

BYLAWS for
The Nazareth Area Intermediate School PTO

Article I: Name

The name of this organization shall be the Nazareth Area Intermediate School Parent Teacher Organization, hereinafter referred to as the "NAIS PTO" or "PTO." The PTO is located in Nazareth, Pennsylvania.

Article II: Purposes

Section 1. The Purposes of *The Nazareth Area Intermediate School PTO*

- a. To promote the welfare and educational experience of students at Nazareth Area Intermediate School.
- b. To foster communication and cooperation among families, teachers, staff, and administration.
- c. To encourage family and community involvement in support of the school and its students.
- d. To support programs, activities, and enrichment opportunities that benefit the students and school community.
- e. To develop a closer relationship between home and school so that parents, teachers, and staff may work cooperatively in the education and well-being of children.

Section 2. Non Profit Status

The PTO is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

Section 3. Non-Commercial and Non-Partisan Status

The PTO shall be noncommercial, nonsectarian, and nonpartisan. The organization shall not endorse any commercial enterprise, political candidate, or political party. No part of the organization's activities shall attempt to influence legislation beyond the limitations permitted under Section 501(c)(3).

Section 4. Use of Funds

All funds raised by the PTO shall be used to further the organization's exempt purposes and to benefit the students, school, and school community. In accordance with its 501c3 status, the PTO shall maintain independent control and discretion over the use, distribution, and management of all PTO funds and assets in accordance with the approved budget, these bylaws, and applicable federal and state laws. No part of the net earnings of the organization shall inure to the benefit of any officer, member, or private individual except as reasonable compensation for authorized services. All funds must be accounted for in regards to a specific use in accordance with non-profit status regulations and state/federal/local laws.

Article III: Members

Section 1. Membership Eligibility

Membership in the PTO shall be open to parents, guardians, teachers, staff, and community members who support the purposes of the organization.

Section 2. Nondiscrimination

Membership shall be available without regard to race, color, religion, national origin, sex, disability, or any other protected status.

Section 3. Voting Rights

Each member in good standing of the PTO who is at least eighteen (18) years of age shall be entitled to one vote.

Section 4. Membership Dues

Annual membership dues, if any, shall be determined by the Executive Board and approved by the membership annually.

A member must be current on dues at least seven (7) calendar days prior to a vote or election in order to be considered a member in good standing with voting privileges.

Article IV: Officers and Elections

Section 1. Officers

The elected officers of the PTO shall be:

- President
- Vice President
- Secretary
- Treasurer

Additional officer or coordinator positions may be established by the Executive Board and approved by the membership as needed.

No individual may hold more than one elected office simultaneously.

Section 2. Duties of Officers

a. President.

The President shall:

- preside at meetings
- coordinate the work of the PTO
- serve as primary liaison with school administration
- oversee committees and organizational operations
- ensure bylaws and standing rules are followed

b. Vice President.

The Vice President shall:

- assist the President
- perform duties of the President in their absence
- coordinate projects and committees as assigned

c. Secretary.

The Secretary shall:

- maintain meeting minutes and records
- provide meeting notices
- maintain organizational documents
- preserve official PTO records

d. Treasurer.

The Treasurer shall:

- maintain accurate financial records
- receive and deposit funds
- present financial updates at meetings
- manage disbursements as approved
- prepare records for annual financial review
- maintain custody of financial records

Section 3. Terms of Office

Officers shall serve a term of one (1) year beginning July 1 and ending June 30.

Whenever practical, officer terms should be staggered to promote continuity in leadership and organizational operations.

Officers may serve no more than two consecutive terms in the same office.

Section 4. Elections

Elections shall be held during the second-to-last regular meeting of the school year.

Additional nominations may be made from the floor with the consent of the nominee.

Voting shall occur by voice vote when only one candidate is nominated for an office. If more than one candidate is nominated, voting shall be by ballot.

Section 5. Eligibility

Only members in good standing for at least seven (7) calendar days prior to the election may hold office or vote in elections.

Section 6. Vacancies

If a vacancy occurs in the office of President, the Vice President shall assume the office for the remainder of the term.

Vacancies in any other office may be filled by appointment of the Executive Board until the next regular election.

Section 7. Removal from Office

An officer may be removed from office for failure to perform duties, misconduct, misuse of funds, violation of these bylaws, or excessive unexcused absences by a two-thirds vote of members present at a regular meeting, provided prior notice has been given.

Article V: Meetings

Section 1. Regular Meetings

The PTO shall hold approximately nine (9) regular meetings during the school year at dates and times determined by the Executive Board.

Notice of meetings shall be provided at least seven (7) days in advance through email, website posting, or other school communication methods.

Section 2. Special Meetings.

Special meetings may be called by:

- the President
- a majority of the Executive Board

- or five members in good standing

Notice shall be provided at least forty-eight (48) hours in advance.

Section 3. Quorum

A quorum for conducting business at a general membership meeting shall consist of five (5) voting members, including at least two elected officers.

Article VI: Executive Board

Section 1. Executive Officers.

The Executive Board shall consist solely of the elected officers of the PTO.

The principal or designated school representative, faculty representatives, and committee chairs may attend meetings in a non-voting advisory capacity..

Section 2. Duties.

The Executive Board shall:

- conduct necessary business between membership meetings
- prepare and recommend an annual budget
- approve routine expenditures
- establish committees and standing rules
- ensure compliance with bylaws and nonprofit obligations

The PTO shall operate as an independent nonprofit organization while maintaining a cooperative relationship with school administration and staff.

Section 3. Board Meetings

The Executive Board shall meet as necessary throughout the school year.

Section 4. Quorum.

A majority of elected officers shall constitute a quorum.

