Bylaws of the Pennell Elementary School Parent Teacher Organization, Inc.

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NAME

1) The name of the organization shall be the Pennell Elementary Parent Teacher Organization, Inc. referred to as the PTO in this document. It shall be a nonprofit organization incorporated under the laws of the state of Pennsylvania.

PURPOSE

1) The PTO is organized for exclusively charitable, educational and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under said Section 501(c)(3) of the Internal Revenue Code of 1986. Specifically, the Corporation will be a parent support organization for Pennell Elementary School.
2) The PTO is non-partisan, non-sectarian, non-commercial, can make no endorsements, nor hold an agenda other than the promotion of the welfare of the students of Pennell.
3) The purpose of the PTO is to:
    a) Encourage the cooperation of home and school in supporting the educational, social, and physical welfare of Pennell Elementary students
    b) Provide a forum for communication between parents, educators, and administrators.
    c) To raise funds to provide the following for the students:
        i) PTO-sponsored events and activities focused on cultivating a supportive community for the families of Pennell Elementary School.
        ii) Enhanced school facilities as needed beyond school budget dictates to provide for the best interest of the students.
        iii) Educational enrichment deemed beneficial to the student body but not provided due to budgetary constraints.

LOCATION OF OFFICES

1) The principal office of the Corporation in the State of Pennsylvania shall be located in the County of Delaware. The Corporation may have such other offices, either within or without the State of Pennsylvania, as the Executive Board may designate or as the business of the Corporation may require from time to time.

DUES

1) Organization dues are to be determined by the Executive Board prior to the annual budget meeting.

MEMBERSHIP

1) The membership of the Organization shall consist of two (2) classes of membership:
    a) Members of the Organization
        i) Membership is given to any parent/guardian of a Pennell student or professional staff of Pennell upon payment of annual dues, provided they agree to abide by bylaws.
        ii) Committee Chairpersons and Executive Board must be members of the PTO.
    b) Members of the Executive Board
        i) The business and affairs of the Organization shall be managed by its Executive Board.

ii) The Executive Board consists of the President, Vice President, Treasurer, Secretary, Teacher Representative and the School Principal.

iii) The Teacher Representative and the Principal operate in an advisory role with no voting privileges.

iv) Executive Board members are elected as shown in the Election of Executive Board Members and Terms of Service.

ELECTION OF EXECUTIVE BOARD MEMBERS AND TERMS OF OFFICE

1) Nominations for open Board positions shall be made by solicitation of the general membership, with the exception of the office of President. The consent of each candidate must be obtained before their name may be placed in nomination. Nominations will be accepted by the President through the 2nd Monday of April by 11:59 pm, with nominations being announced at the April PTO meeting and votes being held at the May PTO meeting.

2) Nominations for President shall be made by solicitation of any member who has served as a previous member on the PTO Board OR has held a Committee Head position and is in good standing. Nominee must have attended and signed in at three or more general meetings within the current school year. The consent of each candidate must be obtained before their name may be placed in nomination. No absentee ballots will be accepted.

3) A voting member shall be anyone who is a member in good standing and who has attended and signed in at three or more general meetings within the current school year. The current school year will be defined as September through April. The sign-in sheet will be the official document to confirm voting eligibility. No absentee ballots will be accepted.

4) Officers of the Executive Board shall be elected, terms are as follows:

    a) President for a term of two years (this election shall take place in the odd numbered year)

    b) Vice President for a term of two years (this election shall take place in the odd numbered year)

    c) Secretary for a term of two years (this election shall take place in the odd numbered years)

    d) Treasurer for a term of two years (this election shall take place in the even numbered year)

5) Vacancy occurring in the office of President shall be filled by the Vice President.

6) Vacancy in the office of Vice President will be filled by a nomination by the President and voted on by the Organization, with preference given to existing Executive Board members.

7) If a vacancy occurs in the offices of President and Vice President concurrently, the Executive Board shall determine an appropriate course of action.

8) A vacancy occurring in the office of Secretary or Treasurer may be filled by a vote of the Board. Notice of the election must be given five days in advance of the election.

9) All votes will be collected and counted by the Principal and Teacher Representative.

