

BY-LAWS OF THE RADNOR ELEMENTARY SCHOOL  
PARENT-TEACHER ORGANIZATION, INC.

ARTICLE I – NAME

1. The name of the organization shall be the Radnor Elementary School Parent-Teacher Organization, Inc. (“RES PTO”).

ARTICLE II – PURPOSE OF RES PTO

1. To promote mutual understanding, cooperation, and communication among parents, teachers, and administrators of Radnor Elementary School and the Radnor Township School District.
2. To provide programs, financing, and other opportunities to promote, supplement, and enrich the educational growth, both academically and socially, and to instill community responsibility for the current and former students of Radnor Elementary School.

ARTICLE III – AFFILIATION

1. The RES PTO may cooperate with other groups and individuals to support their missions.
2. The RES PTO may provide financial support of \$250.00 or less to such a group or individual if a majority of the Officers approve. The RES PTO may provide financial support greater than \$250.00 to such a group or individual if a majority of a quorum of PTO members present at a general or special meeting approve.
3. The RES PTO may not be used to promote or engage members in political or business matters.

ARTICLE IV – MEMBERSHIP

1. The membership of the RES PTO shall consist of any parent or guardian of a student at Radnor Elementary School and all members of the administration and faculty.

ARTICLE V - MEETINGS

1. General Meetings - A minimum of 4 general meetings shall be scheduled per school year (September 1 until June 30 of the following year). The Officers may cancel any meeting by a majority vote. Meetings canceled need not be rescheduled. All members of the RES PTO are encouraged to attend all general meetings. Meetings may be in person and on Zoom/Virtually.
2. Board of Directors Meetings – An annual Board of Directors meeting shall be held immediately before the final general meeting of the school year for the purpose of voting

on the incoming Officers and Board of Directors. The President also may call other Board of Directors meetings as necessary.

3. Special Meetings – The President may call for a special meeting, not previously scheduled, to conduct urgent business.
4. Notice of Meetings and Minutes – Before the beginning of each school year, the Officers shall establish the calendar of general meetings and post it on the PTO webpage. Notice of each general or special meeting also shall be provided by email within one week of the meeting. Any PTO member wishing to add an item to any meeting agenda must get approval from the President before the meeting. Minutes from each general meeting shall be posted on the PTO webpage after the meeting and remain on the website until the beginning of the new school year.
5. Voting – All Officers, Directors, and members of the PTO shall be entitled to one vote when present in person or on Zoom/Virtually at any general or special meeting. Voting by proxy shall not be permitted. Approval of business requires a majority vote once a quorum is in place. In the event of a tie on a vote, the motion shall be lost. Electronic voting shall be permitted for Officers and Directors only if the President determines that a matter needs to be decided and a meeting cannot be convened. Two-thirds of the Officers and Directors must approve any matter submitted by electronic voting.
6. Quorum – A minimum of 9 members, including not fewer than 7 Officers and/or Directors present in person or on Zoom/Virtually at a PTO meeting, will constitute a quorum for the transaction of business at a general or special meeting.
7. Conflict of Interest – No officer of the PTO may be a member of the Radnor Township School Board. 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 and other purchases made for a PTO event or activity or clubs approved by the club chair. No member shall cast a vote on an issue that has to do with an organization if he/she also has a leadership position with voting privileges with such organization.

#### ARTICLE V – OFFICERS AND THEIR RESPONSIBILITIES

1. Officers - The Officers of the RES PTO (“Executive Board”) shall consist of the President, Vice-President, Vice President of Communications, Vice President of Events, Vice President of Fundraising, Secretary, and Treasurer. The same person shall not hold more than one office at a time, although a position may be shared. Officers will be bonded in such amount as the Directors deem necessary and payable by the PTO. All Officers must pass their records to the incoming Officers at the conclusion of their terms.
  - a. The President will manage the property and affairs of the PTO, subject to the policies and direction of the PTO. The President shall preside at all general,

special, and board of directors meetings. The President's responsibilities include calling for the meetings and setting the meeting agendas. The President delegates tasks and communicates with Chairs to make sure tasks are being completed as needed. The President seeks approval from the Principal for all initiatives and events. Upon completion of his/her term, the President shall serve as an ex-officio member of the Board of Directors for one year if the President still has children attending RES.

- b. The Vice-President shall assist the President in the performance of the President's duties and shall perform the duties of the President if the President is absent or unable to continue as President, subject to the policies and direction of the PTO.
- c. The Vice-President of Communications shall be responsible for maintaining the electronic database of all RES PTO members. The VP of Communications sends weekly Radnor Reader contributions to the current RTSD Communications employee whilst copying the President. The Vice-President of Communications is responsible for publishing the RES Express, updating the PTO Social Media, and providing email communication related to PTO activities. The VP of Communications will follow communications strategy to maximize communication effectiveness and oversee the Webmaster. The VP of Communications may seek volunteers to help facilitate these and additional responsibilities (such as creating forms for payment and sign up and creating flyers).
- d. The Secretary shall format and send meeting agendas to the Executive Board, Board of Director, Webmaster, Principal, Teacher Liaisons, Vice Principal and Principal's Secretary upon President's approval of agenda. The Secretary shall keep the minutes of all PTO meetings and will take attendance at all PTO meetings. The Secretary will make sure that the meeting minutes are posted to the PTO webpage following each meeting. He/she also will be responsible for correspondence from the RES PTO when necessary. The Secretary will create PTO Zoom Meetings as needed and manage login information.
- e. The Treasurer shall have custody of the RES PTO funds and shall keep account of all receipts and disbursements in books belonging to the RES PTO.
  - i. The Treasurer shall reimburse or provide monetary advances with appropriate written documentation up to but not exceeding initiative budget.
  - ii. He/she shall deposit all money in the name of and to the credit of the RES PTO in such depositories as shall be designated by the Board of Directors. The Treasurer shall make these deposits on a timely basis.