Article VII: Committees

Section 1. Establishment of Committees

The Executive Board may establish standing or temporary committees as necessary to support the purposes and activities of the PTO.

Committee chairs shall be appointed by the Executive Board unless otherwise specified by these bylaws.

Section 2. Standing Committees

The PTO shall maintain the following standing committees as needed:

- Hospitality Committee
- Carnival Committee
- Scholarship Committee

Additional standing committees may be created by the Executive Board.

Section 3. Committee Chairs and Members

Committee chairs shall coordinate committee activities, maintain appropriate records, and provide updates to the Executive Board or membership as requested.

Committee members and chairs are not voting members of the Executive Board solely by virtue of their committee role.

Section 4. Committee Authority

Committees may not authorize expenditures, enter into contracts, or obligate the PTO financially without approval in accordance with the PTO budget or established approval procedures.

Section 5. Temporary Committees

Temporary committees may be created for specific events or projects and shall automatically dissolve upon completion of their assigned purpose unless continued by the Executive Board.

Section 6. Volunteer Participation

The PTO encourages volunteer participation and may permit co-chairs or shared leadership roles for committees when appropriate.

Section 7. Records and Materials

All committee records, financial materials, passwords, and event information created on behalf of the PTO shall be transferred to the PTO at the conclusion of the event or term of service.

Article VIII: Finances

Section 1. Fiscal Year

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

Section 2. Budget

A proposed annual budget shall be prepared by the Executive Board and presented to the membership for approval at the beginning of each fiscal year.

The Executive Board may authorize reasonable adjustments to budgeted line items during the year as necessary.

Section 3. Control and Use of Funds

All funds raised, collected, or otherwise received by the PTO shall be deposited into accounts maintained in the name of the PTO.

The PTO shall maintain independent control and discretion over the management, distribution, and expenditure of all PTO funds and assets in accordance with the approved budget, these bylaws, and applicable laws.

No individual, including officers, committee chairs, school staff, or administrators, may independently obligate, direct, or authorize the expenditure of PTO funds except in accordance with approved PTO procedures.

Section 4. Authorization of Expenditures

Expenses included within the approved budget may be paid by the Treasurer in the ordinary course of business.

Non-budgeted expenditures exceeding an amount established in the standing rules shall require approval of the Executive Board or membership as appropriate.

Section 5. Banking and Financial Controls

The Executive Board shall designate authorized signers for PTO accounts.

At least two unrelated authorized individuals shall have access to PTO financial accounts.

Two authorized approvals shall be required for payments or withdrawals exceeding an amount established

in the standing rules.

No signer shall approve payment to themselves without review and approval by another authorized officer.

Section 6. Financial Update

The Treasurer shall provide a financial update at regular PTO meetings and make financial records available for review upon reasonable request.

Section 7. Financial Review

A Financial Review Committee consisting of at least two individuals who are not authorized signers on PTO accounts shall review the financial records annually and report its findings to the membership OR an independent financial review shall be performed by a professional tax preparer.

A financial review shall also be conducted whenever there is a change in the office of Treasurer.

Section 8. Record Retention

Financial records, tax filings, bank statements, and supporting documentation shall be maintained in accordance with applicable legal and nonprofit requirements.

Section 9. Public Disclosure

The PTO shall maintain required federal and state filings and shall make annual information returns available as required by law.

Article IX: General

Provisions

Section 1. Conflict of Interest

Officers, committee chairs, and members shall act in the best interests of the PTO and avoid conflicts between personal interests and the interests of the organization.

No individual shall use their position or PTO resources for personal financial gain.

Any potential conflict of interest shall be disclosed to the Executive Board, and the affected individual shall abstain from voting on related matters.

Section 2. Insurance and Bonding

The PTO may maintain insurance coverage, including general liability insurance, directors and officers liability insurance, and bonding or crime coverage for individuals handling PTO funds, as deemed appropriate by the Executive Board.

Section 3. Investments and Reserve Funds

PTO funds not needed for immediate operations may be maintained in savings or investment accounts approved by the Executive Board and held in the name of the PTO.

All investments shall be made prudently and consistent with the organization's nonprofit purposes.

Section 4. Records and Transition of Materials

All records, financial information, passwords, documents, and materials created or maintained on behalf of the PTO shall remain the property of the PTO and shall be transferred to successor officers or the Executive Board upon request or at the conclusion of service.

Section 5. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the PTO in cases where they are applicable and not inconsistent with these bylaws or applicable law.

Section 6. Electronic Communications

The PTO may utilize electronic communications and electronic document storage for official business and recordkeeping purposes.

Article X: Dissolution

Upon dissolution of the PTO, all outstanding debts and obligations shall first be paid.

Any remaining assets shall be distributed in a manner consistent with the charitable and educational purposes of the organization and in compliance with Section 501(c)(3) of the Internal Revenue Code.

Remaining assets may be:

- donated to one or more qualifying nonprofit organizations serving students within the Nazareth Area School District,
- used to fund a final project, program, scholarship, equipment purchase, or student benefit at Nazareth Area Intermediate School,
- or otherwise distributed for the educational benefit of students as determined by the membership at the time of dissolution.

Under no circumstances shall any assets be distributed to individual members, officers, or private persons except as permitted by law.

Article XI: Amendments

These bylaws may be amended at any regular meeting of the PTO by a two-thirds vote of members present and voting, provided that:

- written notice of the proposed amendment has been provided to the membership at least fourteen (14) days prior to the meeting, and
- a quorum is present.

Proposed amendments may be submitted by the Executive Board or by any five (5) members in good standing.

The Executive Board shall periodically review the bylaws and recommend updates as necessary.

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