

PAXON HOLLOW MIDDLE SCHOOL PARENT-TEACHER ORGANIZATION BY-LAWS

ESTABLISHED 01/09/2023



Article I: Name

The name of the Organization shall be the Paxon Hollow Middle School Parent-Teacher Organization (PHMS PTO).

Article II: Purpose

The purpose of the Organization is to:

- Implement activities that will contribute to a well-rounded education and encourage participation by children, parents/legal guardians and staff.
- Generate enthusiasm in volunteerism among new and existing parents/legal guardians.
- Sponsor and promote fundraising projects for the school.
- Work jointly with school and district leadership.

The PHMS PTO is committed to increasing parental/legal guardian involvement in support of Paxon Hollow Middle School (PHMS) students and staff. Research indicates parent/guardian support helps to provide the best learning environment possible for students to be academically successful.

Article III: Policies/Organization

The basis of the Organization is:

The PHMS PTO will be non-commercial, non-sectarian, and non-partisan.

- The PHMS PTO shall cooperate with the Marple Newtown School District (MSND) to support the improvement of education and the school experience in ways that will not interfere with the administration of such schools or seek to control their policies. This policy shall not preclude the PHMS PTO or its members from expressing their opinions, written or verbal, regarding PMHS or MNSD policy through the appropriate channels.
- The name of the Organization or names of any members in their official capacities shall not be used in connection with a commercial concern, or with any partisan interest, or for any purpose not appropriately related to objectives of the Organization.

- The Organization will 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.

Communication to families may be through the website, email, phone, social media and/or the weekly Peek of the Week. All communication requires the approval of the principal.

The Organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Organization in such matters shall make no commitments that bind the Organization.

Article IV: Membership

Section I

The PHMS PTO shall conduct an annual enrollment of members. Membership shall be open to any parent and/or legal guardian of the students attending PHMS, the principal and school staff (defined as "Member").

Section II

All Members of the Organization have one vote concerning issues brought before the General Membership. These issues include: Rights of Members, By-laws, Election of Officers, and other business that may be presented by the Executive Board for a vote by the General Membership.

All Members of the Organization may request items be added to a meeting's agenda. Requests received in writing, by email or letter, addressed to the Executive Board and approved by the principal will be added to the upcoming meeting agenda.

Article V: Executive Board and Their Election

Section I

The Organization shall consist of four members (defined as "Executive Board"), one of which will have the designated role of Treasurer. The Executive Board is expected to support and attend PHMS PTO events.

Each officer shall be elected for a term of one (1) year (elected at the last PHMS PTO meeting of the school year, assuming the position July 1st with their term running through the last day in June the following year). In the event that no one steps up for nomination in a given position, the officer currently assigned to that role may elect to run for a second term if he/she is duly elected. Each officer agrees to remain available through the month of September of the year following his or her term to orient the incoming officer. The treasurer position shall not be job shared.

Section II

The consent of each candidate must be obtained before his or her name is placed into nomination. Each member present shall be entitled to one (1) vote. The vote shall be by

ballot. In the event that a candidate is running uncontested, this requirement can be waived. Elections shall be held at the last PHMS PTO meeting of the academic year.

Section III

A vacancy occurring in an office shall be filled for the remainder of the term. The Executive Board shall appoint a person to fill such a vacancy for the unexpired term.

Article VI: Duties of Officers

Section I

All members of the Executive Board shall attend meetings of the Organization such as General Membership, Executive Board and District PTO meetings; represent the Organization at meetings outside of the organization; shall be the point of contact for Team Chairs; have access to the Treasurer's books and be authorized to disburse funds in the absence of the Treasurer; supervise and maintain the PHMS PTO calendar; maintain a system to keep current records of all meetings and attendance at all General Membership and Executive Board meetings (these records are to be included in all meeting minutes and presented at monthly General Membership meetings); and perform all other duties pertaining to the office.