10) At the close of the school year, the current Organization President shall call a meeting of the present Officers and the newly elected Officers. At the completion of this meeting, the newly elected Officers shall assume their responsibilities for the following year.

    a) The newly elected President and Treasurer are responsible to become authorized signers and have their information on file at the bank, and remove the previous officers' information at the organizations bank within 14 days of assuming office.

11) Executive Board Members should not be Committee Heads. Executive Board Members may hold positions as a Committee Head in the following cases:
    a) If no volunteer can be found to chair a committee, the Executive Board may search for a member to Chair the committee or disband the committee if no Chair can be found.
    b) For committees that are larger fundraisers for the school or where it is not in the best interest of the Pennell Community to disband a Committee, an Executive Board member may take over chairing the committee until another chair can be found.
    c) If an Executive Board Position is vacant and a Board Member whose term was scheduled to end agrees to maintain their Executive Board duties and responsibilities for the benefit of the organization they may also be a Committee Head.
12) All new Executive Board members must sign the PTO Bylaws.
13) Prior to the start of the school year, All Board Members are required to have security clearance in compliance with all Pennell Employees. Requirement includes Act 151- PA Child Abuse History Clearance; Act 114-Federal FBI Criminal History Record; and Act 34 clearance or PA State Police clearance. All forms/links can be accessed thru the PDSD website under employment opportunities.
    a) If above clearances can not be obtained, then the Executive Board Member cannot assume the position and their position will be considered opened and filled per removal/vacancies policies.

ETHICS POLICY

1) All Executive Board members, PTO members, and Committee Chairpersons are expected to behave in a professional manner, include any volunteers who want to be part of their committees, and follow the PTO bylaws.
2) As a representative of Pennell and the PTO, all board members are expected to present themselves in a professional and respectful manner on social media. Any negative or defamatory posts about the school district, Pennell or the PTO will not be tolerated. Any confidential information that has been shared with the PTO board is to be kept such. Do not make any posts as an official representative of the board, without prior approval. Refrain from lewd, indecent, or offensive language or content.
3) Under extenuating circumstances, the principal may ask a Board member, Committee Chairperson, and/or a PTO Member to step down from his/her position or remove the person from his/her position.
4) A person who has been asked to step down or been removed from any position within the organization forfeits the right to serve in any position in the future, including on the Board or as a Committee Head.

REMOVALS/VACANCIES

Removals

1) Any Executive Board member that violates the PTO Ethics Clause or any other of the PTO bylaws can be removed or replaced by vote of the other Executive Board members or by vote of the members of the organization.
2) Any member of the Executive Board who misses 2 meetings in one school year may be replaced at the discretion of the other Executive Board Members.

Vacancies

1) Vacancies that occur as a result of a resignation, inability to fulfill duties, or replacement for ethical reasons, shall be filled as follows:
    a) Vacancy occurring in the office of President shall be filled by the Vice President.

b) Vacancy in the office of Vice President will be filled by a nomination by the President and voted on by the PTO, with preference given to existing Executive Board members.

c) If a vacancy occurs in the offices of President and Vice President concurrently, the Executive Board shall determine an appropriate course of action.

d) A vacancy occurring in the office of Secretary or Treasurer may be filled by a vote of the Board. Notice of the election must be given five days in advance of the election.

e) A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Executive Board for the unexpired portion of the term.

DUTIES OF THE EXECUTIVE BOARD MEMBERS

President

1) The President shall be the principal executive officer of the PTO and, subject to the control of the Executive Board, shall in general supervise and control all of the business and affairs of the PTO.

2) Duties of the Organization President include, but may not be limited to the following:

    a) Run monthly Organization meetings effectively and efficiently by preparing an agenda as well as readying an appropriate meeting area. Must be prepared to call emergency meetings as necessary.

    b) Along with Executive Board, plan calendar events prior to beginning of school year.

    c) Communicate with Principal concerning all plans affecting the school.

    d) Communicate with all Committee Chairpersons and provide support or help as needed.

    e) Make appointments to Executive Board as needed.

    f) Compile a list of all parent volunteers for various functions during the school year and forward to appropriate chairperson.

    g) Prepare the following year's budget together with the Executive Board.

    h) President along with Treasurer are required to have their name on bank account as authorized signers for the organization.

