

Proposed: September 15, 2023

BY-LAWS OF THE ITHAN ELEMENTARY SCHOOL
PARENT-TEACHER ORGANIZATION

Article I. NAME

The name of the Organization shall be the Ithan Elementary School Parent-Teacher Organization ("IES PTO or Ithan PTO").

Article II. PURPOSE OF IES PTO

The purpose of the IES PTO shall be to promote, supplement and enrich the educational and growth opportunities, both academically and socially, of the children; to encourage and nurture a partnership/relationship amongst the administration, teachers, and parents; and to facilitate effective communication in a positive environment of cooperation for all persons affiliated with the Ithan Elementary School.

Article III. MEMBERSHIP

The membership of the IES PTO shall consist of all members of the school staff, the principal, any vice-principal, and all parents of and guardians of children attending Ithan Elementary School (Member(s)).

Article IV. OFFICERS

Section 4.01 The officers of the IES PTO shall consist of a President, Vice President of Clubs, Vice President of Fundraising, Vice President of Communications, and Treasurer (collectively, “Officers” or “Executive Board”). If any one of these positions is shared, both persons would be Officers.

Section 4.02 Terms of President, Vice President of Clubs, Vice President of Fundraising, Vice President of Communications – These Officers shall be elected for a one-year term and may serve multiple consecutive terms as long as they stand for election each year. The terms of these Officers shall run from July 1 until June 30.

Section 4.03 Term of Treasurer – The Treasurer shall be elected for a two-year term and may serve multiple consecutive terms as long as the Treasurer stands for election at the conclusion of the term. The term of the Treasurer shall run from September 1 until August 31.

Section 4.04 Officer Meetings – The Officers and Principal of Ithan Elementary shall set meetings for once each month of the school year from September through May.

Section 4.05 In the case of a vacancy of any Officer position, the remaining Officers shall seek nominees and appoint a Member to fill the vacant position. The Board of Directors shall be notified of the appointment. The Directors shall have 3 days from the notification to object to the appointment. If no objection is made, the appointment shall be effective. If an objection is made, the Board of Directors shall vote to approve or reject the appointment. If the appointment is rejected by a vote of the Board of Directors, the process will begin again with the Officers seeking nominees and appointing a different Member.

Section 4.06 President - The President of the IES PTO shall have served on the Board of Directors or have been an Officer for a minimum of one year prior to assuming the position. The President shall be the Chief Executive Officer of the IES PTO. The President shall have the following duties: (a) preside at all meetings of Officers, Board of Directors, and the general PTO meetings; (b) attend school district PTO President meetings; (c) monitor the Ithaca PTO email account; and (d) create and maintain a President's Binder that includes meeting notes, records of events, accounting records, year in review, and other records, a copy of which shall be available in PTO storage at the school at the end of the President's term. Upon completion of the term, the President shall serve as an advisor to the incoming President as needed.

Section 4.07 Vice President of Clubs – The Vice President of Clubs shall oversee the before/after school clubs program. This includes the following: (a) securing contracts with club instructors/providers, (b) managing club registration, (c) setting the club schedule based on available space, and (d) overseeing club chairs.

Section 4.08 Vice President of Communications – The Vice President of Communications shall have the following duties: (a) ensure that accurate minutes of the proceedings of all meetings of the IES PTO are kept; (b) publish the PTO newsletter, which shall be distributed to the Members at least monthly; (c) submit content to the RTSD Communications Coordinator for the district-wide weekly newsletter; (d) oversee the PTO Webmaster(s) and the content of material on the IES PTO website.

Section 4.09 Vice President of Fundraising – The Vice President of Fundraising shall have the following duties: (a) oversee the Parent Sponsorship Program (“PSP”) fundraising efforts for the IES PTO; (b) issue tax receipts for any donations made through the PSP; (c) manage any relationship with vendors for the sale of Ithan spirit wear/clothing; (d) serve as a resource for committee chairs of additional IES PTO fundraising efforts/events.

Section 4.10 Treasurer - The Treasurer shall have the following duties: (a) receive all funds of the IES PTO, (b) keep account of all receipts and disbursements in books belonging to the IES PTO; (c) deposit, on a timely basis, all money in the name of and to the credit of the IES PTO in such depositories as shall be designated by the Directors; (d) issue written receipts when requested to all persons delivering cash to the Treasurer; (e) provide reimbursements or monetary advances with appropriate written documentation and establish policies to allow this process to run smoothly; (f) disburse funds as ordered or authorized by the Directors; (g) provide a written report, including up-to-date receipts and disbursements, to the Officers at their monthly meeting and to the Members at the final business meeting of the school year. An annual audit of the books of the IES PTO shall be made. The Treasurer and President will have signing privileges and access to all IES PTO bank accounts, quickbooks accounting, stripe/paypayl, venmo account, checks, and debit cards.