Section II

The designated role of **Treasurer** shall receive all monies of this organization, shall keep an accurate record of receipts and expenditures, and shall pay out funds only as authorized by the Executive Board. The Treasurer shall present (in cooperation with the Executive Board) a budget for the upcoming year during the first PHMS PTO meeting; present a statement of account (financial statement) at each general meeting, and at other times when requested by the Executive Board and make a full report at the end of the year. The responsibilities of the Treasurer will include the planning and coordination of accounting and budgeting, asset management, assisting all Officers and Standing Committee Chairperson(s) with any project that includes financial activities, and the preparation of monthly financial statements for the organization and its officers.

Section III

The treasurer and one additional member of the Executive Board shall have the authority to sign checks for the Organization. The additional check signer will be agreed upon by the Executive Board prior to the start of the school year. Any financial transactions on behalf of the Organization must be reported to the Treasurer.

Article VII: Standing Committees and their Duties

Section I

Each Standing Committee will select a member to act as a Team Chair. Each Team Chair will prepare and submit a budget for its proposed activities for presentation to the Treasurer at the first meeting of the PHMS PTO for the academic school year. Each Team Chair will meet with the Executive Board to review plans at the first board meeting of the year. Each Team

Chair shall inform the Executive Board prior to the meeting or report an update at each general PHMS PTO meeting as needed.

Before any money is spent by a Standing Committee that is not in the approved budget, it must be first approved by the Executive Board. Any reimbursements given must have proper documentation submitted to the Treasurer, including a receipt for what was purchased.

The chairperson will be responsible for activities of the Standing Committee and report to the Executive Board as well as the General Membership as to the activities of the Standing Committee and for any funds needed. A new Standing Committee can be created or deleted by the Executive Board. The chairperson's term is one year and can be renewed yearly.

Article VIII: Meetings

Section I

General membership meetings shall be held monthly during the school year. A change to a meeting date or time can occur with a vote by the Executive Board. All meetings are held at PHMS or virtually. This will be dictated at the start of the school year. A meeting may be moved to a different location or virtually provided there is advanced notice.

Section II

An additional general membership meeting shall be called by the Executive Board, providing that the request is received two (2) weeks prior to the call date.

Section III

The quorum shall be 10 members of the organization or half the number of Executive Board members plus one constitutes a quorum.

Article IX: Finances

ANNUAL DUES: Annual dues will be established by the Executive Board.

- The fiscal year shall coordinate with the school year, which shall begin July 1st and end June 30th.
- All funds of the PHMS PTO shall be deposited into an account of the PHMS PTO and as such disbursements shall be made from the same accounts as authorized by the officers in accordance with the approved budget.
- No part of the net earnings or assets of the PHMS PTO shall be used to the benefit of or be distributed to its members, officers, or other private persons (other than amounts distributed as gifts to Paxon School staff as set forth in the budget).
- A tentative budget shall be drafted for each school year and approved by the Executive Board prior to September 1st.
- A vote (as defined in Article IV) is required for a new funding request over \$1,000.00 that does not fall within the approved budget.

- A funding request for less than \$1,000.00 may be granted without a membership vote provided there are funds available in the general account and the Executive Board is in agreement by a two-thirds vote.
- A funding request for up to \$2,500.00 may be granted for any established, budgeted line item, without a membership vote provided there are funds available in the general account and the Executive Board is in agreement by a two-thirds vote.
- When a PHMS 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.
- A \$25 fee will be assessed for all checks returned for insufficient funds or any other reason.
- Any PHMS PTO member requiring reimbursement for a purchase shall first obtain approval from the Executive Board before making the purchase whenever possible. Following the purchase, the member shall submit an original or copy of the receipt. If no receipt is provided, reimbursement will not be made.
- No loans or advances shall be made by the PHMS PTO to its officers or members.
- The PHMS PTO shall keep a minimum balance of \$3,000 in the account at all times.

Article X: Parliamentary Procedure

On any points of procedure not specifically covered by these By-laws, Robert's Rules of Order shall govern.

Article XI: Review of By-laws

Each time a new Executive Board is elected; these by-laws will be reviewed by an Executive Board and the Principal. Any changes to bylaws will need to be voted on for approval at a PHMS PTO meeting.

By-laws revised April 10, 2023