

**WYLAND ELEMENTARY PARENT TEACHER ORGANIZATION
BYLAWS**

ARTICLE I: NAME

The name of this organization is the Wyland Parent Teacher Organization (Wyland PTO).

ARTICLE II: OBJECTIVES

1. To promote the welfare of Wyland Elementary School children in home, school, and community.
2. To assist and support the school administrators and faculty in all areas where members may be asked to serve, and where the organization judges that its contribution will be meaningful.
3. To provide educational enhancement through fundraising activities.

ARTICLE III: BASIC POLICIES

1. This organization shall be non-commercial, non-sectarian and non-partisan and will not endorse a political candidate.
2. The Wyland PTO School Directory or any other material published by this organization may not be used for purposes of solicitation nor for any non-school-related activity or business.
3. This organization shall not seek to direct the administrative activities of the school or to control its policies, but shall be free to make recommendations to the School Board or School Administration.
4. This organization may cooperate with other organizations and agencies in child welfare whose objectives, purposes, and activities are consistent with the objectives contained within these Bylaws.
5. All members of this organization are required to abide by these Bylaws.
6. All members are expected to conduct themselves in a respectful manner that will not disrupt the orderly process of any Wyland PTO meeting. If a disruption occurs, either the Principal or a member of the Executive Board has the right to table the issue until a later date.

7. The President(s) may approve up to \$100 for materials for a particular Wyland PTO function without prior approval of the Executive Board members. The Executive Board may approve expenditures in accordance with the budget without prior communication to the general membership. All expenditures will be reported at the upcoming Wyland PTO general meeting.
8. a. Any expenditure between \$100-\$1,000 must be approved by the board.
b. Any expenditure over the amount of \$1,000 and NOT included in the approved yearly budget will be voted for approval by the general membership.
9. All requests for reimbursement from anyone incurring expense on behalf of the Wyland PTO must be presented to the Treasurer in writing via a receipt or invoice within one (1) month of the expense being incurred. After that time, the expense will be repaid at the discretion of the Wyland PTO Executive Board. All reimbursements will come from the Treasurer in the form of a check from the Wyland PTO bank account unless previous arrangements are made with the Treasurer. No other form of reimbursement will be allowed, including, but not limited to, cash reimbursements at an event.
10. If a check written to the Wyland PTO is returned to the Wyland PTO from its bank for insufficient funds, the check writer will be expected to reimburse the Wyland PTO for the full amount of the check plus the current fee amount that the Wyland PTO's bank charges to the Wyland PTO. If the Wyland PTO is not reimbursed by the check writer in a timely manner, the executive board may vote on behalf of the organization to refuse further checks from that person until all money owed to the Wyland PTO is paid in full.
11. An Executive Board Officer may undertake new projects outside his/her duties upon Board approval. These projects will be reported at the upcoming Wyland PTO general meeting.
12. A minimum balance of \$3,000 will remain in the Treasury to begin the new school year. The budget year will be July 1 through June 30.
13. In the event of dissolution of this organization, all remaining funds will be transferred to Wyland Elementary School.

ARTICLE IV: PTO MEMBERSHIP

1. All parents and guardians of children in Wyland Elementary School are members of the PTO.
2. All members may participate in business meetings, may serve in an appointed and/or elected capacity, and have voting privileges.
3. Each member is entitled to receive a copy of the Wyland PTO School Directory..

- 4. Honorary membership is afforded all faculty and administration of Wyland Elementary School.

ARTICLE V: GENERAL MEETINGS

- 1. Regular business meetings shall be held in accordance with the schedule set forth by the Executive Board. All business meetings shall be announced to the Wyland PTO in advance and be open to all members of the Wyland PTO.
- 2. Ten members (including Executive Board members) constitute a quorum at all meetings of the organization.
- 3. If some matter of pending business cannot wait until the next regular business meeting, a special meeting may be held by the agreement of the Executive Board.

