

**BY-LAWS OF**  
**ABRAHAM LINCOLN ELEMENTARY SCHOOL**  
**PARENT/TEACHER ORGANIZATION**

Article I: NAME

The name of this organization is the Abraham Lincoln Elementary School Parent/Teacher Organization (PTO).

Article II: ARTICLES OF ORGANIZATION

The Organization exists as an unincorporated organization of its members. Its “Articles of Organization” comprise these by-laws, as from time to time amended.

Article III: MISSION

Section 1: The mission of this volunteer organization is:

- A. To promote the welfare of children and youth in home, school and community.
- B. To secure adequate laws for the care and protection of children and youth.
- C. To foster climates of mutual respect and trust between teachers and parents so that both parties are involved as partners in our children’s education.
- D. To develop united efforts between educators and the general public that will secure for every child the highest advantages in physical, mental and social education.
- E. To keep Lincoln parents and staff current on programs and policies available through the Bethel Park School District.

Article IV: BASIC POLICIES

The basic policies of this Organization are:

- A. The Organization shall be noncommercial, nonsectarian and nonpartisan.
- B. The meetings will be conducted in an orderly fashion following Robert's Rules of order.
- C. The name of the Organization or the names of any members in their official capacities shall not be used in connection with a commercial concern, any partisan interest, or for any purpose not appropriately related to the promotion of the mission of the organization.

D. The Organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

E. The Organization shall cooperate with the school to support the improvement of education. This Organization shall not interfere with the administration or administrative policies of the district.

F. The Organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Organization in such matters shall make no commitments that bind the Organization.

G. In the event of the dissolution of the Organization, after all debts have been honored, its assets shall be given to Lincoln School to be disbursed by the Principal in cooperation with the School Advisory Council in a manner designed to benefit the school and/or its students.

#### Article V: MEMBERSHIP AND DUES

Section 1: The Organization shall collect dues as determined by the board on an annual basis. Each family with a paid membership, living in the same household, will hold the privilege of one vote. Committee Chairs, Holiday Party Volunteers, Field Trip Volunteers and Room Parents must have a current paid membership.

Section 2: Any individual who subscribes to the Mission and Basic Policies of this Organization may become a member of this Organization subject only to compliance with the provisions of the by-laws. Membership in this Organization shall be available without regard to race, color, creed or national origin.

Section 3: The Organization shall conduct an annual enrollment of members each year. Membership coincides with the Organization's fiscal school year.

#### Article VI: OFFICERS AND THEIR DUTIES

Section 1: The officers of this Organization shall consist of a President, Vice-President, Secretary, and Treasurer. These officers shall comprise the Executive Board.

Section 2: With the exception of the position of Treasurer, two persons may be nominated and elected to fill any single position. In this instance, both persons shall be given all the rights and responsibilities of the office as enumerated herein.

Section 3:

A. The PRESIDENT/CO-PRESIDENT:

1. Shall preside at all meetings of the Organization and of the Executive Committee;
2. Shall be the principal executive officer of the Organization and subject to the control of the Executive Committee and the direction of the membership;

3. Shall coordinate the work of the officers and committees;
4. Shall recommend committee chairpersons and grade representatives;
5. Shall approve the plans of work of the standing committees;
6. Shall be member ex-officio of all committees except the nominating committee;
7. Shall prepare a budget for the ensuing school year by August 15th which shall be presented and voted on by the Organization at its September meeting;
8. Shall represent, along with the principal or his/her alternate, the Organization in meetings of the Bethel Park PTO-Council.

**B. The VICE-PRESIDENT:**

1. Shall act as an aide to the President;
2. Shall perform the duties of the President in the absence or inability of that officer to serve;
3. Shall perform other duties as assigned by the Executive Board.

**C. SECRETARY:**

1. Shall record the minutes of all meetings of the Organization and of the Executive Committee;
2. Shall retain a copy of the by-laws and a current list of voting memberships at each meeting;
3. Shall perform such other duties as may be delegated to him/her.
4. Shall handle all official correspondence of the Organization and retain in his/her files a copy of such correspondence;
5. Shall retain in his/her files a copy of all notices;
6. Will send written inquiries to committee chairpersons by April 15th to solicit their intentions to retain or decline current committee chairmanship, as outlined in Article X, Section 2. If no responses are received by May 1st, the committee shall be considered "open." Committees deemed open due to term limit having been served or family leaving Lincoln (i.e. 4th grade parent) shall be made available to the Organization for consideration by the March meeting;
7. Shall give appropriate notification to committee chairpersons of their responsibility to provide oral or written reports at monthly meetings.
8. Shall give appropriate notification of meeting dates/times, votes, events to Lincoln families via electronic correspondence when deemed necessary.

