

Pine-Richland High School Parent Student Staff Group
DBA Pine-Richland High School Parent Teacher Organization (PRHS PTO)
EIN# 47-3436203
700 Warrendale Rd, Gibsonia, PA 15044

By-Laws

ARTICLE I-NAME

The name of the organization is the Pine-Richland High School Parent Student Staff Group, hereinafter, doing business as Pine-Richland High School Parent Teacher Organization or PRHS PTO. Pine-Richland High School is in the Pine-Richland School District, Pine Township, Allegheny County and Pennsylvania.

PRHS PTO is a member of the Pine-Richland Unified Booster Organization (PRUBO). PRUBO is the central organization which holds our non-profit group exemption under IRS 501(c)(3) section.

As a non-profit, 501(c)(3) organization, the mission of the PRHS PTO is to provide support to the parents, students and staff of the Pine-Richland High School PRHS(SH) PTO including financial support not otherwise provided by the School district. Through a cooperative effort with the School District, parents, members of staff and students we wish to enhance the learning and enjoyment of learning.

Notwithstanding any other provision of these By-Laws, the Organization shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code.

ARTICLE II-DEFINITION

The PRHS PTO is a volunteer organization of parents and shall be noncommercial, nonsectarian and nonpartisan. The name of the Organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work of the Organization. The Organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

ARTICLE III-PURPOSE

The PRHS PTO's purpose is to support the High School students, staff, parents and guardians. The PTO serves as a tool to enhance the student's educational experience at the high school by providing a communications network and by providing funding and

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By-Laws

volunteers to support the programs and activities that benefit the students of the high school. This volunteer organization shall be non-commercial, non-sectarian and non-partisan. Said organization is organized exclusively for charitable, religious, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify under section 501(c)(3) of the Internal Revenue Code. No part of the net earnings of this organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the internal Revenue Code or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE IV-MEMBERSHIP

All Parents and/or Guardians, staff and administrators of high school students at Pine-Richland High School (herein referred to as "the School" or "High School") are members of the PRHS PTO if they are willing to uphold its basic policies and subscribe to its Bylaws. Membership to include incoming 9th grade parents at the final PTO meeting of the year to participate in the voting in of new PTO Board members, and can be nominated to serve on the board.

ARTICLE V-OFFICERS

A. Composition

1. President/Co-President(s)
2. Vice President/Co-Vice-President(s)
3. Secretary/Co-Secretary(s)
4. Treasurer/Assistant Treasurer

B. Qualifications

Any member in good standing may serve as an officer

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By-Laws

C. Terms of Office

The officers shall be elected for a term of one year commencing on July 1 and running until June 30th of the following year. No member shall be elected to the same office for more than two consecutive terms. In the event that no PTO member steps forward to fill an open position, an Officer may hold the same office until such time as someone is willing to fill the position.

D. Duties of Officers

1. Duties of All Officers of the PTO

- a. Carry out the policies and resolutions of the PTO as determined by the membership
- b. Create, appoint, direct, oversee, reorganize and disband such committees/special committees as it deems necessary to carry on the business of the PTO
- c. Prepare the proposed budget and present it during the September meeting of the members of the PTO for approval.
- d. Meet prior to each meeting and at any other time deemed necessary by the President. A majority shall constitute a quorum.
- e. The Executive Board shall also meet and coordinate with Student Government and Sponsors in September and March (or at convenience) to determine and coordinate volunteer and/or financial needs for school activities and programs.
- f. Booster Member Council of the Pine-Richland Unified Booster Organization (non-voting): The individual's name and contact information will be submitted to the PRUBO Secretary by July 1 of the current fiscal year. Each individual will serve for a one year term.
- g. One board member will be the PRHS PTO's liaison to PRUBO.

2. President/Co-President

- a. Preside over all meetings of the PTO and Executive Board.
- b. Appoint Chairpersons of the standing committees and special committees.
- c. Act as ex-officio members of all committees.
- d. Act as official spokesperson of the PTO.
- e. Co-sign PTO checks with the Treasurer.
- f. Preside over the annual transition of power to the newly elected officers of the PTO.
- g. Perform other duties as necessary for the benefit of the PTO.
- h. Oversee the activities of the standing or special committees and address any questions, concerns, or problems.
- i. Coordinate volunteers to aid with activities sponsored by the High School

Pine-Richland High School Parent Student Staff Group
DBA Pine-Richland High School Parent Teacher Organization (PRHS PTO)
EIN# 47-3436203
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By-Laws

Staff.