ARTICLE VI: EXECUTIVE BOARD OFFICERS AND THEIR ELECTION

- 1. The Executive Board Officers of this organization shall be President (or Co-presidents), Vice President, Recording Secretary, Communications Secretary, Treasurer, Assistant Treasurer, and Volunteer Coordinator.
- 2. These Executive Board Officers shall comprise the Executive Board. Four members constitute a quorum of said Board.
- 3. The duties of the Executive Board shall be to supervise the general affairs of the organization between its regular meetings and to perform such other duties as specified in these Bylaws. It is subject to the order of the Membership and none of its acts shall conflict with action taken by the organization.
 - a. To approve Enhancement Funds as follows:
 - Kindergarten, 1st, 2nd, 3rd, 4th, 5thup to \$200 per teacher
 - Art, Library, Music, and Physical Education.....up to \$500 each
(amount will be determined by monies raised)
 - Any permanent educational, instructional and/or support positions.....up to \$200 each
(amount will be determined by monies raised.)
 - b. All enhancement monies must be spent by May 1st of the current school year. A written request may be made to roll over funds for the purchase of a larger item. This request must be approved by the Executive Board.

- c. All monies not spent from the Enhancement Funds of the current school year will be used to purchase items for the benefit of the entire school as determined by the Principal and the Executive Board.
 - d. Any additional requests for funds will need to be approved by the Executive Board prior to purchase including year-end disbursements to the principal.
 - e. Any/All items purchased with Enhancement Funds is the sole property of Wyland Elementary School
4. All fundraising opportunities will be researched by the Vice President and shall be presented to the Executive Board. The Executive Board will review the quality, number, and variety of fund-raisers and determine the appropriateness of each. New fundraising projects approved by the Executive Board must also be approved by the membership by vote.
5. Regular meetings of the Executive Board shall be held prior to each meeting of the organization at a time specified by the Executive Board. Special meetings of the Executive Board may be called by the President(s) or by a majority vote of the Executive Board.
6. The Executive Board will accept nominations and/or volunteers from the general membership for all Executive Board positions except the Wyland PTO President(s).
 - a. Only members who have previously held an Executive Board or Sub-Committee position for a one-year term within the Wyland PTO are eligible to be nominated for the office of President/Co-President.
7. All candidates for nomination must signify their consent in order to be eligible for nomination.
8. Only parents/guardians of Wyland Elementary School students, who are members of this organization, are eligible to serve in elected positions.
9. All nominations will be submitted in writing to the Executive Board. The slate of candidates will be presented at the Wyland PTO general meeting immediately preceding the election meeting, and posted in the Wyland PTO newsletter. The election of officers shall occur at the May or June Wyland PTO meeting by ballot.
10. Executive Board Officers shall assume their duties in said position through the end of the fiscal year and shall serve for a term of two years.
11. The Executive Board Officer positions will expire in alternate years as follows: President, Assistant Treasurer, Communications Secretary and Volunteer Coordinator in the same year; Co-President, Vice President, Treasurer, and Recording Secretary in the following year. The Board reserves the right to adjust the tenure schedule due to unexpected vacancies.

12. If no one is interested in a Board position, and the current officer is willing to stay on (after a 2-year term has expired), the Executive Board will vote as to whether they may remain in said position. Any Executive Officer may resign upon written request to the Executive Board.
13. If a vacancy occurs in the office of President/Co-President during an unexpired term, the Vice President shall serve the remaining term.
14. A vacancy occurring in any other office shall be filled for the unexpired term by majority vote of the remaining members of the Executive Board with proper notice of such election given in advance. If the Executive Board feels that any given chairperson is not conducting his/her job in the best interest of the Wyland PTO, the Executive Board must meet and decide what action to take. The Principal and said Chairperson will be advised and action taken. The general membership will be advised of any changes either through the Wyland PTO newsletter or at the upcoming Wyland PTO general meeting.

