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## **RADNOR HIGH SCHOOL PARENT TEACHER ORGANIZATION (PTO) BY-LAWS**

### **ARTICLE I. NAME OF ORGANIZATION**

The name of this organization shall be Radnor High School Parent Teacher Organization, hereafter referred to as Radnor High School PTO or PTO.

### **ARTICLE II. GENERAL PURPOSE**

The purpose of the Radnor High School PTO is to provide support to, and communication with, parents, teachers, students, administrators and the surrounding community.

### **ARTICLE III. GOALS OF RADNOR HIGH SCHOOL PTO**

- A. To foster a cooperative relationship between parents, teachers, support staff, and school administrators.
- B. To encourage families to volunteer in school and/or on district committees.
- C. To assist in supplying the school community with directories, planners, gym uniforms and school supplies, of which all monies raised will be used to directly benefit the school and students.
- D. To encourage family participation within the school.
- E. To keep informed about the school's educational programs and district strategic goals.
- F. To respond to family concerns.
- G. To respond to Radnor High School teachers/staff concerns.
- H. To communicate with the Principal and school administration.
- I. To encourage community awareness.
- J. To encourage communication between the school and the citizens of the community.

### **ARTICLE IV. LIMITATIONS**

In order to protect the rights of individuals and ongoing educational programs, the Radnor High School PTO agrees to abide by the following limitations.

- A. It shall not violate the district's personnel agreements, contracts, policies, or interfere with the professional performance of the school staff.
- B. It shall not infringe on the legal rights of individual students, groups of students, teachers, parents or community.
- C. It shall not become involved in, or interfere with, specific curriculum decisions.
- D. It shall not directly, or indirectly, participate or intervene in any way (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

## **ARTICLE V. GENERAL MEETINGS**

- A. General meetings shall be held on a regular basis with a minimum of two times (fall and spring) per year. The dates will be determined by the PTO Executive Board and posted in the school calendar.
- B. All meetings will be posted in the school newsletter, when possible.
- C. The President of the PTO will conduct the meetings. If the President is unable to attend a meeting, the next ranking officer shall conduct the meetings.
- D. The PTO Executive Board may call special general meetings, if necessary.

## **ARTICLE VI. GENERAL MEMBERSHIP POLICIES**

- A. Voting members of the PTO include the following: Parents and legal guardians of students currently enrolled in Radnor High School and Radnor High School PTO Executive Board members.
- B. Each voting member has the right to one vote.
- C. Each voting member has the right to propose motions.
- D. Motions are passed by a simple majority vote.
- E. Amendments to approved by-laws shall be presented electronically on the PTO website and at the one of the PTO General Membership meetings. If presented electronically, general membership will have 14 days to comment electronically to the PTO's email account [RHSPTOmail@gmail.com](mailto:RHSPTOmail@gmail.com). If there are no objections to the proposed changes within 14 days, the changes will be made by the Executive Board.

## **ARTICLE VII RESPONSIBILITIES/DUTIES OF GENERAL MEMBERS**

- A. To attend and participate in meetings.
- B. To participate in school activities, committees, events, fundraisers, and education programs sponsored by the PTO.
- C. To share ideas and concerns relating to sponsored events.
- D. To review and approve the annual budget. (what meeting is this presented at? Article IX states Exec Board approves at fall meeting)
- E. To review and approve the slate of officers as presented to the general members at the spring PTO meeting of each year.