3. Vice-President/Co-Vice-President

- a. Preside over all meetings of the PTO and Executive Board.
- b. Preside over the annual transition of power to the newly elected officers of the PTO.
- c. Perform other duties as necessary for the benefit of the PTO.
- d. Oversee the activities of the standing or special committees and address any questions, concerns or problems.
- e. Coordinate Volunteers to aid with activities sponsored by the High School Staff.
- f. Co-Sign PTO checks with the treasurer.

4. Secretary/Co-Secretary(s)

- a. Take minutes at all meetings of the PTO and make them available for review by members of the PTO. A copy of such minutes will be maintained in a google drive folder by the Secretary and will also be posted onto the PRHS Website under the PTO link.
- b. Keep an accurate roster of Officers and Committee Chairpersons.
- c. Act as custodian of records, correspondence and papers belonging to the PTO.
- d. Submit all records, correspondence and papers at the end of the term of office.
- e. Schedule meeting location.
- f. Contact PR Newsletters and District Communications Director to have meetings added to School and District online calendars.
- g. Co-Sign PTO checks with the treasurer.

5. Treasurer/Assistant Treasurer

- a. Keep a complete and accurate record of PTO.
- b. Make all deposits at the banks and obtain cash advances for all committees.
- c. Secure and pay all PTO bills incurred in a timely manner.
- d. Balance the checking account to the bank statement on a monthly basis.
- e. Co-sign all PTO checks, with the President or a current board member that is a signor of record at the bank, valued \$250.00 and greater.
- f. Give an accurate financial report, reflecting previous month(s) activity and the year-to-date position at all monthly PTO meetings.
- g. At the September meeting, prepare and present a report of the year-end position from the previous school year.
- h. Arrange for an annual audit of the financial records of the PTO as required

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EIN# 47-3436203
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By-Laws

by the Pine-Richland School District Booster Policies.

- i. Prepare and submit any required documents regarding PTO activities.
- j. Perform other duties as necessary for the benefit of the PTO.
- k. As a member of the PRUBO the treasurer will be responsible to submit Financial Data to PRUBO – Treasurer by October 15th. A copy of the booster group yearly audit report, a copy of submitted yearly tax return, and sign authorization by the President to be a member of PRUBO.

6. Vacancies

- a. A vacancy occurring in any office, except the President, shall be filled until the next annual election by a person appointed by a majority vote of the Officers.
- b. In the case a vacancy occurs in the office of the President, the Vice President shall serve as President for the remainder of the term. In the event the Vice President cannot serve as President, a special election will be held to select a new President. In the case of Co-Presidents, if one Co-President resigns, the remaining Co-President may serve the term to completion, may ask the Vice President to fill the position of Co-President, or may request a special election to fill the Co-President vacancy.

ARTICLE VI-ELECTIONS

The elections will be held during the final meeting of the school year. The current Vice President/Co-Vice Presidents will preside over the elections and will present a ballot with the Slate of Officers. The slate of Officers will also be posted on the PTO web page at least 3 days prior to the election. Nominations will also be accepted from the floor provided the nominee is present and accepts the nomination. The Vice President/Co-Vice Presidents shall tally the votes and announce the new Officers by the end of the meeting. If there is only one name/office, voting can be a show of hands.

ARTICLE VII-MEETINGS, VOTING AND QUORUM

A. Meetings

1. There shall be several meetings of the PTO beginning in September and held according to the schedule set by the Officers and published in the

Pine-Richland High School Parent Student Staff Group
DBA Pine-Richland High School Parent Teacher Organization (PRHS PTO)
EIN# 47-3436203
700 Warrendale Rd, Gibsonia, PA 15044

By-Laws

Newsletters/Friday Flash via email, on the school's PTO website and on social media.

2. Special meetings may be called by the President as necessary.
3. Members shall be notified of a general meeting via the PR Newsletter/Friday FLASH email and on the PTO website.

B. Voting

The voting body shall be members in attendance in person or virtually if a meeting is held online. Voting may take place by members present at any meeting properly called by the President.

C. Quorum

A majority vote of the members present is required to pass a motion.

ARTICLE VIII-COMMITTEES

A. **Special committees** shall be created by the Officers as necessary to conduct the business of the PTO. A list of those special committees and their Chairpersons shall be maintained in the PTO google drive by the PTO Vice President and updated to the school's PTO website by the PTO secretary/co-secretary.

B. **Chairpersons** of each standing and special committee shall be appointed by the Officers from a list of individuals willing to serve.