ARTICLE VII: DUTIES OF THE EXECUTIVE BOARD OFFICERS

1. It shall be the duty of the President(s) to:
 - a. Preside at all meetings of the organization and of the Executive Board.
 - b. Act as liaison between school staff (Principal and Faculty) and the Wyland PTO, ensuring needs of both are met.
 - c. Meet individually or collectively with teachers when necessary to welcome, question, coordinate, or enlist their aid.
 - d. Oversee all activities and projects of the Wyland PTO.
 - e. Approve the Wyland PTO newsletter. (The communication will then have to meet the approval of the Principal at Wyland before distribution.)
 - f. Coordinate the work of the other officers and committees in order that the objectives of the organization may be promoted.
 - g. Submit the Wyland PTO calendar to Hampton Township School District Administration.
 - h. The President(s) or a designee will serve as a standing member on the School Community Council and Student Recognition Committee.
2. It shall be the duty of the Vice President to:
 - a. Act as an aide to the President(s) and perform the duties of the President(s) in the absence or inability of the President(s) to serve.

- b. Coordinate up to a maximum of three (3) Wyland PTO-funded school assemblies as the budget permits. (Approval must be met by the Executive Board before any money is disbursed for payment.)
 - c. Research fund raising opportunities.
 - d. Approve any committee communications (paper or electronic) prior to distribution to the parents of students at Wyland. (The communication will then have to meet the approval of the Principal at Wyland before distribution.)
3. It shall be the duty of the Recording Secretary to:
- a. Record the minutes of all Wyland PTO Board and general meetings and submit to the Board for correction prior to next meeting.
 - b. Send a copy of the minutes of each Wyland PTO general meeting to the Communications Secretary who will place them in the Wyland PTO newsletter and provide a copy to the Wyland Administrative Assistant to post on the Wyland PTO website.
 - c. Provide copies of the minutes from both the Board and general meetings to the school principal.
 - d. Coordinate all incoming/outgoing correspondence, including thank you notes, invitations, information requests, etc. Address any of the correspondence at the monthly Wyland PTO meeting and post any pertinent correspondence on the Wyland PTO bulletin board or provide information to the Wyland Administrative Assistant to post on the Wyland PTO website.
 - e. Provide minutes, which require a majority vote for approval at each Wyland PTO general meeting.
 - f. Perform the duties of the Communications Secretary in absence of said position.
 - g. Attend monthly Key Communicator meetings if Key Communicator is unable to do so.
4. It shall be the duty of the Communications Secretary to:
- a. Compile and edit PTO email communication.
 - b. Compile, distribute, and collect the PTO beginning of the year information packets.
 - c. Compile and edit the information to be included in the Week @ Wyland as needed at the discretion of the Communications Secretary and PTO Co-Presidents.

- d. Be responsible for the distribution of all organization communication including the online PTO Flyers and the Wyland PTO email communication. The PTO email communication must be approved by the Wyland PTO President(s) first, and then the school Principal.
 - e. Provide the Wyland Administrative Assistant with information to add to the Wyland PTO website and include in the Week @ Wyland on a regular basis.
 - f. Maintain listing of current PTO Committee Chairpersons.
 - g. Arrange updates of PTO information contained on school district website.
 - h. Perform the duties of the Recording Secretary in absence of said position.
5. It shall be the duty of the Treasurer, who may be bonded (optional) to:
- a. Prepare the budget, which shall be reviewed and approved by the Executive Board. Once approved, the Budget shall be presented to the general membership for their vote of approval at the first PTO meeting of the school year.
 - b. Handle and keep a full and accurate record of all income and expenditures.
 - c. Make disbursements in accordance with the approved budget as authorized by the organization, the Executive Board or President(s).
 - d. Present a financial statement at every Wyland PTO meeting and at any other time when requested by the Executive Board or President(s), i.e.: previous balance, income, disbursements, balance on hand, previously approved future expenses, and discretionary balance.
 - e. Monitor cash flow for all events involving cash transactions and see that all committee chairpersons sign off on the monies collected at their particular event. If Treasurer is unable to be present to sign off on monies collected at an event, Treasurer must arrange for another member of the Wyland PTO Board to sign off on the monies of said event.
 - f. Present a full-year report of the prior year at the first meeting of the current year.
 - g. Receive Enhancement Fund requests offered for educational purposes and review them with the Executive Board for approval.
 - h. Receive approval from the majority of the PTO Board before writing any checks to grade level teachers towards the Enhancement and/or Field Trips ensuring that receipts accompany all Enhancement requests.