        (1) President and Treasurer are responsible to become authorized signers and have their information on file at the bank, and remove the previous officers' information at the organizations bank within 14 days of assuming office.

    i) Communicate all PTO business to Principal on a weekly basis.

        (1) ALL PTO information should come from the PTO President to avoid an excessive number of emails/questions being sent to the School Principal.

Vice President

1) Duties of the Organization Vice-President include, but may not be limited to the following:

    a) Fulfill the duties of the President in his/her absence.

    b) Assist in any duty requested by the President or Executive Board.

    c) Manage the Pennell PTO Facebook account.

    d) Responsible for updating and maintaining the Pennell Elementary sign located on the lawn at Pennell Elementary School.

    e) Prepare the following year's budget together with the Executive Board.

Treasurer

1) Duties of Treasurer include, but may not be limited to the following:
    a) Keep detailed ledger book.
    b) Write checks against the Treasury.
    c) Submit written Treasurer's report including income and expenses for all current fundraising activities at each PTO meeting, providing sufficient copies for those present.
    d) Obtain and prepare all paperwork necessary to ensure PTO has proper banking signature authorizations yearly or as needed.
        (1) Treasurer along with President are required to have their name on bank account as authorized signers for the organization.
        (2) President and Treasurer are responsible to become authorized signers and have their information on file at the bank, and remove the previous officers' information at the organizations bank within 14 days of assuming office.
    e) Reconcile bank book and ledger balance at the end of the school year.
    f) Make all deposits including, but not limited to, fundraising revenue and Membership dues in a timely manner.
    g) Submit yearly financial information for tax filing per Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.
    h) Submit yearly financial report.
    i) Account to be audited and signed annually by a committee of two members, not including the President or Vice-President. Signatures to be filed with financial records and a copy sent to the Superintendent.
    j) Responsible for banking and providing necessary start up money and change for all PTO events. To be coordinated with Committee Heads prior to events.
    k) Ensure that Event Summary Reports are completed and filed.
    l) Preparing the following year's budget together with the Executive Board.
    m) Assist in any duty requested by the President or Executive Board.

Secretary

1) Duties of the Secretary include, but may not be limited to the following:
    a) Keep minutes of monthly PTO meetings and make available to members within 2 weeks of meetings.
    b) Hold books and records of the PTO with exception of those held by the Treasurer.
    c) Process all memos/flyers to be sent out on behalf of the Organization for printing/copying after Executive Board and Principal approval.
    d) Secure Use of Facilities forms as necessary.
    e) Preparing the following year's budget together with the Executive Board.
    f) Assist in any duty requested by the President or Executive Board.

COMMITTEE CHAIRS/MEMBERS

1) The PTO consists of multiple committees that have different responsibilities.
2) Each committee is chaired by a volunteer who wants to run the committee.
    a) Committees may be Co-Chaired.
2) Any PTO member who wishes to serve on a committee is welcome to join.

    a) If no volunteer can be found to chair a committee, the Executive Board may search for a member to Chair the committee or disband the committee if no Chair can be found.
    b) For committees that are larger fundraisers for the school or where it is not in the best interest of the Pennell Community to disband a Committee, an Executive Board member may take over chairing the committee until another chair can be found.
    c) The Executive Board Member should not maintain the chairmanship position for the long term (i.e., an ongoing search for a new committee chair should be conducted).
3) PTO Committee Heads/Members are not authorized to enter into or obligate the PTO into any contracts/agreements. **All contracts/agreements must be approved by the Executive Board and signed by at least 2 Executive Board Members**.
4) Committee Chairpersons are expected to provide written updated instructions for what is required for running their event in a binder that will be provided by the PTO.
    a) These instructions should include a list of things that worked and things that didn't work, so that the next time an event takes place, the PTO can take advantage of this knowledge.
    b) These instructions will be used to help the next person who chairs the committee, in particular, if the next person has not had a chance to shadow the previous Committee Chairperson.
5) All Committee Chairpersons will provide monthly updates as appropriate at each PTO meeting. If the Committee Chairperson cannot attend the PTO meeting, he/she shall provide a written summary of events/necessary information to the President so that all PTO members can be informed.
6) Any Committee Chairperson who is unable or unwilling to perform their committee head duties within the current school year may be replaced at the discretion of the Board.
    a) If an issue arises with a committee Chairperson, the Executive Board will contact the Committee Head via email then meet to resolve issues.
    b) If an issue cannot be resolved, then the Executive Board will give written notification of their intent to replace the Committee Chairperson.
7) Committee Chairpersons MUST follow ALL instructions provided below for running an Event.
    a) Chairpersons are encouraged to use the ***Pennell PTO Event Checklist Form***, which provides an overview of the key steps needed to run an Event (provided in the Appendix and on the PTO website).

