



RADNOR MIDDLE SCHOOL PTO BYLAWS

ARTICLE I – NAME, MISSION, AFFILIATION, MEMBERSHIP

1. **Name** – The name of the organization shall be the Radnor Middle School Parent-Teacher Organization (RMS PTO).
2. **Mission** – The mission of the RMS PTO is:
 - i. To promote mutual understanding, cooperation, and communication among the parents, teachers and administrators of Radnor Middle School (RMS): and
 - ii. To provide programs, financing, and other vehicles to enhance and supplement the School District's commitment to providing a high quality education to all students at RMS. Officers will develop and present at the opening PTO meeting specific goals for the upcoming school year.
3. **Affiliation** - The PTO will cooperate with all groups and individuals to support its mission, but will not endorse, lend financial support to, or in any way contract with, or become bound to such groups or individuals, unless approved in accordance with Article II, Section 5.
4. **Membership** – Any parent or guardian of a child or children enrolled in RMS and all members of the administration and faculty of RMS shall be members of the PTO.

ARTICLE II – MEETINGS

1. **General Meetings** – General meetings are open to all members of the PTO and shall be scheduled to be held a minimum of five (5) times per school year. The Officers and/or Directors may cancel any meeting by a majority vote. PTO Meetings cancelled need not be rescheduled.
2. **Board of Directors Meetings** – Board of Directors meetings are held at a minimum of two (2) times per school year. Board of Directors meetings are attended by Officers, members of the Board of Directors (Directors) and the Principal if he/she so chooses. The Board shall also be responsible for meeting to conduct any urgent business that cannot wait until the next regularly scheduled general PTO meeting.

3. **Special Meetings** – The President or a majority number of the Directors may call for any special meeting, not previously scheduled, for the matter of conducting urgent business.
4. **Notice of Meetings** – Announcement of meetings will be made prior to the meeting a minimum of fourteen (14) days in advance for a General or Directors meeting and five (5) days in advance for a Special meeting through the PTO communication channels, including the PTO webpage and email. Minutes from the General and Directors Meetings will be posted on the PTO webpage after the meeting.
5. **Voting** – All members of the PTO, Officers and Directors shall be entitled to one vote when present at any meeting. Voting by proxy shall not be permitted. Electronic or any otherwise most convenient method of voting shall be permitted for Officers and Directors only if a matter is urgent and a meeting cannot be convened. Approval of business requires a majority vote once a quorum is in place. (See Article II, Section 6). In the event of a tie on a vote by ballot, the motion shall be lost. In the event of a vote by any other method, the President may cast the deciding vote.
6. **Quorum** – A minimum of five (5) Members, including not fewer than three Officers and/or Directors present in person at a PTO meeting, will constitute a quorum for the transaction of business at such meeting.
7. **Conflict of Interest** – No member/Director shall accept PTO funds for payment of any service rendered unless such payment has received prior approval at a general meeting or special meeting by a majority of those members present and voting. This shall not apply to the routine business of the PTO (i.e. reimbursement for supplies, etc.) No Officer/Director shall cast a vote with regard to an issue that has to do with another entity outside of RMS if he/she also has a leadership position and/or voting privilege with said entity.

ARTICLE III – OFFICERS

1. **Positions** – The Officers of the PTO shall be a minimum of a President, Vice President(s), a Secretary and a Treasurer all of whom shall be members of the PTO as stated in Article I, Section 4. The same person shall not hold more than one office at a time, although a position may be shared. Officers will be bonded in such amount as the Directors deem necessary payable by the PTO. All Officers must pass their records on and train their corresponding officer or successor at the conclusion of their terms.
2. **Terms; Authority** – All Officers shall be elected for a term of one (1) year. Officers may serve multiple terms as long as they stand for election each year. All terms shall commence immediately upon conclusion of the last PTO general meeting of the school year and run until the conclusion of the last PTO general meeting of the following year. Officers will, unless

expressly limited by resolution of the Board or the Members of the PTO, have and exercise authority of the Board between meetings of the PTO.