## **ARTICLE VIII ELECTIONS AND TERMS OF OFFICE**

- A. The elected officers of the Radnor High School PTO Executive Board may consist of/rank as follows:
  - a. President
  - b. Vice President - Operations
  - c. Vice President - Communications
  - d. Vice President - Fundraising
  - e. Secretary
  - f. Treasurer
  - g. Assistant Treasurer

- B. All of the above positions can be co-chaired.
- C. In the event one of these roles is not filled the responsibilities of that role may be divided per the discretion of the Executive Board.
- D. At the discretion of the presiding President, and with agreement by the rest of these Executive Board roles, additional positions may be added to the Executive Board to support any of the officer roles.
- E. All elected officers must have a child currently enrolled in Radnor High School for the entirety of the school year in which they will serve.
- F. Nominations will be accepted for all of the above listed positions prior to the election of office at the spring PTO General meeting. No person shall be elected to office without his or her consent.
- G. Election of officers shall be conducted with a simple majority vote of members present at spring meeting.
- H. Newly elected officers of Radnor High School PTO shall assume the responsibilities of their offices beginning June, after their election.
- I. In the event any current elected officer no longer has a child enrolled at Radnor High School, for any reason, said officer will be considered to have resigned, and that Executive position will be considered vacant. The vacant position can be filled according to the provisions listed below,
- J. Any vacancy occurring in an office shall be filled for the remainder of the term, by a person(s) elected by a simple majority of the PTO Executive Board.

#### **ARTICLE IX. RESPONSIBILITIES/DUTIES OF THE EXECUTIVE BOARD**

- A. All officers are expected to attend scheduled Executive Board and General Membership meetings.
- B. The Executive Board has the power to act in an emergency without the consent of the PTO General members.
- C. All Executive members have the right to propose motions.
- D. All officers have the right to one vote.
- E. To review and approve the budget at the fall meeting of each PTO term.
- F. To collaborate with active councils and committees working within the school.
- G. Upon completion of term, turn over all relevant documents and information to incoming Board members.
- H. For Executive Board job descriptions see Appendix A.

#### **ARTICLE X. SPECIAL COMMITTEES**

The Executive Board of the PTO may form standing committees, as necessary, to carry on the work of the PTO organization.

These committees may include, but are not limited to:

- Fundraising groups
- Community building groups
- Service-oriented groups
- Class parent

These committees shall:

- Coordinate special events
- Report Progress at PTO Executive or General Membership meetings, as requested by the Executive Board
- Submit reports to Executive and General Membership upon completion of the project/event if necessary

#### **ARTICLE XI. POTENTIAL CONFLICT OF INTEREST**

- A. No Executive Board Member will accept PTO funds for payment for any services rendered unless such payment has received prior approval at a PTO Meeting by a majority of those Members present and voting.
- B. This will not apply to the routine business of the PTO (i.e., reimbursements for supplies, etc.)

#### **ARTICLE XII. REMOVAL FROM EXECUTIVE OFFICE.**

- A. Removal from office may occur by a majority vote of the Executive Board.
- B. A Board member could be subject to removal at any such time that he or she fails to perform assigned duties, is corrupt, or any act/behavior that brings dishonor to, or negates, the purpose and/or goals of this organization.
- C. Removal shall take place only after the Executive Board has met in an effort to assess and discuss the problem and all attempts have been made to resolve the problem.

#### **ARTICLE XIII. DISSOLUTION**

- A. The PTO may be dissolved provided prior notice is given to the PTO Membership. A vote is taken at the next scheduled General meeting (a quorum must be met), and the request is approved by a majority vote of those present. The quorum will constitute 8 members including PTO Executive Board members, one student, one teacher/administrator and one non-Executive Board parent.
- B. Remaining Funds. Upon a vote to dissolve the PTO, the remaining PTO funds are to be first used to pay any outstanding PTO debt and then either:
  - a. A vote shall be taken by the PTO membership to spend the remaining funds on an item or items that benefit the students; or
  - b. The remaining funds will be held in escrow by the Principal for use by a future RHS PTO. If a PTO is not formed within 24 months, the funds shall revert to the school and be used toward the benefit of the students under the discretion of the Principal.

