1 through June 30.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern this organization in all cases to which they are not inconsistent with these bylaws and any special rules adopted by the organization.

ARTICLE IXV: COMPLIANCE WITH THE INTERNAL REVENUE CODE

Notwithstanding any other provisions set forth herein:

No substantial part of the activities of the PTO shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Club shall not participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

No part of the net earnings of the PTO shall inure to the benefit of, or be distributable to, its Directors, Officers or other private persons except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein; and

The PTO shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income taxation under Section 501(a) of the Code, as an organization described in Section 501 (c)(3) of the Code, or corresponding provisions of any subsequent federal tax laws or (b) by a corporation, contributions to which are deductible for federal income tax purposes.

ARTICLE XV: PARLIAMENTARY PROCEDURE

The Bylaws of the PTO shall be the authority for the procedure of the organization and Robert's Rules of Order shall govern when not covered by the Bylaws.

ARTICLE XVI: DISSOLUTION

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

ARTICLE XVII: AMENDMENTS

These bylaws may be amended at any regular or special meeting, provided that previous notice was given and an opportunity for discussion and additional amendment was provided. Amendments will be approved by a majority of those present at the meeting.

Adopted: May 31, 1979
Revised: February 11, 1987
Amended: October 1990
Revised: February 2011
Revised: July 12, 2017
Revised: September 19, 2019
Revised: September 8, 2022