3. **Nominations; Elections** – All nominations for Officers will come from the slate of the Nominating Committee as stated in Article V, Section 1. To allow for a transition of nominated officers, nominations shall open no less than ninety (90) days before the last PTO general meeting of the school year. The slate will be presented for election at the last PTO general meeting of the school year. The results will be announced at that time. Voting for Officers shall be counted by the Chairperson of the Nominating Committee and one other person appointed by the President, as may be determined by the President.
4. **Vacancies** – In the event of any Officer position becoming vacant during the normal term of office, the remaining Officers will nominate candidates and fill the position. Such an appointment will run for the remainder of the unexpired term.
5. **Resignations** – Any Officer resignation will be in writing and be mailed or delivered to the President.
6. **President** – The President will control and manage the property and affairs of the PTO, subject to the policies and direction of the PTO. The President shall preside at all General, Directors and Special meetings. The President's responsibilities shall include calling for the meetings and setting the agenda for the meetings. Upon completion of his/her term, the President will serve as an ex-officio member of the Board of Directors for one year in the event that the President has a student enrolled at RMS. (See Article IV, Section 1.)
7. **Vice Presidents** – The Vice Presidents shall assist the President in the performance of the President's duties and shall perform the duties of the President in the event of the President's absence or inability to continue as President, subject to the policies and directions of the RMS PTO and Directors. At a minimum, there shall be a Vice President, Committees, who shall oversee the activities of the committee chairs, and a Vice President, Communications, who shall have oversight of all PTO communication platforms.
8. **Treasurer** – The Treasurer shall have charge and custody of the PTO funds and shall keep an accurate account of all PTO funds. Checks written in the amount greater than \$500 shall require two signatures. Books and records shall be kept in such a manner necessary to facilitate an annual audit. The financial records shall remain the property of the RMS PTO and shall be presented to the President upon request. A Treasurer's report shall be presented at each general meeting of the PTO. The Treasurer, in partnership with the Executive Board, shall present a budget at the final PTO meeting of the school year for the following year. The final budget shall be approved by a majority vote of a quorum of members present at the meeting.

9. **Secretary** – The Secretary shall keep the minutes of all PTO meetings, will take attendance at all PTO meetings, and will have charge and custody of the records of the PTO. The Secretary will make sure that the minutes are posted to the PTO webpage within 7 days of the meeting. The Secretary will also arrange for the PTO Bylaws to be available on the PTO webpage.
10. **Acknowledgment of Bylaws** – Upon being elected, every new Officer will be given a copy of the RMS PTO Bylaws. By accepting a copy of these Bylaws, each Officer acknowledges he/she will abide by these bylaws and any other resolutions properly passed by the RMS PTO.

ARTICLE IV – BOARD OF DIRECTORS

1. **Authority, Number and Composition** – Each Director of the PTO is encouraged to attend PTO meetings. The Board of Directors (Board) shall also vote to approve the proposed annual budget at the last Board meeting of the year. The Board shall also be responsible for conducting any business as requested by the Officers and any urgent business that cannot wait until the next regularly scheduled general meeting of the PTO. Any such business conducted by the Board shall be reported in full at the next general meeting of the PTO. The Board shall consist of a minimum of ten (10) members of the PTO and the Principal of RMS. The immediate past President may be an ex-officio member of the Board, as set forth in Article III, Section 6, for the purpose of providing guidance and counseling and shall attend such meetings as the President may request. Unless a Member of the PTO, no ex-officio Director of the Board will be eligible to vote regarding the business of the Board or the PTO.
2. **Terms; Vacancies** – Directors of the Board will be elected as set forth in Article IV, Section 3 for a term of one year, commencing immediately upon the completion of the last general meeting of the PTO. Directors may serve multiple terms as long as they stand for election each year. Vacancies in the Board will be filled by action taken by the remaining Directors. Such election will be for the unexpired term.
3. **Nominations; Elections** – All nominations for Directors will come from the slate of the Nominating Committee as stated in Article V, Section 1 and will be presented for election at the last PTO general meeting of the school year. The results will be announced at that time. Additional nominees for and subsequent elections of Directors may also be presented to the PTO at its Opening Meeting, or at such other time as may be necessary. Voting for Directors shall be counted by the Chairperson of the Nominating Committee and one other person appointed by the President, as may be determined by the President.
4. **Voting** – See Article II, Section 5.

5. **Resignation of Directors** – All resignations from the Board of Directors shall be in writing and mailed or delivered to the President.
6. **Removal of Directors** – Any Director whose other activities or interests are contrary or in conflict with the purpose of the RMS PTO, or who fails to take an active part in the affairs of the RMS PTO, may, upon written notice such Director and an opportunity to be heard, may be removed as a Director upon approval of such action by at least two thirds (2/3) of the Directors present, acting at any meeting of the Board of Directors or PTO General Meeting, provided that written notice of the proposed action is given at least five days in advance of the meeting.
7. **Acknowledgement of RMS PTO Bylaws** – Upon being elected, each new Board member and each newly elected Officer will receive a copy of the RMS PTO Bylaws. By accepting a copy of these Bylaws, each Director and Officer acknowledges that he or she will abide by these Bylaws and any other resolutions properly passed by the PTO.

