

Radio Park Elementary School Parent Teacher Organization PTO Bylaws

Article I. Name

The name of this organization shall be the Radio Park Elementary School Parent Teacher Organization, Inc. It also shall be known as the Radio Park PTO or as the PTO.

Article II. Articles of Organization

This organization exists as a non-profit, incorporated organization of its members. Its "Articles of Organization" comprise these Bylaws as, from time to time, amended.

Article III. Objectives

The objectives of this organization are to enrich the education of the children of Radio Park Elementary School and to enhance the efforts of the staff through involvement of the talents and resources of the parents.

This PTO is organized exclusively for charitable, religious, educational, and scientific, under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

Article IV. Policies

- A. The purpose of this organization is enriching education and this shall be developed through conferences, committees and projects. The PTO is non-commercial, non-sectarian, and non-partisan. The PTO shall not attempt to direct or influence the administrative work of the school.
- B. The name of this organization or the names of any members in their official capacities shall not be used in any connection with commercial concern, with any partisan interest, or with any charitable organization for any purpose not related to the promotion of the objectives of this PTO.
- C. This organization shall not make any binding commitments to any entity without the approval of the Executive Board.

- D. This organization shall not contribute financially to any other organization without the approval of the Executive Board.
- E. No part of the net earnings of the organization shall inure to the benefit of its members, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and make payments and distributions in furtherance of the purposes described in section 501(c)(3). 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 or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not, except to an insubstantial degree, engage in activities or exercise any powers that are not in furtherance of the purposes of this organization.
- F. The organization may carry on only those activities permitted under the Internal Revenue Code, Section 501(c)(3).
- G. Upon the dissolution of this organization and after paying for the debts of the organization, the remaining assets shall be distributed to one or more non-profit organizations, which are tax exempt under Section 501(c)(3) of the Internal Revenue Code.
- H. The fiscal year is defined as: August 1 – July 31.

Article V. Membership Dues, and Voting Rights

- A. Membership in this organization is open to any parent or guardian who has a child enrolled at Radio Park Elementary School, and also to any teacher at Radio Park, who will uphold the policies of the PTO and agree to these bylaws.
- B. A recommended contribution shall be determined annually by the Executive Board of the PTO and shall be payable at any time during the school calendar (fiscal) year: August 1st – July 31st.
- C. Each family member shall be entitled to one vote on each matter submitted to a vote of the membership, if present at the meeting at which such a vote is taken.

Article VI. Membership Meeting

- A. Meetings of the membership shall be held at least three times annually for the transaction of business. The exact date of such meetings shall be specified by the Executive Board.
- B. Special meetings of the membership may be called by the PTO President, the Principal, or a majority of the Executive Board, or by not less than one-tenth of the membership.
- C. Members present shall constitute a quorum for the transaction of business in any meeting of the organization.

Article VII. Officers and their Election

Section 1

- A. The Officers of this organization shall be elected annually from the membership and shall consist of a President, Vice President, Secretary, and Treasurer. These positions can be shared by two persons. If the position of President is shared by two persons, a Vice President need not be appointed, unless desired. One person cannot hold more than one position on the Executive Board. These officers shall be the Executive Board.
- B. Officers shall be installed annually during the last general meeting of the year. Members must have served not less than one year as a PTO committee chairperson or have regularly attended PTO meetings over the course of at least one year, before becoming eligible to run for an Executive Board position. In the case of two persons sharing a position on the Executive Board, at least one of them must satisfy this criterion.
- C. Officers shall assume their official duties at the close of the school term.
- D. Officers are encouraged (but are not required) to serve on the PTO for two consecutive years.
- E. It is recommended that officers do not serve more than two consecutive terms in the same capacity, unless no successor volunteers.

Section 2

- A. When officer positions are or will become vacant, a Nominating Committee shall be formed, composed of three (3) PTO members, one (1) of whom shall be selected by the Executive Board from its body, and two (2) of whom shall be from

the general membership selected by the organization. The chairperson of the Nominating Committee shall be appointed by the President.

- B. The Nominating Committee shall select two (2) nominees, where possible, for each officer position to be filled. The Nominating Committee shall present its recommended slate of officers by written notice during the Spring semester at which time additional nominations may be made.
- C. Only those persons who have consented to serve shall be eligible for nomination.
- D. In the case of two or more candidates for an officer position, the membership shall elect officers by written ballot.

