



WORRALL ELEMENTARY SCHOOL PTO BYLAWS

EFFECTIVE DATE:

January 13, 2016
Revised October 30, 2019

ARTICLE I: NAME

The name of the Organization is WORRALL ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION as named on The Articles of Corporation effective on October 19, 2009, hereafter referred to as “the Worrall PTO”.

ARTICLE II: PURPOSE

MISSION: The Worrall PTO is designed to strengthen the partnership between home and school so that parents, guardians, teachers, and administrators may work together in a cooperative environment to enhance and enrich the educational experience of all students attending the J.W. Worrall Elementary School.

PURPOSE: The Worrall PTO is organized exclusively for charitable and educational purposes, and is recognized as a tax exempt organization under Sec. 501(c)(3) of the Internal Revenue Code. The Worrall PTO shall provide resources for educational, social, and recreational needs, and promote open communication among and between all members of the J.W. Worrall Elementary School community

COMMUNICATIONS: The Worrall PTO shall abide by the following acceptable means of communication to members: the communication envelope, PTO website, Marple Newtown School District website, email or any other method approved and adopted by the Executive Committee.

OTHER: The Worrall PTO shall be non-commercial, non-sectarian, non-political, and nonpartisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the name of the Worrall PTO nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or for any purpose other than the regular work of the Organization.

The Worrall PTO may cooperate with other organizations and agencies in welfare or educational activities dealing with children, as deemed advisable by a majority of the officers.

The Worrall PTO shall cooperate with the Marple Newtown School District to support the improvement of education in ways that will not interfere with the administration of such schools or seek to control their policies. This policy shall not preclude the Worrall PTO or its members from expressing their opinions, written or verbal, to the principal, superintendent of schools, or the Board of Education that will promote the interests and well-being of Worrall Elementary School and its children or Marple Newtown School District policy.

ARTICLE III: MEMBERSHIP AND DUES

MEMBERSHIP: The Worrall PTO shall conduct an annual enrollment of members. Membership shall be open to any parent and/or legal guardian of the students attending J.W. Worrall Elementary School, the principal and school staff. Regardless of time of enrollment, the enrollment is in effect for the duration of the current school year. Members are entitled to voting rights as defined below upon payment of dues.

ANNUAL DUES: Annual dues will be established by the Executive Committee. A member must have paid his or hers dues at least 14 calendar days before the next meeting to be consider a member in good standing. Included with the dues, members will receive access to the school directory.

MEMBER IN GOOD STANDING: Member in good standing shall mean a Member who has paid his or hers dues to become a member of the PTO with voting rights.

VOTING RIGHTS: Only members in good standing shall be eligible to participate in the business meetings, to serve in any of its elective or appointive positions or to vote for officers and on decisions. All members in good standing have one vote concerning issues brought before the general membership. These issues include: Rights of Members, Bylaws, Election of Officers, and other business that may be presented by the Executive Committee for a vote by the general membership.

ARTICLE IV: OFFICERS AND ELECTION

ELLECTED OFFICERS: The elected officers of the Worrall PTO shall consist of no more than two (2) Presidents, one (1) Vice President, one (1) Secretary, and one (1) Treasurer. Any exception shall be voted on.

1. The Treasurer and Secretary will both serve two-year terms with elections in alternating years.
2. The Vice-President is elected each year and shall serve a one-year term, then become a Co-President for the next two years.

NOMINATIONS:

1. Each February, information regarding open positions, the nomination process and period in which nominations will be accepted shall be communicated by methods described in Section II.
2. Nominations will be accepted for twenty-eight (28) days commencing on the date of announcement.
3. Candidates must be a member in good standing in order to seek a particular position.
4. The President and/or Vice-President will collect all submissions and formulate the

slate of candidates for review with the Executive Committee prior to the general meeting.

5. The slate of candidates and/or those approved by the Executive Committee will be announced to the membership at the next available general membership meeting.

ELECTION:

1. In the event no nominations are submitted, it shall be in order to move that the PTO Executive Committee approve a second term extension for the Board member serving that position. Officers can serve no more than two (2) consecutive terms in the same office.
2. In the event a candidate is uncontested for that office, it shall be in order to move that the PTO Executive Committee approve the candidate and no general election shall be held if all open positions are filled.
3. If more than one nomination is received for an open position, the election shall be held at the next available general membership meeting.
4. Candidates must submit a brief bio containing why they would like to serve, highlights of their PTO service (if applicable), any special skills they bring to the PTO, and any other information the candidate chooses to share so that members can carefully consider the candidates.
5. An announcement shall be communicated by methods described in Section II to the members announcing the candidates, bio and voting date, time and process at least fourteen (14) days prior to the election meeting.
6. The ballots will be prepared by a member of the Executive Committee.
7. Voting shall be at a general membership meeting. A current membership list will be on hand to validate attendees.
8. Current Executive Committee members are ineligible to vote. Those who receive majority vote will be listed on the final slate of officers for approval.
9. Two or three PTO members who are not officers and not running for office, and one or two members of the Executive of the Committee, shall count the ballots privately. The counted ballots shall be placed in a sealed envelope in the event there is some doubt about the validity of the outcome.
10. In the event of a tie, the deciding votes will be cast by the Executive Committee members.
11. The newly elected officers shall be installed at the last meeting of the school year and assume their official duties on June 1st for the next current school year.