**D. The TREASURER:**

1. Shall receive monies of the Organization;
2. Shall keep an accurate record of receipts and expenditures;
3. Shall pay out local funds in accordance with the approved budget as authorized by the Organization;
4. Shall distribute a financial statement at every meeting of the Organization and at other times when requested by the Executive Committee.
5. Shall file a 990 with the IRS within 5 months of the end of the fiscal year.

Section 4: All officers shall:

- A. Perform the duties outlined in these by-laws and those assigned from time to time;
- B. Attend meetings of the Executive Board and the Organization;
- C. Deliver to their successors all official material no later than June 30th.
- D. Maintain the PTO Facebook group, monitoring all posts, adding/removing members, etc.

#### Article VII: THE ELECTION OF OFFICERS

Section 1: Officers shall be elected by ballot annually in the month of May. However, if there is but one nominee for any office, the Secretary shall cast the elective ballot for said nominee.

Section 2: Officers shall assume their official duties immediately following the last day of school. However, fiscal responsibilities (Treasurer's duties) shall be assumed in accordance with the district's fiscal calendar year (currently July 1st ).

Section 3: Nominations:

A. Only those persons, who have signified their consent, after being contacted by the nominating committee to serve, if elected, shall be nominated for or elected to such office. All nominees shall be current members of the PTO.

B. The nominating committee should send out a description of the duties of each office on the Executive Board and nominating forms to the entire school by Mid March.

C. Voting for new Board members shall take place at the May PTO meeting.

Section 4: The office of President and Vice-President shall be held by anyone who has served as the committee chairperson of a standing or special committee or as an officer for at least two (2) years.

Section 5: A person shall not be eligible to serve more than two (2) consecutive terms in the same office, unless serving in a "mentor role".

Section 6: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members on the executive committee, notice of such election having been given. Should a vacancy occur in the office of President, the Vice-President shall fill the vacancy and shall serve notice of the election for the position of Vice-President.

#### Article VIII: EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall consist of the officers of the Organization, the principal of the school or a representative appointed by him/her. The members of the Executive Committee shall serve until the election and qualification of their successors.

Section 2: The duties of the Executive Committee shall be to transact necessary business in the interval between meetings on an as-needed basis.

#### Article IX: MEETINGS

Section 1: Regular meetings of the PTO shall be held every other month during the school year, the time to be determined by the Executive Committee and notice given prior to the first meeting of the year.

Section 2: Special meetings of the Executive Committee may be called by the President or by a majority of the members of the Executive Committee with 24 hours notice.

Section 3: Five members, including the officers of the Organization shall constitute a quorum for the transaction of business of this Organization.

Section 4: One week prior to the meeting, a reminder notice of the time and date and highlights of the agenda for that meeting (including new capital budget request over \$250.00) will be distributed. Without this prior notice, new capital budget requests will not be voted upon until the next monthly meeting, unless an immediate need is deemed necessary by a majority vote of the members present.

Section 5: An agenda for each meeting and Treasurer's report will be provided at the beginning of each meeting.

Section 6: The privilege of introducing motions and debating shall be limited to voting members of the Organization.

Section 7: No proxy votes shall be allowed, unless deemed necessary by the Executive Board. Members must be in attendance.

Section 8: In the event of a tie, the President will cast the deciding vote.

#### Article X: STANDING AND SPECIAL COMMITTEES

Section 1: The Executive Board may create such standing committees as it may deem necessary to promote the objects and carry on the work of the Organization.

Section 2: If a person has chaired a committee for two consecutive years, the position must be offered back to the PTO membership for a new chairperson at the May meeting. If more than one person signs up for an open committee, the selection will be made by random drawing at a PTO meeting. The term of the chairpersons of standing committees shall not exceed two consecutive terms. In the event of a vacancy, the prior chairperson may continue to serve.

Section 3: The chairpersons of each standing committee shall present a plan of work, if the event is being restructured, to the Executive Board for approval prior to work being undertaken.

Section 4: The power to form special committees and appoint their members rests with the Organization.

