

Rohrerstown Elementary School Parent Teacher Organization (PTO) Executive Board Bylaws

Article I: Name

Name: The name of this organization shall be the Rohrerstown Elementary School Parent Teacher Organization Executive Board, also referred to as the Rohrerstown PTO Board, Lancaster, Pennsylvania, an independent organization.

Article II: Goals

- Section 1: To promote the welfare of our children in home, school and community.
- Section 2: To promote good relations and good communications between students, parents/guardians/primary care giver, school and community.
- Section 3: To develop between educators and our school community such united efforts as well as secure for every child the highest advantages in physical, mental and social education.
- Section 4: To provide stimulating programs and activities which promote the education of children, teachers, and parents/guardians/primary care giver in the home, school and community.
- Section 5: To encourage interaction between parents/guardians/primary care giver and teachers in an effort to broaden their acquaintances with one another.
- Section 6: To serve as a channel for parents/guardians/ primary care giver and teachers to positively discuss common issues.
- Section 7: To operate an efficient organization based upon sound management principles.
- Section 8: To raise money in order to support and supplement the existing planned school programs.

Article III: Policies

- Section 1: The programs of this organization shall be designed to achieve the goals as listed in Article II and shall be developed through planning meetings, standing committees and individual volunteer participation.
- Section 2: This organization shall be nonprofit, nonsectarian and nonpartisan.
- Section 3: This organization may cooperate with other organizations and agencies concerned with child welfare, providing its representatives make no commitments that bind the organization without its prior approval.
- Section 4: The organization shall cooperate with the school/District to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control its policies.
- Section 5: The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- Section 6: In the event of the dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 (C-3) of the Internal Revenue Code of 1966 as from time-to-time amended.

Article IV: Membership/ Volunteers/Committee Chairpersons

General Membership

Every parent/guardian or primary care giver having one or more children in the Rohrerstown Elementary School and every teacher and staff member of this school shall be considered eligible to be part of the **general membership** of the Rohrerstown Elementary PTO. There are many opportunities to be part of the PTO. Being part of the general PTO membership includes: attending PTO meetings, working on any of the committees that support PTO, or volunteering in the different activities/event throughout the year.

Volunteerism

Members of Rohrerstown's families are always encouraged to **volunteer** and engaged to support their child's school success. Depending on many factors, it may be difficult to attend a PTO meeting, but families have other ways to support PTO. Using the many strengths of the families, families are encouraged to volunteer with PTO in a way that best fits them.

Obtaining clearances are necessary for most volunteering experiences with PTO and are always needed within the school setting. Examples of volunteer opportunities:

- Volunteering to help w/homework club
- Bi-lingual parents can help greet and support new families at events
- Manning tables at school-sponsored events
- Volunteering at Fun Fest
- Volunteering at Family Fun Nights
- Volunteering at Family Book Fair
- Volunteering for committees (VIP Dance, Fundraisers)
- Donating items for celebrations

Committee Chairperson & Executive Board Members

It is ideal to have Executive Board Members of the PTO who are in good standing, meaning they have working knowledge of the PTO, however, any parent/guardian/ primary childcare giver can be considered for these positions as well as Committee Chairpersons positions. Limiting these positions to people who have attended a certain number of meetings the previous year, eliminates, kindergarten parents and new families.

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Article V: Finances

The debt incurred and programs funded by the PTO shall be satisfied by money obtained through fundraising projects or donations as determined by the Executive Board with input from the teachers/staff and principal/District.

Section 1: The fiscal year of the organization begins July 1 and ends on the following June 30.

Section 2: The Executive Board shall present a proposed written budget to the organization on or before the last PTO meeting of the school year.

Section 3: Approval of the budget will take place on or before June 30 by a majority vote of the Executive Board.

Section 4: All fundraisers must be approved by the Assistant Superintendent. Flyers that are distributed to support each fundraiser must also be approved by the Assistant Superintendent.

Article VI: Executive Board Officers and Their Elections

Section 1:

- a. The appointed officers of this organization shall be a President, Vice President, Secretary, Treasurer, Assistant Treasurer.
- b. These officers will be appointed annually, usually occurring at the final meeting of the year.
- c. Officers shall assume their official duties on the last day of the school year following their appointment.
- d. Officers shall have clearances (Act 34, Act 114 and Act 151). Completed the volunteer application and 6004 (per district guidelines).
- e. The Assistant Treasurer shall automatically be nominated to the office of Treasurer the following year, if the PTO has an Assistant Treasurer.
- f. The current Treasurer will remain in office until a replacement is found with a limit of 2 consecutive terms.
- g. The Vice President shall automatically be nominated to the office of President the following year.
- h. No person shall be appointed to serve more than two consecutive terms.
- i. The building Principal is considered a permanent member of the Executive Board.