ADVISOR: All outgoing Board members shall deliver to their successors all official materials at the close of their service and act as an advisor with the current year's officers to gain experience and ensure smooth transition. This person will serve voluntarily and will not be a member of the Executive Committee.

RESIGNATION: Any committee chair or Board member who wishes to resign must submit their resignation in writing or by email to an Executive Committee Member.

VACANCIES: In the event the President is unable to fulfill the full term of the position, the current Vice-President shall fill the vacancy created and become President or Co-President. If the Vice-President, Secretary or Treasurer Officer is unable to fulfill the full term of the position, the remainder of the term shall be filled by a member in good standing and elected by majority vote of the remaining members of the Board.

REMOVAL: Any committee chair may be removed from office by a majority vote of the PTO members present. Before the vote can be called, the complaint must be brought to the Executive Committee, who will speak to all parties and try to resolve the issues. If there can be no resolution, all PTO members must be notified of the meeting agenda, time, date and place, by methods described in Section II at least five (5) school days in advance of the meeting. An officer may be removed by the Executive Committee at an Executive Committee meeting when in the best judgment of the majority of the Board for non-completion of duties, misuse of power and/or failure to attend regular meetings.

ARTICLE V: DUTIES OF OFFICERS

PRESIDENT: The President and/or Co-President shall

1. preside at all meetings of the Worrall PTO;
2. supervise the organization and all its activities;
3. be the primary contact for the school administration;
4. attend district meetings, which is comprised of the PTO Board members of all the schools in the district, superintendent, other member of the school board;
5. sign letters or documents necessary to carry out the will of the organization; and
6. perform all other duties usually pertaining to the office and those assigned by the officers to assure the objectives of the organization are met.

VICE PRESIDENT: The Vice President and/or Co-Vice President shall

1. act as an aide to the President and shall perform the duties of the President in the absence of that officer;
2. attend district meetings, which is comprised of the PTO Board members of all the schools in the district, superintendent, other member of the school board;
3. create the agenda for general meetings and submit to the Communication Chair for inclusion in the weekly communication;
4. be the primary contact for each committee chairperson; and
5. perform other duties assigned by the officers to assure the objectives of the organization are met or related to the office.

SECRETARY: The Secretary shall

1. take attendance at all general membership and Executive Committee meetings and include them in all meeting minutes;
2. report minutes at the following general membership meeting for approval and documentation;
3. collect, keep and maintain an accurate record of all meetings of the PTO, Bylaws, Articles of Incorporation, etc.;
4. submit to the PTO Executive Committee draft copy of the minutes recorded within three (3) weeks after each meeting;
5. report and answer all correspondence as directed; and
6. perform other duties assigned by the officers to assure the objectives of the organization are met or related to the office.

TREASURER: The Treasurer shall:

1. be responsible and have custody of all funds of the Worrall PTO;
2. shall keep an accurate record of all receipts and expenditures and pay out funds in

- accordance with the approved budget authorized by the Board;
3. shall be responsible for the maintenance of such bank accounts and records in accordance with requirements as defined in Article XI: Finances;
 4. prepare monthly and year-end financial reports for distribution at each general meeting of the PTO and at other times when requested by the Board;
 5. bank accounts must be reconciled on a monthly basis;
 6. prepare a budget to be approved by Executive Committee prior to September 1st;
 7. file all necessary tax and legal documents;
 8. obtain appropriate insurance for officers and organization;
 9. perform other duties assigned by the officers to assure the objectives of the organization are met or related to the office.

An officer must be present at each and every PTO function. The President shall elect such officer.

ARTICLE VI: MEETINGS

REGULAR MEETINGS: General membership meetings will be held once a month from September to May unless otherwise noted. The date and time for the meetings shall be determined by the Executive Committee at the close of the prior school year. Written notice of the time, place, and agenda (if available), for every meeting shall be given at least ten (10) days prior to the meeting by methods described in Section II. Other meetings may be held by the Executive Committee members outside general meeting as needed.

All members may request items be added to a meeting's agenda. Requests must be received in writing at least five (5) days prior to the next scheduled meeting, by email or letter and addressed to the Executive Committee. The request shall be added to the upcoming meeting agenda once approved by the Executive Committee.

SPECIAL MEETINGS: Special meetings may be called by the Executive Committee on ten (10) days notice to the general membership.