Section 4.11 Bonding – All IES PTO Officers are covered by RTSD insurance in the amount of \$50,000. If the Officers determine this amount is not adequate, Officers with direct access to IES PTO funds and accounts could be bonded for any amount over the \$50,000 if the Officers deem appropriate.

Article V. DIRECTORS AND BOARD OF DIRECTORS

Section 5.01 Directors - The Directors shall consist of at least fifteen (15) but not more than thirty-two (32) Members elected by the Members. The term of a Director shall be two years, encompassing two academic years, except that if a person is elected as an Officer while serving the second year of the two-year term, that person may serve an additional term. Directors may not be elected to second

successive terms but will be eligible for election the year following their expired terms. The term of any Director shall be deemed vacant when the Director is no longer a Member. Director vacancies shall be filled first from the alternate list; if there is not an alternate list, nominations shall be placed and voted upon by the Directors.

Section 5.02 The Board of Directors is comprised of (a) the Directors, (b) the Officers, and (c) the Principal of IES.

Section 5.03 The Board of Directors shall have the following duties: (a) formulate the objectives and policies of the IES PTO, (b) supervise the execution thereof, and (c) generally manage the affairs of the IES PTO. Directors therefore are encouraged to attend all IES PTO general, Board of Directors and special meetings.

Section 5.04 Quorum – For any vote required of the Board of Directors pursuant to these by-laws, two-thirds of the Directors shall constitute a quorum, and a vote of the majority of the Board of Directors present shall decide any question. Electronic voting shall be permitted at the President's discretion.

Article VI. GENERAL MEMBERS

Section 6.01 All Members are encouraged to attend all PTO meetings.

Section 6.02 General meetings of the IES PTO shall be held at least four times per year at the time and place determined by the Officers and as published on the PTO website. The Officers may cancel any general meeting by a majority vote. A special Meeting of the PTO may be called at any time by: (a) the President, (b) a majority of the Board of Directors, or (c) at least ten percent of the Members. PTO meetings canceled need not be rescheduled.

Section 6.03 The Members present at any general meeting of the IES PTO shall constitute a quorum, and a vote of a majority of the Members present shall decide any question.

Section 6.04 If a Member believes that a matter to be voted on solely by the Board of Directors should be voted on by the Members, such Member may petition the President and the Officers to consider

(by majority vote of the Officers) bringing the matter to a vote by the Members.

Article VII. CONFLICT OF INTEREST

Section 7.01 No Officer may be a member of the Radnor Township School Board.

Section 7.02 No Member shall accept PTO funds for payment of any service rendered unless such payment has received prior approval at a general or special meeting by a majority of a quorum of Members. This shall not apply to the routine business of the PTO, such as reimbursement for supplies or other purchases made in connection with a PTO event, activity, or club, nor shall it apply to payments for services related to before or after school clubs, where the Vice President of Clubs contracts on behalf of the PTO directly with service providers who are also Members.

Section 7.03 No Member shall cast a vote on an issue relating to an organization if that Member also holds a leadership position with voting privileges with such organization.

Article VIII. NOMINATIONS

Section 8.01 In seeking nominees for Officers, the Board of Directors, and Committee/Club Chairs, the current Officers and Volunteer Coordinator shall: (a) solicit self-nominations from all Members of the IES PTO; and (b) hold a special Nominations Meeting, which is open to all Members, to discuss a proposed slate of Officers, Directors, and Committee/Club chairs. The President and Volunteer coordinator shall draft a proposed slate of nominees based on criteria such as past service to the IES PTO, attendance at IES PTO meetings, recruitment lists, self-nominations, and referrals from current Officers and Directors.

Section 8.02 At the Nominations Meeting, the Volunteer Coordinator shall present the proposed slate of persons to serve as Officers, Directors, and Committee/Club Chairs for the upcoming year to the Members present and solicit nominations for positions in an attempt to fill all positions. The final proposed slate created at the Nominations Meeting shall be presented to the Members for a final

vote at the final general PTO business meeting of the school year, and the slate shall be elected if approved by a majority vote at this meeting.

Article IX. COMMITTEES

Section 9.01 The IES PTO shall maintain standing committees and temporary committees as the President and Board of Directors shall create from time to time. The Chairperson of each committee shall be appointed by the President with the approval of the Board of Directors.