## **Appendix A**

### **THE PTO EXECUTIVE BOARD**

#### **PRESIDENT**

##### Responsibilities

- A. Conduct all PTO Executive and General Board meetings.
- B. Confer with the Principal prior to all meetings.
- C. Prepare agenda prior to meetings.
- D. Work with teachers to assess their needs.
- E. Attend district meetings, as necessary.
- F. Create upcoming school year calendar with Principal and Executive Board members.
- G. Coordinate nominations and elections of Executive Board members.
- H. Coordinate summer budget meeting.
- I. Attend District-wide PTO Presidents meetings.
- J. Attend PTO Coordinating Council.

#### **VICE PRESIDENT - OPERATIONS**

##### Responsibilities

- A. Conduct PTO Executive and General Board meetings in the absence of the PTO President.
- B. Help to recruit Committee Chairpeople and assign duties to important volunteer positions (chairpeople/coordinators), maintain Event Binders for each event/committee to update after each event.
- C. Oversee that Chairs for all PTO sponsored events and meetings have followed proper facility request procedures with appropriate personnel at RHS
- D. Assist the President with duties as needed.
- E. Attend district meetings, as necessary.
- F. Take and distribute meeting minutes when the Secretary is absent

#### **VICE PRESIDENT – COMMUNICATIONS**

##### Responsibilities

- A. Maintain the PTO website.
- B. Coordinate information and produce the monthly newsletter "PTO Newsletter" (see Appendix B) and distribute it according to the schedule defined by the RTSD Communications Council.
- C. Produce and distribute additional newsletters if needed and with discretion of board.
- D. Coordinate information distribution with class parent advisors (and class parent liaison).
- E. Attend, or send RHS representative to, PTO Communication Council meetings
- F. Coordinate with PTO President on submission of weekly PTO items and activities to the RTSD Communications Department for inclusion in the Radnor Reader as needed for RHS PTO business. Submissions are to be

provided by the weekly deadline as defined by the RTSD Communications Department.

- G. Conduct PTO Executive and General Board meetings in the absence of the PTO President an/or VP Operations.

### **VICE PRESIDENT – FUNDRAISING**

#### Responsibilities

- A. Work with PTO to plan key fundraising dates.
- B. Interface with local businesses regarding services (printers, supplies, sponsorships, etc.)
- C. Oversee annual Family Sponsorship Campaign and work with VP Communications to publicize the campaign.
- D. Coordinate with local vendor and/or Spirit Gear Coordinator to supply Spirit Gear.
- E. Coordinate and publicize passive fundraising efforts. For example, Amazon Smile, Giant A+, etc.
- F. Provide monthly reports to the PTO Executive Board regarding fundraising status.

### **SECRETARY**

#### Responsibilities

- A. Record minutes of the General Membership meetings and distribute to Board members for review and approval.
- B. Make minutes available for the Radnor High School website. Submit an electronic copy of minutes to VP Communications to post on RHS PTO website.
- C. Maintain current PTO contact list, including PTO Executive Board, RHS Principal and Vice Principals, Main Office Admin, Committee Chairpeople, District-wide Initiatives Liaison, and any other relevant positions.
- D. Prepare PTO official correspondence as needed, such as "Thank You" letters to donors, volunteers, etc.

### **TREASURER**

#### Responsibilities

- A. Responsible for the primary checking account.
- B. Receive and deposit all money received from fundraising and donations.
- C. Work with the assistant treasurer to oversee all money associated with the school store.
- D. Pay out funds in accordance with the approved budget, funds dedicated for grants, or as authorized by the Executive Board.
- E. Prepare, along with the Executive Board, the yearly budget for the new school year.
- F. Present budget and financial report to the Executive Board and General Membership meetings for approval.
- G. Keep an accurate record of receipts and expenditures.

- H. Monitor and renew tax-exempt status.
- I. File tax returns annually.
- J. Further responsibilities and guidelines are included in Appendix C (Treasury Guidelines).

### **ASSISTANT TREASURER**

#### Responsibilities

- A. Responsible for school store checking account.
- B. Receive and deposit all money associated with the school store.
- C. Pay out funds in accordance with the approved budget or as authorized by the Executive Board.
- D. Prepare, along with the Treasurer and Executive Board, the yearly budget for the new school year.
- E. Keep an accurate record of receipts and expenditures for school store.

