

BY-LAWS OF THE MACUNGIE SCHOOL PARENT ORGANIZATION

ARTICLE 1 – NAME

The name of this organization shall be the Macungie School Parents, Teachers, and Children (PTC) located in Macungie, Lehigh County, Pennsylvania.

ARTICLE II – PURPOSE

Section 1. Objectives

The primary objectives of this organization are communication between parent and school, and service for the benefit of the students. During the school year it provides children's programs and funds for each classroom to help cover field trip expenses and instructional materials. It also sponsors a parent volunteer program and fundraisers to pay for projects approved by the Executive Board.

Section 2. Policies

- a. This organization shall be non-commercial, non-profit, non-sectarian, and non-partisan. No commercial enterprise nor any candidate shall be endorsed by it.
- b. The organization shall work with the school to provide quality education for all children and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the boards of education.
- c. This organization does not consider fundraising to be a primary objective and is under no obligation to conduct yearly fundraisers. Fundraisers may be held as deemed necessary.

ARTICLE III – MEMBERSHIP

Section 1. All parents and /or guardians of Macungie School students and all members of the Macungie School staff and administration may be members of the PTC and are encouraged to become active participants.

Section 2. An annual enrollment shall be conducted at the first meeting in September. Additional members shall be accepted at any time.

Section 3. Dues shall be decided annually by vote at the first meeting.

ARTICLE IV – MEETINGS

Section 1. This organization shall conduct at least two general meetings per year. Other meetings may be held at the discretion of the Executive Board.

Section 2. Those members present shall constitute a quorum.

ARTICLE V – FISCAL YEAR

The fiscal year of this organization shall begin on July 1 and end on the following June 30.

ARTICLE VI – OFFICERS

Section 1. The Officers of this organization shall consist of a President, a Vice-President, a Secretary, and a Treasurer.

Section 2. Elections

- a. The Executive Board shall nominate a slate of officers.
- b. Other nominations will be accepted from the membership after the general slate has been presented at the April general meeting.
- c. Elections will take place annually at the following meeting.
- d. The duties of Officers shall be assumed July 1.
- e. If a vacancy occurs in the office of President, the Vice-President shall be named by the Executive Board to fill the position. Any other vacancies shall be made by appointment by the Executive Board.

Section 3. Duties of Officers

- a. PRESIDENT shall preside at all meetings of the PTC organization and of the Executive Board; shall appoint special committees with the approval of the Executive Board; and shall coordinate the work of the Officers and Committees in order that the objectives of the PTC may be promoted.
- b. VICE-PRESIDENT shall act as an aide to the President and shall perform the duties of the President in the absence or disability of that officer to act; and shall perform any duties assigned by the President.
- c. SECRETARY shall record the minutes of all PTC meetings and shall act on behalf of the organization in matters of correspondence with approval of the President.
- d. TREASURER shall have custody of all the fund of the organization; and shall keep a full and accurate account of the receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the Organization, the Executive Board, or a special committee. The Treasurer shall present a financial statement at every meeting of the PTC and at other times when requested by the Executive Board. The Treasurer shall be responsible for the maintenance of such books of accounts and records.

The Treasurer's accounts shall be examined annually at the end of the fiscal year by an auditing committee (non-Executive Board members) appointed by the President. An audit of the Treasurer's accounts is for the protection of the Treasurer and Executive Board. It is a means of assuring everyone that the accounts are accurate, and it relieves the Treasurer of responsibility except in the case of fraud. See Robert's Rules of Order, Rev., 251-253.

ARTICLE VII – STANDING COMMITTEES

Section 1. Standing Committees shall be created by the Executive Board as they deem necessary to promote the objectives and carry on the work of the Organization.

Section 2. The chairman of each committee shall be appointed by the President from membership volunteers.

Section 3. The chairperson of each standing committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the event of the Executive Board.

ARTICLE VIII – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the Officers of the PTC and the Principal of the school.

Section 2. Meetings of the Executive Board shall be held when deemed necessary during the school year. Members present shall constitute a quorum.

Section 3. Duties of the Executive Board

- a. To transact necessary business in the intervals between PTC general meetings and such other business that may be referred to it by the organization.
- b. To create standing committees.
- c. Approve the plans and work of the standing committees.
- d. Present a report at the general PTC meetings.
- e. Prepare and submit a budget for the coming fiscal year to the Organization for approval.
- f. Approve routine bills within the limits of the budget.

ARTICLE IX – AMENDMENTS

Section 1. These by-laws of the Organization shall be reviewed each year at the final meeting.

Section 2. The by-laws can be amended at any general meeting by a 2/3 vote of the members present.

ARTICLE X – PARLIMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall govern the Organization in all cases in which they are applicable.

By-laws revised and amended November, 2001

By-laws typed into word documents from hard copy September, 2011