

These By-Laws have been revised and are effective as of June 28, 2016.

Article I: Name

The name of this organization is the Lincoln Elementary School PTO, located in Bethlehem, Pennsylvania.

Article II: Purpose

At Lincoln Elementary School parents, teachers and the community work together to provide a positive and enjoyable educational experience for students.

The Organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501© (3) of the Internal Revenue Code or corresponding Section of any future federal tax code.

Article III: Basic Policies

The following are basic policies of the Lincoln Elementary School PTO:

- The organization shall be noncommercial, nonsectarian and nonpartisan.
- The organization shall work with the school to provide quality education for all children and youth 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, state education authorities and local education authorities.
- No part of the net earnings of the organization shall be used to the benefit of its members, directors, trustees, officers or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions voted on and approved by the executive board.
- Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations or organizations that have established their tax exempt status under Section 501 ©(3) of the Internal Revenue Code.

Article IV: Membership

- Every parent/guardian of a student at Lincoln Elementary School is a member of the Lincoln Elementary School PTO.
- There are no dues to be paid.
- Membership in this PTO shall be made available to all without regard to race, color, creed or national origin.

Article V: Officers

- The officers of this PTO shall be President, Vice President, Secretary and Treasurer.
- Officers shall be elected bi-annually in the month of May.
- The vote shall be conducted by ballot. When there is only one candidate for office, the ballot for that office may be dispensed with and election held by voice vote.
- A majority vote shall be required for election.

The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Lincoln Elementary School PTO:

1. Each officer shall be an active member of this PTO, as described in Article IX.
2. Each officer of this PTO shall have been an active member.
An active member is a person who has attended a minimum of three (3) PTO General/Executive Board meetings and has participated in a minimum of three (3) PTO events.
3. No officer may be eligible to serve more than two (2) consecutive terms, unless there is no one willing to serve that position.
4. A person who has served in an office for more than half (1/2) of a full term shall be deemed to have served a full term in such office.
5. Officers shall assume their official duties following the close of the school year and shall serve for a term of two (2) years.
6. There shall be a nominating committee composed of three (3) members who shall be elected by this PTO at a regular meeting at least four (4) months prior to the election of officers.
 - a. The nominating committee shall recruit and nominate an eligible person for each office to be filled and report its nominations at the regular PTO meeting in March, at which time, additional nominations may be made from the floor. Before the election takes place, the President shall call for nominations from the floor.
 - b. Only those individual who are current members of this PTO and who have indicated their consent to serve if elected shall be nominated for, or elected to, such office.

Article VI: Duties of Officers

The President shall:

1. Preside at all meetings of this PTO, or designate the Vice President or an Executive Board member in his/her absence
2. Serve as an official member of committees except the nominating committee, the election committee, and the auditing committee; if authorized, will sign checks ~ unless delegating this aspect to the Vice-President.
3. Coordinate the work of the officers and committees of this PTO in that the Purpose may be promoted

4. Perform other duties as may be provided by these By-Laws, prescribed by the parliamentarian or directed by the Executive Board.

The Vice President shall:

1. Act as an aide to the President
2. Perform the duties of the President in his/her absence or inability to serve

The Secretary shall:

1. Record the minutes of all meetings of the Lincoln Elementary School PTO
2. Be prepared to read the records of any previous meeting
3. File all records
4. Have a current copy of the Bylaws

The Treasurer shall:

1. Have custody of the funds of this PTO
2. Maintain a full account of the funds of this PTO
3. Make disbursements as authorized by the President, Executive Board in accordance with the budget adopted by this PTO
4. Keep a full and accurate account of the receipts and disbursements in the books belonging to the Lincoln Elementary School PTO
5. Provide a written financial statement to the Executive Board at each meeting
6. Present an annual report of the financial condition of this PTO
7. Have the accounts examined annually or upon change of officer by an auditor or auditing committee with a minimum of three (3) members who are not authorized to sign checks. If satisfied that the treasurer's annual report is correct, they shall sign a statement to that fact at the end of the report. The Executive Board shall elect the auditing committee at least one (1) month before the meeting at which new officers assume duties
8. Report the findings of the annual audit to Executive Board
9. Keep permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization

All officers shall perform other duties as may be provided for these bylaws as directed by the President or the Executive Board.

Upon expiration of the term of office or in case of resignation, each officer shall turn over to the President, within ten (10) days, all records, books and other materials pertaining to the office, and shall return to the treasurer within ten (10) days, all funds pertaining to the office.

Article VII: Executive Board

Each Executive Board member shall be a member of this PTO.
The members of the Executive Board shall be:

1. Elected Officers
2. Committee Chairpersons
3. A minimum of two (2) Teacher Representatives (1 at the Primary & 1 at the Intermediate Level)
4. Lincoln Parents and Lincoln Faculty and Staff are eligible to be members of the PTO Executive Board and serve as committee chairs.

Duties of the Executive Board shall be to:

1. Transact business as may be referred to by the membership of this PTO.
2. Appoint standing committee chairperson(s) and members
3. Create special committees
4. Approve the work of the committees
5. Present a report at the regular general meeting of this PTO
6. Select an auditor or auditing committee to audit the Treasurer's accounts
7. Approve payment of routine bills within limits of the approved budget

If any member of the Executive Board shall, at anytime, cease to meet the qualifications or fulfill the duties of the position, the Executive Board may remove person from the position.

Regular meetings of the Executive Board shall be held with the date and time to be fixed by the board at its first meeting of the year.

Special meetings of the Executive Board may be called by the President or when requested by two (2) members upon two (2) days written notice to each member of the board.

A quorum is required to transact business at all PTO Executive Board meetings. A quorum is equal to one (1) more than half of the total number of Executive Board members (total Executive Board Members +

Article VIII: Committees

Only members of this PTO shall be eligible to serve in any elected or appointed position.

The Executive Board may create special committees, as it deems necessary to promote the Purpose of this PTO.

Each committee chair shall present a plan of work or recommendation to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

Article IX: General Membership Meetings

General membership meetings of this organization shall be held monthly. Dates of meetings, month and day shall be determined by the Executive Board and announced at the first general membership meeting of the school year. Seven (7) days notice shall be given to membership of a change in date or cancellation of a meeting.

The President, or two or more members of the Executive Board may call special meetings of this with three (3) days notice having been given.

A quorum is equal to one more than half of the total number of Executive Board members (total Executive Board Members + 1). In order to participate in voting, a member of the PTO must be an active member. An active member is a person who has attended a minimum of three (3) PTO General/PTO Executive Board meetings and has participated in a minimum of two (2) PTO events.

Article X: Fiscal Year

The fiscal year of the Lincoln Elementary School PTO shall begin on July 1 and end on the following June 30.

The fiscal year of this PTO shall be the same as its accounting year and shall be in accordance with the information provided on SS-4 currently filed with the IRS.

Article XI: Amendments

These bylaws may be revised or amended at any Executive Board/General Membership meeting of this organization by a quorum, provided that notice of the proposed amendment has been given at least thirty (30) days prior to the meeting at which the amendment is voted upon.

**These By-Laws were voted on and approved on
June 28, 2016
Revised on October 5, 2016**