QUORUM: A majority of the Executive Committee (at least three) members and fifteen (15) members in good standing shall constitute a quorum for the transaction of business at any general membership meeting of the Worrall PTO. A majority of the Executive Committee shall constitute a quorum at Executive meetings.

VOTING: Items that require a vote, other than election of Officers, may be brought before the members at a general meeting. Members must be notified of the items being voted on, time, date and place, by methods described in Section II at least ten (10) days in advance of the meeting. All voting shall be by secret ballot at the meeting.

ARTICLE VII: EXECUTIVE COMMITTEE

The Executive Committee shall consist of the elected officers of the PTO and the principal of Worrall Elementary School.

The Executive Committee shall:

1. manage the affairs, activities, and operations of the organization;
2. transact all necessary business during the intervals between the meetings of the membership and other such business as may be referred to it by the membership or these Bylaws;
3. create Standing or Special Committees, approve the plans and work said Committees, prepare and submit budget to the membership for approval, and in general conduct the business and activities of the organization;
4. enter into contracts or agreements approved by a majority of the Board members on behalf of the Worrall PTO. Neither the officers nor any other member may enter into contracts or agreements on behalf of J.W. Worrall Elementary School or Marple Newtown School District.

ARTICLE VIII: COMMITTEES

The Vice-President shall oversee all committees, and regularly present reports of the committees at both Executive Committee and General Membership meetings as needed. Each committee must have a designated chairperson.

Using methods described in Section II as the basis of these appointments.

Such standing committees shall:

1. be created by the Board as needed to carry out the approved projects and programs as required to promote the objectives and interests of the PTO;
2. prepare and submit any budget changes for its activities to the Vice President no later than the May membership meeting for the following school year.

ARTICLE IX: PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order; Newly Revised, 11th or most current edition, shall govern meetings where they are not in conflict with the bylaws, rules of order, or other rules of the PTO.

ARTICLE X: AMENDMENT PROCEDURES

These Bylaws may be amended, altered or repealed and new Bylaws may be adopted by the Executive Committee by a two-thirds vote by the members present at any regular scheduled or specially scheduled membership meeting. A quorum at a general membership meeting is required to take a vote to amend or alter these Bylaws.

ARTICLE XI: FINANCES

1. The fiscal year shall coordinate with the school year, which shall begin July 1st and end June 30th.
2. All funds of the Worrall PTO shall be deposited into an account of the Worrall PTO and as such disbursements shall be made from the same accounts as authorized by the

officers in accordance with the approved budget. Checks may be signed by the treasurer and any other officer as selected by the Executive Committee.

3. A separate bank account shall be used solely for Scrip transactions. The Scrip chair shall provide the Treasurer with account activity, purchase transactions, inventory reports, account log-ins, or any other requested reports on a monthly basis or as needed.
4. No part of the net earnings or assets of the corporation shall inure to the benefit of or be distributed to its members, officers, or other private persons (other than amounts distributed as gifts to Worrall School staff as set forth in the budget).
5. A tentative budget shall be drafted for each school year and approved by the Executive Committee prior to September 1st.
6. A vote is required for a new funding request over \$1,000 that does not fall within the approved budget, provided notice of the new funding request has been distributed to the membership at least five (5) school days prior to the vote by methods described in Section II.
7. A funding request for less than \$1,000 may be granted without a membership vote provided there are funds available in the general account and the Executive Committee is in agreement by a two-thirds vote.
8. Federal law requires that a nonprofit tax-exempt organization's IRS Form 1023 and copies of the organization's annual information returns (IRS Form 990 or 990EZ) for the most recent three years be available for public review when requested.
9. When a PTO event involves the exchange of money, the event chair or his/her designee may request a cash advance from the Treasurer, for making change when necessary. At the end of the event, two members shall count the money, record it on the deposit form, and return to the Treasurer for deposit within 7 days of the event.
10. A \$25 fee will be assessed for all checks returned for insufficient funds or any other reason.
11. Any PTO member requiring reimbursement for a purchase shall first obtain a tax exempt form from the Treasurer before making the purchase whenever possible. Following the purchase, the member shall complete a Reimbursement Form and attach the original or copy of the receipt. If no receipt is provided, reimbursement will not be made. Cash advance requests shall be prohibited unless approved by the Executive Committee.
12. No loans or advances shall be made by the Worrall PTO to its officers or members.

ARTICLE XII: DISSOLUTION

In the event of the dissolution of the Worrall PTO, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, shall be spent for the benefit of J.W. WORRALL ELEMENTARY SCHOOL at the discretion of the Executive Committee.

ARTICLE XIII: CONFLICT OF INTEREST POLICY

All members of the Executive Committee must sign the conflict of interest policy. The purpose of

the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. Signed copies of the policy will be filed with all other PTO records.