RUNNING AN EVENT

1) The below instructions may not apply to all Committees. Committee Chairpersons should inquire with Executive Board if they are unsure of whether or not their committee requires all or some of above. Unless advised by the Executive Board, all Committees should follow the above procedures for events.

2) Before an Event takes place, the Committee Chairperson must meet with at least 1 member of the Executive Board to discuss budget, dates, and expected profits a minimum of 60 days prior to an Event.

   a) All Events must be planned with a member of the Executive Board, who will be responsible for contacting the school Principal to ensure that dates/times are acceptable.

   i) Please note that some dates of events are determined by the School or the School district. The School Principal will let the PTO Executive Board member know about these dates.

   b) The Committee Chairperson should not contact the School Principal directly.

3) After a date has been chosen, the Committee Chairperson is responsible for completing a ***Pennell PTO Use of Facilities Form*** (provided in the Appendix and on the PTO website) and turning in the form to the Executive Board Secretary.

   a) The ***Pennell PTO Use of Facilities Form*** must be completed at least 60 days before an event as per Penn Delco policy.

   b) If a Use of Facilities request is needed last minute (within less than 60 days) the Committee Chairperson shall fill out the request and contact the Executive Board Secretary, who will escalate to Penn Delco.

4) The Committee Chairperson is responsible for contacting and having a meeting with all members who have volunteered to serve on the Committee.

5) The Committee Chairperson is responsible for creating all flyers and correspondence for each event. <u>All flyers and correspondence MUST be approved by the Executive Board before being shared with school students and parents</u>.

   a) All Flyers and correspondence must be submitted as follows:

      i. Email copy shall be submitted to the Executive Board for approval.

      ii. Executive Board will review and forward all documents to the Principal for final approval.

      iii. Upon approval from the Principal, the Executive Board will advise Committee Chairperson that the flyer/correspondence is approved.

      iv. Once advised of approval, the Committee Chairperson will submit a hard copy of approved flyer/correspondence to Pennell Office along with a completed ***Pennell PTO Print Shop Work Order Form***.

   b) Pennell office will then forward the request to the Penn Delco Print Shop. Penn Delco print shop turnaround time for copies is listed on the form and subject to change as per Penn Delco. Committee Chairpersons are encouraged to use multiple means of communicating information about their events, and should coordinate with President.

6) If money is needed for an Event, the Committee Chairperson must complete a ***Pennell PTO Check Request/Reimbursement Form*** (provided in the Appendix and on the PTO website).

   a) Receipts must be provided in order to be given reimbursements. ***Pennell PTO Check Request/Reimbursement Form*** *must be submitted within 14 days of event.*

7) The Committee Chairperson is responsible to communicate with school custodian at least 2 weeks prior to an event regarding event planning (i.e., Event layout, electric needs, etc.). Larger events will

often require a walk thru with school custodian, other Committees Chairpersons (i.e., Concessions) and an Executive Board Member.

8) The Committee Chairperson is responsible for maintaining all receipts for any purchases made.

9) At the end of an Event, the Committee Chairperson must complete the ***Pennell PTO Event Summary Report*** within 2 weeks of the Event (provided in the Appendix and on the PTO website).

    a) One (1) copy of the ***Pennell PTO Event Summary Report*** along with receipts must be turned into the PTO Secretary and one (1) copy kept in the Committee Chairperson binder.

10) Any money collected during an Event must be counted the evening of the Event along with an Executive Board Member, and signed off on, and then turned over to an Executive Board member. This money will be turned into the Treasurer and/or deposited in the PTO bank account.

    a) ***Pennell PTO Deposit Form*** (provided in the Appendix and on the PTO website) is to be completed and signed by Committee Chairperson and at least 1 Executive Board Member.