## **Appendix B**

### **RHS PTO Communications Policy**

The PTO has three forms of communication vehicles in order to promote various school activities.

These include the following:

- A. Radnor Reader
- B. Grade level emails
- C. PTO Newsletter

In addition, the PTO maintains a current website.

Requests for promotion of events must comply with the following PTO guidelines.

### **The PTO Newsletter**

The purpose of the PTO Newsletter is to communicate to all members PTO activities. Any request from Radnor Township, Radnor Township School District, civic organizations or special interest groups that involve activities outside of Radnor High School must be examined to ensure that such activities promote student interest primarily, rather than special interests of any particular group. Inclusion of any non-PTO specific business is at the discretion of the VP Communications and Executive Board. The editorial board of the Newsletter will include the VP Communications, the President, and the Executive Board.

All materials or activities proposed by outside sources for inclusion in the newsletter shall be reviewed by the editorial board on the basis of:

- A. Educational value.
- B. Benefit to pupils.
- C. Advancement of the name, product, or special interest of the proposing group.
- D. Factual accuracy.
- E. Good taste.



## **Appendix C**

### **Radnor High School PTO Treasury Guidelines**

#### **Objective:**

The Objective of these guidelines is to provide a general structure for the PTO to handle treasury functions and financially related reporting issues.

#### **Organizations:**

There are two units of the PTO that are considered to be covered by these guidelines: the PTO and the Radnor High School Store (the "School Store"). Within those units there will be from time-to-time a variety of subgroups to be covered included under the PTO. Other subgroups may be designated from time-to-time by a vote of the Executive Board. Any designated subgroup is required to provide financial information to the PTO President and Treasurer and to follow these Treasury Guidelines for handling of funds.

#### **Financial Reporting:**

Consolidated financial reports will be provided to the PTO Executive Board ("the Board") as defined in the PTO by-laws. These financial reports will be delivered by the Treasurer throughout the fiscal year (July 1 through June 30) at regular meetings of the Board based on information as of the prior month end. The financial reporting of the two individual financial reports for the School Store will be provided by the Assistant Treasurer to the Treasurer in a timely manner to allow for the consolidation of the PTO and the School Store financial results. The financial reports will include a summary of budget versus actual expenditures, bank account reconciliations, and a list of distributions.

Along with the regular reporting requirements, the Treasurer and Assistant Treasurer will each be responsible for bank balances and reconciliations, budgets, and inventories (as appropriate). These reports along with records of receipts, disbursements, bank statements, and monthly PayPal account statements will be transmitted to the Board and any successors of the Treasurer or Assistant Treasurer via standard software (i.e., Quickbook) and hard copy. The final financial report for the year and hand off of data shall occur no later than 30 days following the end of the fiscal year.

#### **Bank Accounts:**

The PTO and the School Store will each have a bank account using the PTO tax identification number as the federal tax identification number. The bank accounts will be located at the same bank with the following as account signatories:

PTO – President and Treasurer

School Store – President and Treasurer

Any balance over \$5,000 in the School Store account shall be transferred to the main PTO account on an annual basis.

### **Checks and Check Endorsements**

Checks drawn on the bank accounts will require signatures as follows:  
Under \$250 – one signature from authorized signatory, and  
Over \$250 – two signatures from authorized signatories.

Revenue from the sales of directories is received in the form of a check from the RTSD District-wide Initiatives account on an annual basis.

Revenue from Spirit Gear sales is received in the form of a check from the Anchors Aweigh on a quarterly basis.

A PayPal account has been established for the purpose of making various types of contributions/ payments more efficient for parents and other contributors. The account name is Radnor HS PTSA. A corresponding gmail account with the same name has been set up for correspondence relating to the PayPal account. The President, Treasurer and Vice President will all have login rights to each account for viewing purposes.

