

## Rohrerstown Elementary School Parent Teacher Organization (PTO) Bylaws

### **Article I: Name**

The name of this organization shall be the Rohrerstown Elementary School Parent Teacher Organization, also referred to as the Rohrerstown PTO, based in Lancaster, Pennsylvania and is an independent 501(c)3 school affiliated organization.

### **Article II: Goals**

- Section 1: To promote the welfare of our children in the home, school and community.
- Section 2: To promote good relations and good communications between students, parent/Guardian or household caregiver, 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 parent/Guardian or household caregiver, in the home, school and community.
- Section 5: To encourage interaction between parent/Guardian or household caregiver and teachers in an effort to broaden their acquaintances with one another.
- Section 6: To serve as a channel for parent/Guardian or household caregiver 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 to support the improvement of education in ways that will not interfere with administration of the school and shall

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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**

#### *General Membership*

Every parent/Guardian or household caregiver 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 (hereafter referred to as “members” or “membership”) of the Rohrerstown Elementary PTO. There are many opportunities to be part of the membership. Attending PTO meetings (which occur at least four times during the school year) and supporting many of the committees and teams that comprise the PTO are ways to be considered part of the PTO’s general membership.

#### *Volunteer*

Rohrerstown families are always encouraged to volunteer and engage in our goal of supporting every child’s success. While it may be difficult to attend a PTO meeting, families have other ways to support PTO, such as:

- 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
- Counting BoxTops at home/in the office area
- Volunteering in the library
- Donating items for numerous PTO sponsored activities

Obtaining clearances may be necessary for certain activities when within the school setting. Please refer to the district website for clearance requirements.

#### *Committee Chairperson and Executive Board Member*

Members who are in good standing can be considered for leadership positions (Committee Chairperson, Executive Board). To be considered a member in good standing, you could:

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- Attend at least 2 PTO meetings in the prior calendar year
- Actively participating on at least 1 of the committees or teams that support PTO events, projects, and fundraisers

### **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 membership and the 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 membership 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.

### **Article VI: Executive Board Officers and Their Elections**

Section 1: The appointed officers of this organization shall be a President, Vice President, Secretary, Treasurer, and Assistant Treasurer. These officers will be appointed bi-annually, usually occurring at the final meeting of the school year. Elected officers shall assume their official duties on the last day of the school year following their appointment. Officers shall have clearances (Act 34, Act 114 and Act 151) as well as complete the volunteer application and 6004 (per district guidelines). The Assistant Treasurer shall automatically be nominated to the office of Treasurer following the final term of the current treasurer. The current Treasurer will remain in office until a replacement is found. The Vice President shall automatically be nominated to the office of President following the final term of the current president. No person shall be elected to serve more than two consecutive terms. The building Principal is considered a permanent member of the Executive Board.

Section 2: A nominating committee comprised of at least three PTO Executive Board members shall accept nominations of officers. All nominated members must be in good standing with the membership to be considered for office. The consent of each candidate must be obtained before his/her name is placed in nomination. Final appointments will be made by a committee of at least three current PTO Executive Board members with input of the building principal.

This committee shall:

- Commence its work on or before January 15<sup>th</sup>.
- Notify the membership of open positions providing descriptions of the role and responsibility of the open positions by March 31<sup>st</sup>.
- Accept nominations including self-nominations.
- Appointments must be made on or before the final general PTO meeting of the then current school year.

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Section 3: 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*

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, and shall coordinate the work of the officers and committees of the organization in order that the goals be promoted.

The President will have the authority to sign checks in the absence or disability of the treasurer.

The President shall review all communication/correspondence (paper or email) to be sent out to the membership and the Principal shall be copied on communication/correspondence sent to the membership.

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 a copy of the PTO's general liability insurance policy to the district's Chief Operating Officer.

The President shall make the current PTO by-laws available to the public via the school district website.

#### Section 2: *Vice-President*

The Vice-President shall fill in for the President whenever he or she is unavailable and shall supervise the Committee Chairpersons.

The Vice-President shall assume the role of President at the conclusion of the then current president's final term.

The Vice-President shall be responsible for updating the PTO bulletin board in the school office.

The Vice-President shall oversee volunteer requests.

#### Section 3: *Secretary*

The Secretary shall be responsible for taking minutes at each PTO meeting, disseminating the information to the membership at large and posting the information in accordance with district

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policy.