11) Only Executive Board members may take money home. No Committee Chairperson should take money home**.**

PURCHASING GOODS AND SERVICES

1) Committee chairperson(s) who are purchasing goods and or services from vendors are required to get three responsible quotes from businesses to compare prices. Committee chairs are encouraged to get quotes from local businesses.

    a) The ***Pennell PTO Bid for Services Form*** (provided in the Appendix and on the PTO website) should be used. This form can be filled out by the Committee Chairperson or his/her representative.

12) The lowest responsible bid must be used.

    a) Lowest responsible bid is defined as a qualified bidder with the lowest or best bid price, and whose business and financial capabilities, past performance, and reputation meet the required standards.

    b) Reasons for not using the lowest responsible bid must be presented at a meeting and voted on. If purchase must be made before the next meeting occurs, the Executive Board will make the decision regarding which vendor to use.

VOTING RIGHTS

Members of the Organization

1) During the first 2 meetings of the school year, all meeting attendees may vote on any issue brought before the PTO by the Executive Board. Such issues shall be decided by simple majority affirmations.

2) Starting with the third meeting of the year, only members who have attended at least 2 PTO meetings during the school year shall be entitled to vote on issues brought before the PTO by the Executive Board. Such issues shall be decided by simple majority affirmations.

Members of the Executive Board

1) Primary governance of the organization will rest with the Executive Board, whose members shall have the right to vote on all issues before them.

2) At times, members of the Executive Board may need to vote on an issue in between PTO meetings.
    a) All votes must pass by a majority rule by members of the Executive Board.
    b) Results of these votes must be reported at the next PTO meeting.
    c) If any items are voted on by the Executive Board are unsatisfactory to any member, a member can call for a member vote at the same PTO meeting in which the results were reported.
    d) All voting rules noted above apply at this vote.

MEETINGS

Regular Meetings

1) Organization meetings are open to the entire membership of the Organization.
2) Meetings will be held monthly during the school year, except December and June. Dates to be established by the Executive Board prior to the beginning of the school year and published for the general membership.
3) All members considered in good standing have the right to make motions and serve on Committees.

Executive Board Meeting

1) A regular annual meeting of the Executive Board shall be held in July/August of each year the day of which shall be called by the President or designated Chairman.
    a) The goal of this meeting is to prepare the following year's budget and to transition Board positions, if needed.

Special Meetings

1) A special meeting may be called by the Executive Board or at the request of the President or any 2 directors. The person(s) authorized to call special meetings of the Executive Board may fix the place for holding any special meeting of the Executive Board called by them.
2) Notice of any special meeting shall be provided by written notice delivered personally to each Executive Board member at his/her business address or by electronic mail.

Action Without a Meeting

1) Any action that may be taken by the Executive Board at a meeting may be taken without a meeting if consent in writing, setting forth the action so to be taken, shall be signed before such action by all of the directors.

GIFTS

1) The PTO Executive Board will not purchase gifts in excess of $20.00 for PTO members of Committee Heads in recognition of their service to the PTO.
2) The purchase of gifts for special recognition of school individuals and/or retiring/outgoing school employees can be made at the discretion of the PTO Executive Board.
    a) Types of gifts may include awards for recognition of service, flowers/donations in sympathy for loss of a loved one, etc.
    b) The Organization will not use any of its monies as donations to individuals or families in financial crisis. It may help publicize, offer assistance, or direct any outside donations to the correct party when needed.

COMPENSATION

1) No Director or Officer shall for reason of his/her office be entitled to receive any salary or compensation.

PRESUMPTION OF ASSENT

1) A director of the Organization who is present at a meeting of the Executive Board at which action on any organizational matter is taken shall be presumed to have assented to the action taken unless his/her dissent shall be entered in the minutes of the meeting or unless he/she shall file his written dissent to such action with the person acting as the Secretary of the meeting before the adjournment thereof, or shall forward such dissent by registered mail to the Secretary of the Organization immediately after the adjournment of the meeting. Such right to dissent shall not apply to director who voted in favor of such action.