Section 9.02 New Committees: In the event a Member would like to create a new committee, the Member must submit a written proposal which includes the following: (a) Member's name, (b) proposed committee chair(s), (c) unique purpose of proposed committee to IES and IES PTO, (d) proposed activities to be completed in the school year, and (e) proposed budget for said activities (if any). This proposal will be presented to the Officers and Principal first for approval and then in front of the Board of Directors for a majority vote for final approval.

Section 9.03 If the proposed new committee requires PTO funds, the Member proposing the creation of the new committee must include in the proposal a detailed accounting of requested funds and their use. Any revisions to the Ithaca PTO budget must be approved by a vote of the Board of Directors.

Article X. FISCAL MATTERS

Section 10.01 Fiscal year - The fiscal year of the IES PTO shall begin on September 1 and end on August 31.

Section 10.02 Tax filings - The Treasurer shall prepare tax filings annually with the assistance of a licensed professional.

Section 10.03 Check Issuance and Other Methods of Issuing Funds

- (a) The Treasurer and President are authorized to issue funds on behalf of the PTO via the following methods: (a) manual paper

checks; (b) automatic checks, i.e. checks issued via online banking, sent by the bank directly to the payee; (c) debit card purchases; and (d) other generally acceptable electronic forms, including but not limited to debit card purchase, ACH, bank transfers, and Venmo.

- (b) The Vice President Clubs, Vice President of Communications, and Vice President of Fundraising are authorized to use the PTO debit card to make authorized purchases, from time to time as approved by the Treasurer.
- (c) For all payments in excess of \$500, no matter the method or recipient, the Officer issuing the payment is required to provide to all other Officers notification of the expense with a brief description of the expense. A copy of the check and/or the relevant invoice or receipt will also be provided if requested by an Officer.
- (d) For all payments to the Treasurer or President in excess of \$50, the Officer issuing the payment is required to provide to all other Officers notification of the expense and a brief description of the expense. A copy of the check and/or the relevant invoice or receipt will also be provided if requested by an Officer.

Section 10.04 Returned checks - Any person writing a check to the PTO is responsible for that check. If a check is returned by the bank, the person who has written the check is responsible to the PTO for the original amount of the check as well as any bank fees that the IES PTO has incurred due to the check bouncing.

Section 10.05 Budget Procedures

- (a) The Officers shall develop and approve specific funding goals for each year and the amount of money to be allocated to IES PTO programs and activities (the "Proposed Budget"). The Proposed Budget shall be submitted at the final PTO business meeting of the school year. If approved per Article VI, section 3, the Proposed Budget shall become the Operating Budget. If the Proposed Budget is not approved at the final PTO business meeting of the school year, the Officers shall create a new

proposed budget, taking into account feedback from the Members, and present it to the Board of Directors for approval.

- (b) At the start of each school year, the Treasurer will advise the committee chairpersons of each Committee's operating budget. Each committee chairperson(s) has the responsibility to stay within the assigned budget and shall communicate promptly with the Treasurer or President if additional funds will be requested. The Officers of the IES PTO have the authority to approve expenditures outside the Budget up to \$400.00 without approval by the Board of Directors. Expenditures exceeding a Committee's Budget by more than \$400.00 require approval by a majority of the Board of Directors.
- (c) If circumstances require a revision of the Budget, the Officers shall develop a proposed revised Budget, which may be approved by a vote of the Board of Directors, provided that the revised budget is submitted to the Members, in writing, at least seven (7) days in advance of the vote. Such approval shall take into account available funds, anticipated fundraising, and any other relevant factors applicable to the circumstances.

Article XI. DIVERSITY, EQUITY, AND INCLUSION STATEMENT

The IES PTO is committed to creating and maintaining an inclusive and diverse community. We value and respect each individual member of our organization, including but not limited to our board members, committee chairs, volunteers, school partners, community members, and vendors. We embrace diversity in all its forms, including, but not limited to, race, color, ethnicity, nationality, religion, gender, gender identity, sexual orientation, age, disability, marital status, veteran status, or any other legally protected status.

Article XII. AMENDMENTS

These by-laws may be amended by a vote of the Board of Directors, provided the amendments was/were submitted to the Members, in writing, at least fifteen (15) days in advance of the meeting. Any amendment requires a simple majority of respondents to be approved. These by-laws should be reviewed annually by the PTO Board of Directors and revised as

necessary. These by-laws shall be used as the governing guidelines of the IES PTO.

Article XIII. PUBLICATION

These by-laws shall be published annually on the IES PTO website.

Article XIV. DISSOLUTION

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