C. Duties of Committee Chairpersons:

1. Make a report to the Officers as needed and/or requested, and try to stay on budget.
2. Submit a written report to the Officers at the end of that Chairperson's event or activity. Committee Folder should also be turned in at the completion of the event.
3. Complete the appropriate financial forms as specified by the Treasurer and all receipts for reimbursement should be submitted no later than 30-45 days after the conclusion of the event or activity.
4. Ensure the safekeeping of funds collected until such funds are transferred to the Treasurer.
5. Utilize the list of volunteers provided by meeting sign-ups, the use of electronic volunteer solicitation (Volunteer Platform) and communicate with PTO liaison or PTO Secretary to advertise event information and request volunteers via PR

Pine-Richland High School Parent Student Staff Group
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By-Laws

Newsletters/Friday Flash and social media.

6. Develop a committee of various parent/guardian representatives (spanning various grades, interests, etc.) to reach as many students as possible with a particular activity.
7. Annually submit or resubmit a written plan to the Officers prior to implementation/solicitation of an activity, event, fundraiser, etc. for approval and/or feedback.
8. Secure all necessary permits, permissions, etc. from Building and District Administration as necessary.

D. Terms of Office

The Chairpersons of each standing or special committee shall serve for no more than 2 years or until a successor is appointed and assumes that position.

E. Fundraising and “Small Games Of Chance Legislation”

1. Games of Chance
2. Raffle Drawings
3. 50/50 Fundraisers
4. Silent Auction and Gift Basket Fundraisers

ARTICLE IX-FINANCES

A. Fiscal Year

The Fiscal Year shall begin on July 1st and end on the next succeeding June 30th.

B. Fiscal Planning

1. The Officers shall present a proposed budget for approval at the first monthly general meeting of the school year. The members may review and suggest changes to the budget and shall adopt a final budget by a majority vote of the members in attendance.
2. Any operating expenses in excess of \$1,000 over the approved budget or not appearing in the budget must be approved by a vote of the members of the PTO in attendance at the monthly meeting.
3. In June, a minimum of \$2,500 shall be set aside for operating capital for the following school year. A higher amount may be set aside at the discretion of the Officers. Any remaining PTO funds in excess of this amount may be deposited into a savings account for use in the next school year.
4. An audit shall be conducted annually by an independent auditor.

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EIN# 47-3436203
700 Warrendale Rd, Gibsonia, PA 15044

By-Laws

ARTICLE X-DISSOLUTION OF THE PTO

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are operated exclusively for such purposes.

ARTICLE XI-CONFLICT OF INTEREST

- A. No Officer may vote upon a matter in which he or she has a direct financial interest or conflict of interest. No Officer may vote upon a matter in which he or she has a business or family relationship not common to all members.
- B. Immediately upon becoming aware that such a conflict exists, an Officer must disclose such, withdraw from further deliberation, and refrain from voting on the matter.
- C. This policy supplements, but does not replace any applicable state and federal laws governing conflict of interest pertaining to non-profit and charitable organizations.

ARTICLE XII-PARLIAMENTARY AUTHORITY

In the absence of any provision in these By-Laws to the contrary, all meetings of the PSG shall be governed by the parliamentary rules contained in the then current edition of Robert's Rules of Order, Revised.

ARTICLE XIII-INSURANCE

The Organization shall maintain commercial general liability insurance through Pine-Richland umbrella insurance policy, which provides coverage for Directors and Officers for personal injury, medical expenses, property damage, and products. Minimum limits of liability shall be \$1,000,000 per occurrence and \$2,000,000 aggregate

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By-Laws

ARTICLE XIV -AUDIT

An independent audit of the PRHS PTO financial records will be done each year by the Audit Committee or an independent auditor. The Audit Committee shall be made up of a minimum of 3 people chosen because of their independence from the financial processes of PRHS PTO. This committee shall be responsible for the appointment of an independent auditor to perform the annual financial review of the PRHS PTO or to perform audit themselves per generally accepted standards.

ARTICLE XV -BY-LAWS AMENDMENTS

- A. These By-Laws shall become effective as of the date they are adopted by a majority vote of the members present and entitled to vote at a monthly PTO meeting.
- B. These By-Laws may be amended in whole or part by a majority vote of the members present and entitled to vote at a monthly meeting. A copy of the proposed amendments shall be made available for review online, if requested, by any member at least 3 days prior to the vote. A hard copy can also be requested.
- C. Any member of the PTO in good standing may submit, in writing to the Officers, a proposed amendment to the By-Laws.