- i. Present a monthly Financial Report, upon request, to the Executive Board 48 hours prior to each general meeting for their review.
 - j. The Treasurer's report should be approved at each Wyland PTO general meeting.
 - k. Submit the most recent Financial Report to the Communications Secretary for communication to the Wyland Community.
 - l. Prepare a Financial Report in accordance with Hampton Township School District policy for the Assistant Superintendent by July 31 of each year, unless the Assistant Superintendent approves a later date.
 - m. Maintain financial records including documents concerning expenses including receipts, proof of contributions, accounting procedures, and other documents concerning the financial state of the Wyland PTO must be retained for audit purposes for a minimum of seven years.
 - n. Reconcile the bank account monthly.
6. It shall be the duty of the Assistant Treasurer to:
- a. Assist the Treasurer in all duties.
 - b. Make all cash deposits.
 - c. Sign checks for disbursement in the absence of the Treasurer
 - d. Serve with the intent to assume the role of Treasurer.
7. It shall be the duty of the Volunteer Coordinator to:
- a. Provide each committee chairperson with a list of volunteer helpers from the annual Wyland PTO questionnaire.
 - b. Create, distribute and monitor any Sign-Up-Genius links for assistance during PTO Events.
 - c. Update Social Media platforms with events, details, and requests to volunteer at PTO specific events.
 - d. Coordinate volunteers for classroom parties during Halloween, Holiday and Valentine's Day.

ARTICLE VIII: THE GENERAL MEMBERSHIP

- 1. The Board shall consist of the previously listed elected officers of the organization and others who may be appointed by the elected officers such as, but not limited to, representatives of standing and/or special committees.

2. The standing committees shall be listed in the Wyland PTO School Directory.
3. Committee Chairperson and Co-Chairperson are voluntary positions. In a case where no volunteer is forthcoming to chair a committee, that activity shall be cancelled.
4. Board Executives shall make themselves available to the committees.
5. A representative of the committee (preferably the Committee Chairperson) will provide a report to the Board in advance of a scheduled monthly Wyland PTO meeting to advise on progress, seek assistance, etc.
6. The school Principal and the Board Vice President must approve all committee communications, paper or electronic, prior to distribution to the Wyland community.
7. A committee chairperson must keep a file with complete and accurate records of all committee correspondence and activities. This file shall be passed on to the subsequent chairperson.

ARTICLE IX: STANDING AND SPECIAL COMMITTEES

1. Standing Committees shall be created by the Executive Board as deemed necessary to promote the objectives and carry on the work of the organization. Chairpersons of Standing Committees may remain on such committees for at least two (2) years with the option of remaining in the position, via a vote (ballot) if there is no other interested party.
2. The President(s) and/or a designated Executive Board member shall be a member of all committees.
3. The President(s) and/or Executive Board may appoint special committees. The term of a special committee expires when its purpose or activity is completed.

ARTICLE X: BYLAWS

1. At least every two (2) years, the Executive Board and Principal shall review the existing Bylaws.
2. Any proposed revisions shall be distributed to the General Membership at or before the first general Wyland PTO meeting of the school year.
3. General Membership shall vote to approve proposed revisions of Bylaws at the general Wyland PTO meeting.

4. If General Membership does not approve the revised Bylaws by a two-thirds majority vote, a committee may be formed by the President(s) and Principal to resolve these issues.
5. Copies of these revised Bylaws will be available for distribution upon request?. A copy will be kept on file in the main office and library.

These Bylaws were revised and submitted by the Principal of Wyland Elementary School and the Executive Board:

Dr. Laurie Tocci, Principal
Colleen Turcsanyi, President
Kelly Wyland, Co-President
Dawn Lindsay, Vice President
Maureen McDonough, Treasurer
TBD, Assistant Treasurer
TBD, Communications Secretary
Cristine Dougherty, Recording Secretary
Amy Hilston, Volunteer Coordinator

These Bylaws were approved by the General Membership of the Wyland PTO on
October 8, 2019.