Section 5: The chairperson will send an email update of any files to the PTO email so the board can update the correct Google Drive folder, and make note of any needed budget changes for the following year. This must be done within 30 days of the conclusion of the event.

Section 6: A PTO member can chair a maximum of two committees in a given school year unless the Executive Board is unable to fill an open chairperson position by the first PTO meeting of the new school year.

Section 7: Any person accepting a Committee position will be held accountable for the duties of that position, along with the following:

a. All Chairpersons are encouraged to attend the PTO meeting at the start of the school year.

b. All Chairpersons will work with the board to have pre-approval before purchases are made for an activity, or have a board member make the purchase to ensure budgets are maintained and we are not purchasing items already in storage.

c. All Chairpersons will work with the staff of Abraham Lincoln Elementary School to enhance our children's educational experiences.

d. The PTO Board retains the right to remove a Chairperson(s) or volunteer(s), after review of their performance/lack of, and provide an alternate for ANY PTO Committee position.

#### Article XI: FINANCES

Section 1: The fiscal year of this Organization shall begin July 1st and end the following June 30th. The books shall be turned over by June 30th to the new Treasurer.

Section 2: A minimum balance of \$3,000.00 must remain in the account at all times. An effort should be made based on budgetary considerations to turn over a minimum of \$4,000.00 to begin the upcoming school year.

Section 3: Monthly bank statements shall be mailed to Abraham Lincoln Elementary School. A copy is to be sent to the Principal, and an original forwarded to the Treasurer, and copies made available to the Executive Board at monthly meetings.

Section 4: Board Resolution:

A. The Abraham Lincoln PTO authorizes the Treasurer to open, close, view on-line statements, and/or modify bank accounts on behalf of the Organization with the additional signature requirement of the President, Vice-Presidents, or Principal of Abraham Lincoln School.

B. There must be 2 signatures for all checks written on the Organization's account. Authorized signers include the President, Vice-President and Treasurer. Under no circumstances shall a signer be the same person as the check is made payable to.

C. No wire transfers, no on-line transfers out of the account and no debit/credit cards are permitted.

Section 5: No loans shall be incurred nor given by the Organization.

Section 6: All efforts will be taken to form an auditing committee which will review the books of the Organization annually. In the event that no one volunteers to serve on this committee, this undertaking will be waived.

Section 7: The organization will accept checks for all events not exceeding \$5 over the purchase amount.

Section 8: All committees involving monies in any format will have the money go directly to the executive board, and the board will ensure the committee head gets the registration/order form/ etc. for the activity/event.

Section 9: Returned checks/fees:

- a. Any person whose check is returned to the PTO for non-sufficient funds or any other account issues will be held liable for all bank fees applied to the PTO account related to this transaction. These fees can include, but are not limited to, the NSF fee and the re-deposit fees. These fees and the original check amount must be repaid to the PTO within 30 days. No new checks may be collected by the PTO until the original amount plus fees are repaid.
- b. If the original amount plus fees are not repaid within 30 days, the appropriate steps will be taken to turn this matter over to the district magistrate for collection. All fees incurred in the collection process will be the responsibility of the check writer.

## Article XII: AMENDMENTS

Section 1: These by-laws may be amended at any regular meeting of the Organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given notice at least 30 days prior to the meeting.

Section 2: A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws only by a majority vote at a meeting of the Organization. The requirement shall be the same as in the case of an amendment.

Section 3: A by-law committee must be formed every four (4) years to review the by-laws.

### OFFICERS CANNOT BE HELD LIABLE.

Original By-laws submitted for approval March 6, 2003.

By-laws Committee: Dianne Baxter, Debi Fedela, Michele Pilotta, Amy Robinson, John Slater, Beth Welsh, and Mr. David Zolkowski, Principal.

2009 By-laws Review Committee: Katie Thomas, Mary Jo Cassano, Cathy Cook, Heather Scott, Karen Veith, Heather Fontana and Dr. Dee Stark, Principal.

2013 By-laws Review Committee: Lindy Novak, April Flanigan, Rose Blatz, Traci Kessler, Lisa George, Kelly Blum and Dr. Dee Stark, Principal.

2019 By- Laws Review Committee: Kasey Elphinstone, Sarah Hewes, Kristi Bonacci and Jay Johnson, Principal

2023 By-Laws Review Committee: Kristen Mary, Caitlin Griffiths, Deanna Ford, Trina Preffer, Hilary Zeiler, Lisa Zivkovic, Kristin Crothers & Jay Johnson, Principal