ARTICLE V – COMMITTEES

1. **Nominating Committee** – The Nominating Committee shall be a standing committee and consist of at least three (3) Directors, an Officer, and any other interested members of the PTO. The President shall appoint the Chairperson. The Nominating Committee shall prepare a slate of nominees for each Officer and Director position to be presented for a vote at the last general meeting of the PTO. At the prior general PTO meeting, all members shall be advised of the upcoming elections and nominees may be taken from the floor. All current Officers and Directors shall have an opportunity to indicate to the Nominating Committee a willingness to continue to serve as Officers or as a Director and be added to the slate, or to indicate they do not wish to serve any longer.
2. **Other Committees** – Any other committees may be created or disbanded by the President, subject to the approval of the Officers, as necessary. The President shall appoint chairpersons for any needed committees. Any such committee being formed shall be responsible to the PTO. The Chairperson of each committee, or their designee, will provide a report of their business at each general meeting of the PTO. Any expenditure of such committees shall fall within the approved budget. If any budget has not been approved or expenditures are expected to exceed the approved budget, the Committee Chair must present such information to the Officers for approval. All income generated by any committee shall be placed into PTO accounts.
3. **Term of Office; Removal** – Each member of a committee and committee chairperson will be a member of the PTO and will serve on such committee until completion of the last meeting of the PTO unless the activities of committee are completed earlier, or as determined by the

Officers. Any committee member or chairperson, who is not a Director, may be removed by the officers if a majority of the Officers determine that such removal is in the best interests of the PTO.

4. **Contract for Services** – No Chairperson, Member or Director will enter into a contract on behalf of the PTO without prior approval from the Officers and/or Board of Directors.

ARTICLE VI – FUNDRAISING POLICY

The fundraising policy of the RMS PTO shall be as follows:

1. The fundraising goal of the RMS PTO is to raise sufficient funds to support PTO sponsored activities and projects that support the RMS school community.
2. All funds raised must be placed in PTO accounts. Any funds expended will be based on a preapproved budget figure. All funds, including any reallocation of pre-approved budget monies, will be expended only after receiving a majority vote of the Officers. In order to exceed budget expenditure, approval must be given by the Officers.
3. All fundraising activities undertaken by the PTO shall be appropriate for the RMS school community.
4. All PTO financial transactions will be conducted in accordance with the IRS and federal, state or local regulations and in accordance with the stipulations of acting as a 501 (c) (3) entity. All forms required annually by the IRS will be filed in a timely manner.

ARTICLE VII – GRANTS

1. **Definition of grants** – A grant is considered to be a sum of money given by the PTO for a particular purpose. All grants to be considered must first fall within the mission of the RMS PTO. See Article I, Section 2.
2. **Grants process** – Any individual or entity seeking a grant from the RMS PTO must first complete the PTO Grant Application and present the grant request to the RMS Principal and seek approval to approach the PTO. Grant Application Forms are found on the RMS PTO webpage. If the RMS Principal gives the grant applicant permission to proceed with the request, the applicant should request a meeting to present the request to the Officers for approval. For any grant request over \$250, the Officers may pass it on to the Board of Directors for approval at the next regularly scheduled Board meeting or schedule a special meeting of the Directors if the matter is urgent.

ARTICLE VIII – BYLAWS

1. **Changing the Bylaws** – As necessary, the President shall appoint a committee, subject to the approval of the Board of Directors, to review the bylaws and recommend changes. In addition, any member of the PTO may submit a proposed amendment to the RMS PTO.
2. **Voting on Bylaws Amendments or Changes** – Any proposed change or amendment to these bylaws shall be submitted in writing at a general meeting of the PTO. Such proposed change or amendment shall be entered into the minutes and immediately tabled until the next general meeting of the PTO. At the next general meeting of the PTO under old business, the proposed change or amendment will be entertained. After appropriate discussion of the change or amendment, the change or amendment will be voted upon.

ARTICLE IX – PARLIMENTARY PROCEDURE

Robert's Rule of Order, Newly Revised will serve as reference on all matters of parliamentary procedure except for those specifically governed by these Bylaws.

ARTICLE X – AUTHORITY

These Bylaws shall be used as the governing guidelines of the Radnor Middle School PTO.

ARTICLE XI – TRANSPARENCY

These Bylaws shall be published annually on the RMS PTO webpage, and made available in the school office.

ARTICLE XII – DISSOLUTION OF RMS PTO


In the event of dissolution of the RMS PTO, the Directors shall, after paying and making provisions for the payment of all liabilities, distribute all the assets of the RMS PTO over to an organization dedicated to charitable and/or educational purposes and which has been recognized as a 501 (c) (3) organization by the Internal Revenue Service.

CERTIFICATION

I hereby certify that the forgoing is a true copy of the bylaws of the Radnor Middle School PTO as adopted by the RMS PTO and RMS Principal on the 13 day of the month & year of May 2022.



President, RMS PTO



Principal, Radnor Middle School