ARTICLE XVI -REMOVAL FROM OFFICE

- A. Officers or committee chairpersons may be removed from office for the following causes:
 - 1. Misappropriation of PTO Funds.
 - 2. Unwillingness to follow or uphold the policies described in these By-Laws.
 - 3. Entering into contracts or other legal agreements without prior approval of the officers.
 - 4. Abandonment of duties.
 - 5. Improper conduct, a violation of school policies or violations of the law.
- B. Requests for removal of Officers or committee chairpersons shall be submitted in writing and presented to the Officers by members of the organization. The Officers

Pine-Richland High School Parent Student Staff Group
DBA Pine-Richland High School Parent Teacher Organization (PRHS PTO)
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By-Laws

not under investigation shall investigate such requests at a special meeting to be attended by the members bringing such requests and the person being considered for removal. In the event that more than one Officer is under investigation, an ad-hoc committee shall be convened by the Officers not under investigation to conduct the investigation. The Officers or ad-hoc committee shall then deliberate in private and vote on the requested removal. Notice of removal shall be made in writing to the members concerned.

Pine-Richland High School Parent Student Staff Group
By-Law Amendment Change Log

Date	Section of Change	Word Changes	Reason for the Change
2-16-16	Whole	PSSG to PTO	DBA
2-16-16	Article III	Required wording	IRS/PRUBO
2-16-16	Article V D1G	PRUBO Liaison	PRUBO
2-16-16	Article V D5E	Co-signor & amount	PRUBO
2-16-16	Article X	Required wording	IRS/PRUBO
9/20/22	Article I	501(c)(3), add 3, format add hyphen for Pine-Richland, correct typo PRHS instead of PRSH	IRS/typos
9/20/22	Article III	remove "organization"	clarity
9/20/22	Article V., A., 3. & 4.	Add 2nd secretary and treasurer positions as an option	Add possible 2nd positions for secretary & treasurer
9/20/22	Article V, D, 1, d and f (p.3)	remove "monthly", add hyphen to individual's	Flexibility on meetings, typo
9/20/22	Article V, D,2	Change "Vice" to "Co-",	Change wording to mean possible 2nd President
9/20/22	Articles V, D 2-6; Articles VII, VIII, IX, XI, XV, XVI	Align Outline Formatting, changed indenting to all align. Format Roman Numerals for Articles, then Capital Letters, then numbers,	I., A., 1., a. Outline Formatting

Pine-Richland High School Parent Student Staff Group
DBA Pine-Richland High School Parent Teacher Organization (PRHS PTO)
EIN# 47-3436203
700 Warrendale Rd, Gibsonia, PA 15044

By-Laws

		then lower-case letters. Removed outline numbering if no additional outline items	
9/20/22	Article V., D., 3. (p.3)	Add "Vice" to "Co-Vice-President	Allow for option of 2 Vice-Presidents
9/20/22	Article V., D.,3. and 4.	Add item: "Co-Sign PTO checks with the treasurer".	Allow more co-signors if useful for treasurer
9/20/22	Article V., D., 4., a. (p.4)	Replace "PSG" with "PTO," Add "them" Change "binder" to "google drive folder" Change e. to "Schedule meeting location."	Clarity & update storage of files
9/20/22	Article VI (p.5)	Change "May" to "final" and add "of the school year."	Add flexibility of last meeting of the year.
9/20/22	Article VII A. 1. (p.6)	Replace "monthly" with "several," remove "in the newsletter," add "/Friday Flash," remove "and," add "school's PTO," and "and on social media."	Add flexibility of meeting dates, update ways we communicate
9/20/22	Article VII. A. 3. (p.6)	Change to read "PR Newsletter/Friday Flash email and on the PTO website."	Clarify how we communicate
9/20/22	Article VII. B.	add "in person or virtually if a meeting is held online."	update for virtual meeting option
9/20/22	Article VIII.	Change Roman Numeral XIII to VIII	typo of roman numeral
9/20/22	Article VIII. A. (p.6)	Change "binder" to "google drive," add "and updated to the school's PTO website by the PTO secretary/co-secretary."	Move to electronic folders of files
9/20/22	Article VIII. C. 1. (p.6)	Add "and try to stay on budget."	
9/20/22	Article VIII. C. 5. (p.7)	Replace "Spot" with "platform," and add "and communicate with PTO liason or PTO Secretary to advertise information about the even and.. volunteers../Friday Flash and social media."	
9/20/22	Article X. (p.8)	Add "501"	IRS

Pine-Richland High School Parent Student Staff Group
DBA Pine-Richland High School Parent Teacher Organization (PRHS PTO)
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700 Warrendale Rd, Gibsonia, PA 15044

By-Laws

9/20/22	Article XVI. B. (p.10)	Replace "These individuals requesting such action" with "members of the organization," "individuals" with "members," add s to make "requests," and replace "individual or individuals" with "members."	Clarity that members may request a removal from office.
4/19/23	Article IV: Addendum to Membership	Membership to include incoming 9th grade parents at the final PTO meeting of the year to participate in the voting in of new PTO Board members, and can be nominated to serve on the board	Allow vote of the succeeding year incoming parents to have a say of their board members.