Section 2:

- a. A nominating committee comprised of at least three PTO Executive Board members shall accept nominations of officers. All nominated officers must be in good standing as a general member of the PTO.
- b. The consent of each candidate must be obtained before his/her name is placed in nomination.
- c. Final appointments will be made by a committee of at least three current PTO Executive Board members with final approval by the building principal.
- d. This committee shall:
 - i. Commence its work on or before January 15th.
 - ii. Notify the general membership of open positions providing descriptions of the role and responsibility of the open positions by March 31st.
 - iii. Accept nominations including self-nominations.
 - iv. Appointments must be made on or before May 1.

Section 3:

- a. In case of vacancy occurring in the office of President, the Vice-President shall complete the unexpired term. A vacancy occurring in any other office shall be filled by a majority vote of the remaining members of the Executive Board.

Article VII: Duties of Officers

Section 1: The President:

- a. The President shall preside at all meetings of the PTO and of the Executive Board, shall be a member *ex officio* of all committees, shall perform all other duties usually pertaining to the office, shall coordinate the work of the officers and committees of the organization in order that the goals be promoted.
- b. He/She will have the authority to sign checks in the absence of or disability of the treasurer.
- c. The President shall review all communication/correspondence (paper or email) to be sent out to membership and send it for Principal review before it is forwarded on to the general membership.
- d. The President shall be a liaison between the Executive Board and the principal, faculty, students, families and district administration, assist with the assurance of legal and procedural compliance with district and state regulations including but not limited to liability waivers, clearances and district facility request forms, and perform other duties as needed. The President shall also provide the copy of the PTO's general liability insurance policy to the district's Chief Operating Officer.
- e. The President shall make the current PTO by-laws available to the public via the school district website.
- f. The President will create an FMX account with the district. All PTO events must be reserved using FMX at least 30 days prior to the event.

Section 2: Vice-President:

- a. The Vice-President shall fill in for the President whenever he or she is unavailable and shall supervise the Committee Chairpersons.
- b. The Vice-President shall assume the role of President the following school year.
- c. The Vice-President shall be responsible for updating the PTO bulletin board in the school office.
- d. The Vice-President shall oversee volunteer requests.

Section 3: Secretary:

- a. The Secretary shall be responsible for taking minutes at each PTO meeting, disseminating the information to members at large and posting the information in accordance with district policy.
- b. The Secretary shall prepare all PTO meeting agendas.
- c. Shall keep a correct record of all meetings of the Executive Board and shall perform such other duties as may be delegated.
- d. The Secretary will serve as the Communication Chairperson. All communication/correspondence (electronic or paper) must be forwarded to the Secretary for review and passed on to the Principal for final approval.
- e. The Secretary shall be responsible for updating the school sign.

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Section 4: Treasurer:

- a. The Treasurer shall have custody of all the funds of the organization, shall keep a full and accurate account of receipts and expenditures, and shall make disbursements in accordance with the approved written budget, as authorized by the organization or the Executive Board.
- b. The Treasurer shall present a written financial statement at every meeting of the organization, and at other times when requested by the Executive board and shall make a full written report at the annual meeting.
- c. The Treasurer shall maintain and submit all financial statements to the school district's Director of Finance immediately following each meeting.
- d. The Treasurer shall provide the Director of Finance with a copy of the Budget by September 1st.
- e. The Treasurer shall make original bank statements available during regularly scheduled PTO meetings.
- f. The Treasurer shall reconcile the account by July 30th with the incoming Treasurer.

Section 5: Assistant Treasurer: (not a needed position)

- a. The Assistant Treasurer will assist the current Treasurer and learn the role for the following year. The Assistant Treasurer will assume the role of Treasurer the following year.
- b. The Assistant Treasurer will perform the annual audit at the beginning of their term.
- c. The Assistant Treasurer shall oversee all fundraising activities and make sure committees are staffed.