### **Revenue/ Expenditures:**

The PTO mission is to service the educational needs of the Radnor High School community. In order to perform this function, the PTO raises revenues from several different sources.

PTO– school directory sales, family sponsorships and other fundraising activities.

School Store– sale of various items to students including planners, miscellaneous school supplies, snacks of various types, spirit apparel and memorabilia, gym uniforms, etc.

The revenues are used to support students and their families, faculty and staff, along with the community at large. The PTO will generally spend its revenues in total each year while maintaining a reasonable operating reserve as follows:

PTO– administrative costs (such as insurance, banking fees, etc.), discretionary funds provided to the Principal to support school functions, teacher and staff recognition, parent functions and educational planning, community endeavors, supporting educational needs of students, and various student scholarships and awards.

School Store– administrative costs (such as cost of goods sold), student class fundraising and Post-Prom fundraising.

The definition of a “reasonable operating reserve” as noted above is defined as follows:

PTO– An amount equal to the greater of the current year’s approved operating budget or the average of the prior three years’ actual expenditures.

School Store– \$5,000.

A further surplus may be carried over on a year-to-year basis for a specific purpose as defined by the Board.

Any request for reimbursements by any individual making purchases on behalf of the PTO for approved PTO business must be made within 90 days of expenditure or prior to June 1st whichever date comes first.

### **Guidelines for Grant and Project Funding**

Radnor High School teachers, staff members, and community members are encouraged to request funds through the PTO Grant program. The program supports RHS student community, teacher and staff ideas and initiatives that directly benefit and enhance student learning, inside or outside the classroom. PTO Grants are meant to cover unmet needs that fall outside of departmental, extra-curricular organization, or club funding. It must be a sustainable, tangible project which falls in line with the RHS PTO mission statement.

If the PTO cannot fund a request or provide the entire sum, applicants are encouraged to explore funding through other sources, such as Radnor Education Foundation, or other school monies.

Applicants must seek funding at least one-month prior to their event/program, and be prepared to discuss the request, how many students it would benefit, as well as overall impact on Radnor High School.

Grant awards may vary year to year, based on the current year PTO budget and dedicated for grant funds as set aside from previous year surpluses.

The PTO Executive Board may cap awards at a set amount, give preference to new applicants over returning applicants, and/or request that applicants seek additional funding sources.

Department chairs will submit the request to Principal and/or Vice Principal (School Administration) for review. If approved, the request will be submitted to the PTO Board.

- A. The PTO will offer gifts/donations to RHS in the amount agreed to by the PTO Executive board based on the fiscal year budget.
- B. Grant applicants will follow RTSD guidelines for awarding grants.
- C. Grant applications will be accepted on a rolling basis unless set dates are established by the current year Executive Board by the September Executive Board meeting and publicized to the RHS Community by October 1.
- D. The grant applications from all departments will be considered by RHS School Administration prior to submittal to RHS PTO.

- E. School Administration approved grants will then be forwarded to the PTO Executive Board for discussion at the next planned PTO Executive Board Meeting.

Grants may be funded from two different sources:

- A. Current Year School Grants– Grants that are to be paid with the current year’s operating revenue. The amount is determined as the amount needed to equalize Budgeted Expenditures with Budgeted Revenue to create a zero net income/ net loss.
- B. Surplus Funds Grants – Grants that are to be paid from prior year’s revenue exceeding expenditures. The amount is determined as the adjusted cash balance at the beginning of the fiscal year less the Reasonable Operating Reserve as defined above.

These guidelines are not meant to include or exclude any financial support that the Executive Board deems within its purview to support so long as it meets the general mission of the PTO as articulated in its Articles of Incorporation.

**Tax Filing:** Each year the Treasurer is required to file a Form 990 Postcard or other form to maintain the tax-exempt status of the PTO. In support of that filing, the Treasurer shall have a general audit of the PTO and the School Store finances conducted no less than biennially. The Vice President shall have an inventory of the School Store conducted no less frequently than annually.

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