INDEMNITY

1) The PTO shall indemnify its Executive Board and members, including Committee Chairs, as follows:
    a) Every Executive Board member and general member, including Committee Chairs, shall be indemnified by the PTO against all expenses and liabilities, including counsel fees, reasonably incurred by or imposed upon him/her in connection with any proceeding to which he/she may be made a party, or in which he/she may become involved, by reason of his/her being or having been a Executive Board member or general member, including Committee Chair, of the PTO or is or was serving at the request of the PTO as a an Executive Board member or general member, including Committee Chairs, of the PTO, partnership, joint venture, trust or enterprise, or any settlement thereof, whether or not he/she is an Executive Board member or general member, including Committee Chair at the time such expenses are incurred, except in such cases wherein the Executive Board member or general member, including Committee Chair, is adjudged guilty of willful misfeasance or malfeasance in the performance of his/her duties; provided that in the event of a settlement the indemnification herein shall apply only when the Executive Board approves such settlement and reimbursement as being for the best interests of the PTO
    b) The PTO shall provide to any person who is or was an Executive Board member or general member, including Committee Chair, or is or was serving at the request of the PTO as an Executive Board member or general member, including Committee Chair, of the corporation, partnership, joint venture, trust or enterprise, the indemnity against expenses of suit, litigation or other proceedings which is specifically permissible under applicable law.
    c) The Executive Board may, in its discretion, direct the purchase of liability insurance by way of implementing the provisions of this section.

CONFLICTS OF INTEREST

Purpose

1) The purpose of the conflict of interest policy is to protect this tax-exempt Organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest application to nonprofit and charitable organizations.

Definitions

1) Interested Person

a) Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2) Financial Interest

a) A person has a financial interest if the person has, directly or indirectly, through business, investment, or family: (a) An ownership or investment interest in any entity with which the Organization has a transaction or arrangement, (b) A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or (c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

3) Compensation

a) Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Section 3.2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Procedures

1) Duty to Disclose

a) In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2) Determining Whether a Conflict of Interest Exists

a) After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3) Procedures for Addressing the Conflict of Interest

a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c) After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4) Violations of the Conflicts of Interest Policy.

a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

5) Records of the Proceedings

a) The minutes of the governing board and all committees with board delegated powers shall contain:

i) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest is present, and the governing board's or committee's decision as to whether a conflict of interest in fact exists.

ii) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

6) Annual Statements

a) Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person: (a) has received a copy of the conflicts of interest policy, (b) has read and understands the policy, (c) has agreed to comply with the policy, and (d) understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

b) When conducting the periodic reviews as provided for in Section 7, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

CONTRACTS, CHECKS AND DEPOSITS

Contracts

1) All contracts must be signed by at least 1 member of the Executive Board.

2) PTO members are not authorized to enter into any contract on behalf of the PTO.

Checks, Drafts, etc.

1) All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Organization, shall be signed by such officer or officers, agent or agents of the Organization and in such manner as shall from time to time be determined by resolution of the Executive Board.

Deposits

1) All funds of the PTO not otherwise employed shall be deposited from time to time to the credit of the Organization in such banks, trust companies or other depositories as the Executive Board may select.

FISCAL YEAR

1) The fiscal year of the Organization shall begin on the first day of August and end on the last day of July each year.

AMENDMENTS

1) Any amendments to these bylaws, if needed, must be in compliance with 501-C3 nonprofit laws.
2) Significant reasons are required for amendments to these bylaws. All changes must be approved by the Executive Board and the School Principal.
3) PTO members who would like to suggest amendments to these bylaws can submit their suggestions during a regular PTO meeting.
4) If a majority of members with voting rights approve the amendment, the amendment will be added to the bylaws.
5) A public record of any changes to these bylaws is required.