Section 6: All Officers Shall:

- a. In the event that a committee chairperson is not obtained, the officers collectively will decide if the event should be suspended for that year or if the officers chair the event collectively.
- b. Perform the duties as outlined in these by-laws.
- c. Deliver to their successor all official materials on or before June 30.
- d. Immediate past officers may act in an advisory role as needed.

Section 7:

- a. Duties shall be handed over to the new officers on or before July 1st.

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Article VIII: Duties of the Executive Board

Section 1: The Executive Board shall consist of the officers of the organization, the Principal of the school or a representative appointed by him/her.

Section 2: The Principal Shall:

- a. Act solely in an advisor/liaison capacity relative to the PTO
- b. Provide input regarding purchases considered by the PTO
- c. Cannot handle money or make purchases in the name of the PTO
- d. Act as a liaison between the PTO and school district
- e. Assure the actions of the PTO are aligned with the goals of the school and district's overall mission, goals, regulations, procedures and policies.

Section 3: The Executive Board shall meet a minimum of four (4) times throughout the calendar year. Give notice to principal of all meetings.

Section 4: The duties of the Executive Board shall be:

- a. To transact necessary business in the intervals between organization meeting and such other business as may be referred to it by the organization.
- b. To approve the plans of work of the Committees.
- c. To prepare and submit the organization for approval, a written budget for the fiscal year.
- d. Approval shall be considered by the President, Vice President, Secretary, Treasurer, Assistant Treasurer and Building Principal.
- e. A majority of all members so the Executive Board shall constitute a Quorum. A quorum is required to conduct any meeting of the Executive Board.
- f. Elected officer shall serve a maximum of two (2) terms. A term is one (1) year.
- g. No person shall be elected to serve more than two (2) consecutive terms in the same position.
- h. Deliver to their successors all official materials (including, but not limited to a current copy of the by-laws, procedural notebook, fundraising/vendor materials, contracts, insurance policies, tax forms, passwords and ID's, contact lists, electronic/paper templates for forms, flyers, handouts, budgets, meeting minutes and relevant communication describing the obligations or procedures of the PTO on or before June 30.

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Article IX: Meetings:

Section 1: A minimum of Two (2) general membership meetings shall be held each year for the purpose of transacting business, seven (7) days' notice having been given. The first meeting shall be held on or before October 15.

Roberts Rules of Order shall govern the meetings. All meetings, both general PTO meetings and committee meetings must be made public, agendas must be public prior to all meetings, and minutes of the meeting must be posted.

Section 2: Special meetings of the organization may be called by the Executive Board.

Section 3: Motions:

- a. Motions from the floor regarding items on the meeting agenda may be approved by a majority vote of the members present.
- b. At the direction of the Executive Board, a vote on a motion from the floor may be delayed until all members of the organization are informed of the issue and provided the opportunity to vote at a subsequent meeting or by paper ballots returned to the school office.
- c. Agenda items should be provided to the Executive Board at least 72 hours prior to all scheduled meetings.

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Article X: Standing and Special Committees

Section 1: The Chairperson of each special committee shall communicate with the Executive Board and seek approvals in a timely manner.

Section 2: A Special Committee may be created or dissolved and a Chairperson appointed by the Executive Board as the need arises.

Section 3: All committee Chairpersons must provide an update of relevant information pertaining to their committee at all PTO meetings. This update may be written or in person.

Section 4: All committee Chairpersons must submit all communication/correspondence (electronic or paper) to the Secretary for review and passed on to the Principal for final approval and disbursement to the general membership. This does not include planning meetings or emails sent in the work of the committee.

Section 5: All committee meetings must be made public, agendas must be public prior to all meetings, and minutes of the meeting must be posted.

Section 6: All communications sent to the general public will use the PTO email address.

Section 7: All standing and Special Committee Chairs shall:

- a. Perform the duties as outlined in these bylaws.
- b. Provide agenda items to the Executive Board (via Secretary) at least 72 hours prior to all scheduled meetings
- c. Deliver to their successors all official materials including, but not limited to a current copy of the by-laws, procedural notebook, fundraising/vendor materials, contracts, insurance policies, tax forms, passwords and ID's, contact lists, electronic/paper templates for forms, flyers, handouts, budgets, meeting minutes and relevant communication describing the obligations or procedures of the PTO on or before June 30.

Article XI: Amendments

Section 1: The executive board shall review these by-laws at least every five (5) years to determine if they continue to meet the needs of the organization.

Section 2: These by-laws shall remain in effect unless revised by the Rohrerstown PTO Executive Board.