Section 3

- A. Any officer may be removed by a majority vote of the Executive Board whenever it is the judgment of the Executive Board that the best interest of the PTO would be served by such an action.
- B. A vacancy in any office for whatever reason shall be attempted to be filled by the majority vote of the Executive Board for the unexpired portion of the term.

Article VIII. Duties of Officers

- A. The President shall preside at all meetings of the PTO and of the Executive Board, and shall perform such other duties as may be prescribed in these bylaws or agreed upon by the Executive Board. The President shall coordinate the work of the Officers and the committees in order that the PTO objectives may be promoted.
- B. The Vice-President, if appointed, shall perform the duties of the President in the absence or disability of the Officer to serve, and shall also be in charge of program planning. The Vice President will assist the President in coordinating committees, and perform other duties assigned by the Executive Board. The Vice-President shall be encouraged to assume the duties of the President in the year following the end of the President's term. In the absence of a Vice President, the Presidents will perform the responsibilities normally assigned to the Vice President.
- C. The Secretary shall record the minutes of all the meetings of the PTO and the Executive Board and shall perform other duties as may be delegated. A draft of the minutes shall be distributed to the Executive Board and those members who

were present at the meeting. Every attempt shall be made to provide this draft within ten days following the meeting.

D. The Treasurer shall keep an accurate record of receipts and expenditures, and shall pay out funds in accordance with the approved budget as authorized by the PTO. The Treasurer shall prepare a budget for the current school year and present it to the Executive Board for approval before October. The Treasurer shall maintain an operating balance in the checking account adequate to pay the monthly expenses. The Treasurer shall present a financial report at the PTO meetings as often as determined by the members of the PTO and other times when requested by the Executive Board. The Treasurer, one officer and one teacher will be designated signatories as determined and approved by the Executive Board.

1. The Treasurer's accounts shall be made available for audit upon the request by the Executive Board. The Treasurer's accounts shall be audited immediately when there is a vacancy in this officer position.
2. The treasurer will file all annual financial statements/tax returns and schedules, regardless of income, with the Internal Revenue Service and the Commonwealth of Pennsylvania, as required.

E. The Principal shall serve as a liaison between the school district and the Executive Board.

Article IX. Executive Board and Duties

A. The affairs of the PTO shall be managed by its Executive Board.

B. The duties of the Executive Board shall be to:

1. Transact necessary business in the intervals between PTO meetings.
2. Create standing committees and/or special committees, and approve their plans of work.
3. Present Officer reports as needed at the regular meeting of the PTO.
4. A budget for the fiscal (August 1st – July 31st) year shall be presented to the membership for approval in October.
5. Adopt standing rules that clarify but do not contradict the bylaws.

C. The Executive Board shall meet prior to the start of each school year. Additional meetings of the Executive Board may be called by any Officer of the Executive Board.

Article X. Standing and Special Committees

- A. Standing committees shall be created by the Executive Board as deemed necessary. Chairpersons of the standing committees can be shared by more than one person.
- B. The chairperson of each standing committee shall present a plan of work, either verbally or written, to be approved by President and Vice-President.
- C. The power to form special committees and appoint their members rests with the Executive Board. Since a special committee is created and appointed for a specific purpose, it is automatically out of existence when its work is completed and its final report is received.
- D. The President shall be a member with voting privileges of all committees, except the Nominating Committee.

Article XI. Contracts, Checks, Deposits, and Funds

- A. The Executive Board may authorize any officer(s) or Committee Chair(s) of the PTO to enter into any approved contract for the PTO.
- B. The Executive Board may accept on behalf of the PTO any gift or contribution for the general purposes or for any special purpose of the PTO.

Article XII. Records

The PTO shall keep correct and complete books and records of all PTO meetings which may be inspected for any proper purpose at any reasonable time.

Article XIII. Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised shall govern the PTO in all cases in which they are applicable except where they are in conflict with these Bylaws.

Article XIV. Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the PTO by a two-thirds vote of the members present and voting, and further provided that notice of the proposed amendment has been given at the previous regular meeting.

A committee may be appointed to submit a revised set of Bylaws as a substitute for the existing Bylaws only by a majority vote at a meeting of the PTO, or by a two-thirds vote

of the Executive Board. The requirement for adoption of a revised set of Bylaws shall be the same as in the case of an amendment.