The Secretary shall prepare all general PTO meeting agendas.

The Secretary shall keep a correct record of all meetings of the Executive Board and shall perform such other duties as may be delegated.

The Secretary shall be responsible for updating the school sign.

### Section 4: *Treasurer*

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.

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.

The Treasurer shall maintain and submit all financial statements to the school district's Director of Finance immediately following each meeting.

The Treasurer shall provide the Director of Finance with a copy of the Budget by September 1<sup>st</sup>.

The Treasurer shall make original bank statements available during regularly scheduled PTO meetings.

The Treasurer shall reconcile the account by July 30<sup>th</sup> with the incoming Treasurer.

### Section 5: *Assistant Treasurer*

The Assistant Treasurer will assist the current Treasurer and learn the role. The Assistant Treasurer will assume the role of Treasurer at the end of the then current treasurer's final term.

The Assistant Treasurer will perform the annual audit at the beginning of their term.

The Assistant Treasurer shall oversee all fundraising activities and make sure committees are staffed.

### Section 6: All Officers Shall -

In the event that a committee chairperson is not obtained, the Executive Officers collectively will decide if the event should proceed or if the Executive Officers shall chair the event collectively.

Perform the duties as outlined in these by-laws.

Deliver to their successor all official materials on or before June 30.

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Immediate past officers may act in an advisory role as needed.

Section 7: Duties shall be handed over to the new officers on or before July 1<sup>st</sup>.

### **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

Act solely in an advisor/liaison capacity relative to the PTO

Provide input regarding purchases considered by the PTO

Cannot handle money or make purchases in the name of the PTO

Act as a liaison between the PTO and school district

Assure the actions of the PTO are aligned with the goals of the school and district's overall mission, goals, regulations, procedures and policies.

The principal is considered a non-voting member of the PTO Executive Board.

Section 3: The Executive Board shall meet 4 times throughout the calendar year or as required. Give notice to the principal of all Executive Board meetings.

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

To transact necessary business in the intervals between organization meeting and such other business as may be referred to it by the organization.

To approve the plans of work of the Committees.

To prepare and submit the organization for approval, a written budget for the fiscal year. Approval shall be considered by the President, Vice President, Secretary, Treasurer, Assistant Treasurer and a majority of the membership.

A quorum is required to conduct any meeting of the Executive Board. A quorum is considered three or more members of the Executive Board.

Elected officers shall serve a maximum of 2 terms. A term is 2 years.

No person shall be elected to serve more than 2 consecutive terms in the same position.

Deliver to their successors all official materials (including, but not limited to a current copy of the

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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 IX: Meetings**

Section 1: A minimum of 4 general membership meetings shall be held each school year for the purpose of transacting business with 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 general PTO meetings must be announced and open to the membership, agendas must be announced to the membership (prior to meetings if possible), and notes of the meeting must be posted somewhere accessible to the membership.

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

Section 3: Motions:

Motions from the floor regarding items on the meeting agenda may be approved by a majority vote of the members present.

At the direction of the Executive Board, a vote on a motion from the floor may be delayed until a quorum of the membership is informed of the issue and provided the opportunity to vote at a subsequent meeting or by paper ballots returned to the school office.

Agenda items should be provided to the Executive Board at least 72 hours prior to all scheduled meetings.

### **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. All chairpersons must be in good standing with the membership and/or have working knowledge of the event being chaired (ex: co-chairing the event, attending planning meetings, etc.)

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 general 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 Executive Board for review and shared with the Principal for review before being announced to membership. This does not include planning meetings or emails sent in the work of the committee.

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Section 5: All committee meetings must be announced to the membership and open to committee members, agendas must be announced to the membership (prior to meetings if possible), and notes of the meeting must be posted somewhere accessible to the membership.

Section 6: Superintendent's Parent Advisory Council (SPAC) Representative shall:

Attend meetings of the SPAC

Report information back to the PTO meetings

Present the questions and concerns of the Rohrerstown PTO families to the superintendent.

Be appointed by the building principal.

Section 7: All standing and Special Committee Chairs shall:

Perform the duties as outlined in these bylaws.

Provide agenda items to the Executive Board at least 72 hours prior to all scheduled meetings

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, or as needed, 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 and approved by vote at a general PTO membership meeting.

Section 3: All communications sent to the membership will use official PTO communications channels, including social media (ie. Facebook) and the RES PTO email address.