The above Bylaws were approved and adopted by the Executive Board of the Organization on the

_____day of _____, 20_____.

_____

President

Amy Kusen

_____

Vice President

Devon Scarpato

_____

Secretary

Nikole Porter

_____

Treasurer

Nicole Pharaoh

APPENDIX: FORMS

Pennell PTO Check Request/Reimbursement Form

Request Date: _____

Requested By: _____

Check Needed by: _____

Amount of Check**:** **$**_____

Reason for Check: _____

Delivery of Check (please circle one):

Send to Pennell **or** **Mail**

c/o (student and room # if sending in):_____

Make Check Payable to:

Name: _____

(Optional-only if requesting Check by Mail**)**

Address: _____

_____

Phone: _____

Email: _____

Please attempt to make requests at least 1-2 weeks in advance and submit Receipts (if applicable) to Theresa Lancellotti – PTO Treasurer. Urgent requests will be handled as promptly as possible.

Treasurer Use: **Paid:** _____

Check#:_____

Pennell PTO Reimbursement Form

Activity: _____ Date: _____

____Advance ____Reimbursement $Costs: _____(receipts attached)

Signature: _____

By signing, you are stating that all your receipts are accurate and all funds were used for PTO activity.

Comments: _____

_____

Check made out to: _____

Approval: _____ _____

PTO President or VP Date

Treasurer: Date reimbursed: _____ Check #:_____ Amount:_____

Please Note: All reports must be submitted within 2 weeks of event.

Pennell PTO Event Summary Report (2 page form)

Event Name: _____

Date: _____ Time: _____

Location: Inside _____ Outside _____ Weather: _____

Concessions sold? Yes _____ No_____

Items sold:

Set-up Info

Date _____ Hours: _____

Committee Head(s) Names:

_____

Brief description of event: _____

Best Practices

What worked? _____

_____

Ideas for next year?

_____

_____

Challenges

What didn't work? _____

_____

Why didn't it work? _____

_____

Event Expenses

Expenses	Details	Amount
	Expense Total	

Revenue	Details	Amount
	Revenue Total	
	Expense Total	
	Event Profit	
Signature **Date**		

Please attach receipts for all listed expenses, sign the form, and submit to the PTO Treasurer.

Use of Facilities Form

PENN-DELCO SCHOOL DISTRICT
Aston, Delaware County, Pennsylvania 19014

APPLICATION FOR USE OF SCHOOL FACILITY

This application is to be completed and returned to the Director of Auxiliary Services, Penn-Delco School District, 3000 Dutton Mill Road, Aston, Delaware County, PA 19014 in accordance with Penn-Delco Board Policy & Regulations.

All information below is required. Incomplete applications will not be processed.

TO BE COMPLETED BY THE APPLICANT

1. Name of Organization _____
2. Requester's Name: _____ E-Mail Address_____
3. Address of Organization _____ Requester's Phone # _____
4. Building Desired (**be specific**) _____ Room or Field Desired: _____
5. Principal Approval _____ Date _____
6. Date Facility Desired _____ Hours: From _____ To _____
7. The Activity:
   - Briefly describe the nature of purpose of the activity. Specify if a donation will be taken, or if admission is charged specify amount: _____
     _____
   - Additional Equipment required (projector, piano, microphone, soundboard, etc.)
   - Additional Personnel required (stage crew, custodian, security, etc.)
   - Total number of persons expected to be in attendance _____

All Insurance Certificates must name Penn Delco School District, 2821 Concord Road, Aston , Pa. as the certificate holder.

Two residents of Penn-Delco are/will be responsible for the conduct of the activity and any damages that may occur.

NAME	ADDRESS	DAYTIME TELEPHONE	E-MAIL ADDRESS**

----------**FOR OFFICE USE**----------

1. Charges to be made:
   Rental _____
   Personnel _____
   Other _____
   Total _____

   In accordance with the attached regulations, payment is to be made to the Penn-Delco School District upon receipt of the approved bill.
2. Exceptions and/or Restrictions: _____
3. **Office Action:**
   Approved ❑ Date _____ Certificate of Insurance Received: ❑ **Yes** ❑ **No**
   Rejected ❑ Date _____ Indemnification Received: ❑ **Yes** ❑ **No**

   Permit/Schedule ID # _____ Date Indemnification Signed _____

   Date Entered _____ _____

   Director of Auxiliary Services

***Contact email address is required – all approval, denial, and cancellation notifications will be sent via email only. No paper copies will be distributed.*

Revised – April 2011

Pennell PTO Bid for Services Form

Date: _____

Event Name: _____ Event Date: _____

Committee Chairperson Name: _____

Services being requested: _____

Name of Company	Contact Person/Phone/Email	Bid $$$$

Company chosen: _____

Reason for not using lowest bid, if applicable:

_____

_____

Committee Chairperson Signature: _____

Executive Board Signature (if not using lowest bid): _____

Print Shop Work Order Form

PRINT SHOP WORK ORDER FORM
(this request to be used for ONE job only)

Requested By: _____ **Teacher Copier Code** (*must be completed*) _____

Building Pennell Grade or Dept: _____ Date: _____

Return to above: ☑ YES ☐ NO Approved By: _____ / _____
*** Principal/Administrator** Date

The **Principal's or Administrator's approval of this request is his/her personal acceptance of responsibility for copyright violations. Jobs submitted without your Principal's approval will be returned.*

Please be sure **all** necessary job instructions are **completed**. Your cooperation will help to speed your work order through without delay. Please call extension 8603 if you need assistance.

Job Title/Description: _____ Page(s) _____

Date Job Needed: _____

Number of Masters: _____
(total # of PAGES)

Total number copies
from each master: _____

11x17 Paper:**
White ☐

8 ½ x 11 Paper Colors:
White ☐
Blue ☐
Canary ☐
Green ☐
Ivory ☐
Pink ☐
Goldenrod ☐

Vellum Colors:
White ☐
Blue ☐
Canary ☐
Green ☐
Ivory ☐
Pink ☐

***Note: 11 x 17 paper is used primarily for full size booklets (folded in half with 2 staples down the center). Jobs will be printed in this format whenever possible unless otherwise instructed.*

Special Instructions: Collated Sets* ☐ Staple ☐ Back to Back ☐
Stack/Group* ☐ Booklet ☐ 3 Hole Punch ☐

**NOTE: Collating is done as a set, i.e. page 1,2,3,... and is usually stapled. Stacking or grouping is printed with all copies of page 1 together, all page 2 together, etc.*

Additional Instructions:

_____

ALLOW FIVE (5) WORKING DAYS FOR REGULAR JOBS. When collating, stapling and booklet work is requested, PLEASE plan ahead and allow ten (10) working days or more.

Revised 01/2012

PTO Deposit Form

Pennell PTO Deposit Form

Event Name: _____ Event Date: _____

Committee Chairperson/Member Name: _____

Phone #: _____ Email: _____

Reason for Deposit: _____

	# Of bills/change		Total
$100's *	_____	=	_____
$ 50's *	_____	=	_____
$ 20's *	_____	=	_____
$ 10's *	_____	=	_____
$ 5's *	_____	=	_____
$ 1's *	_____	=	_____
$ 0.25 *	_____	=	_____
$ 0.10 *	_____	=	_____
$ 0.05 *	_____	=	_____
$ 0.01 *	_____	=	_____

TOTAL CASH AMOUNT: _____

TOTAL CHECK AMOUNT: _____

TOTAL AMOUNT TO BE DEPOSITED: _____

Committee Head/Member Signature: _____

Executive Board Member Signature: _____

PTO Treasurer Area:

Date Funds Deposited: _____

Treasurer Signature: _____

Pennell PTO Running an Event: PTO Checklist

This checklist is designed to help you run a PTO event at Pennell Elementary.
Please ensure that each item has been completed.

1. Meet with at least 1 member of the Executive Board to discuss budget, dates, and expected profits at least 60 days before an event.	
2. Complete a **Use of Facilities Form.**	
3. Contact and meet with all members who have volunteered to serve on the Committee.	
4. Create flyers and correspondence for each event and ways in which information will be communicated (see section in bylaws for instructions for each means of communication). a. Facebook b. PTO website c. Flyer d. Parent email	
5. Get approval for all flyers and correspondence	
6. If printing is need, submit a hard copy of approved flyer/correspondence along with a completed ***Print Shop Work Order Form*** to the Pennell office.	
7. Complete ***Check Request/Reimbursement Form***, if needed.	
8. Maintain all receipts for any purchases before or during the Event.	
9. Turn money over to Board member the same day/night of the Event.	
10. Complete the ***Event Summary Report*** within 2 weeks of the Event.	