- iii. The Treasurer shall keep a written record of all income and expenditures, including bank deposit slips, and shall provide a written report to the Board of Directors at each RES PTO meeting.
  - iv. For the purpose of continuity, it is preferred that the Treasurer serve a two-year term. The Treasurer shall not serve consecutive terms.
  - v. The Treasurer files taxes on behalf of RES PTO 501(c)(3).
2. The VP of Fundraising shall oversee all fundraising committees and chairs during their term. The VP of Fundraising shall check in with the chairs and ensure that they are fully supported in their committee's efforts. The VP of Fundraising shall assist the chairs where necessary and fill in if a chair cannot perform their duties. The VP of Fundraising shall work to review potential new fundraisers to determine if they are a good fit for the RES PTO community. The VP of Fundraising shall assist the chairs with providing communication to the VP of Communications including text and images for social media, Radnor Reader and RES Express and/or separate emails to RES families. The VP of Fundraising may create a committee of parent volunteers to help Fundraising needs if necessary; volunteers should have proper Clearances.
3. The VP of Events shall oversee all event committees and chairs during their term. The VP of Events shall check in with the chairs and ensure that they are fully supported in their committee's efforts. The VP of Events shall assist the chairs where necessary and fill in if a chair cannot perform their duties. The VP of Events shall explain the chairs' Responsibilities include but are not limited to: staying within budget, making sure vendors are insured, making sure vendors and volunteers provide necessary clearances. The VP of Events shall assist the chairs with providing communication to the VP Communications including text and images for social media, Radnor Reader and RES Express and/or separate emails to RES families. If necessary, the VP of Events can create a committee of volunteers to help with any event needs and hold meetings if necessary.
4. Homeroom Representatives shall provide communication to their designated class from the PTO via the Homeroom Coordinator and from their Class Teacher. Class communication lists provided at the beginning of the year by families as well as the Membership Toolkit Directory can act as means for communications. Homeroom Reps must be willing and able to regularly email their designated class as needed. Teacher gift collections shall be organized twice per year, once before December break and once before the last day of school. Funds will be collected utilizing Venmo and/or PayPal and will be administered to the Teacher as well as Paraprofessional. Verbiage asking parents what portion they would like to go to the Teacher and what portion they would like to go to the Paraprofessional as well as the declaration that the collective gift is voluntary, must be included in gift giving communications. Homeroom Representatives are in charge of coordinating class parties with their teacher and PTO Representatives as appropriate, no later than two weeks before a party and will create a Sign Up Genius where families can offer to bring in supplies for the class party.

5. Terms - All Officers, except the Treasurer, shall be elected for a one year term. All Officers, except the Treasurer, may serve multiple consecutive terms as long as they stand for election each year.
3. Resignation - Any Officer resignation shall be in writing and mailed or delivered to the President.
4. Vacancies - In the event of a vacancy of an Officer, the remaining Officers will nominate candidates and elect one to fill the position. The appointment shall be approved by a majority of a quorum of members at the next general or special meeting. The new Officer shall serve the remainder of the vacant Officer's term.

## ARTICLE VI – BOARD OF DIRECTORS

1. Number – The Board of Directors, including Officers, shall consist of at least 15 members.
2. Authority – The Directors are responsible for voting on various business decisions and the slate of new officers and directors. The Board also shall be responsible for conducting any urgent business that cannot wait until the next regularly scheduled general PTO meeting. Each director is expected to chair a PTO event during the school year.
3. Attendance - The Directors are encouraged to attend all RES PTO general and special meetings. If a Director is not able to attend a meeting, he/she should inform a member of the Executive Board. The significance of attending these meetings is to inform the Directors, as well as the entire membership, of the ongoing activities and events occurring at Radnor Elementary School.
4. Term – Directors shall be elected for a one year. Directors may serve multiple terms as long as they stand for election each year.
5. Resignation– All resignations shall be in writing and mailed or delivered to the President.
6. Vacancies - In the event of a vacancy by a Director, the Officers and Directors shall nominate a candidate for a replacement if there are less than fifteen Directors on the board. The candidate shall be approved by a majority of a quorum of members at the next general or special meeting. The new director shall serve the remainder of the vacant Director's term.
7. Removal of Directors – Any Director whose activities or interests conflict with the purpose of the RES PTO, or who fails to take part in the affairs of the RES PTO, may be removed by a vote of 2/3 of

the Directors present at any meeting of the Board of Directors. The President shall provide the Director subject to removal with notice of the pending removal and ten days before the meeting concerning the removal.

## ARTICLE VII – NOMINATIONS

1. On or before February 1 of each year, the Executive Committee shall begin seeking new Officers if necessary for the following year
2. In seeking nominees, the Executive Committee shall:
  - a. Solicit self-nominations from all members of the RES PTO.
  - b. Seek nominees based on criteria such as: past service to the RES PTO, attendance at PTO meetings, recruitment lists, self-nominations, and referrals from current Officers and Directors.
2. 3. By April 15 of each year, the Executive Committee shall post a sign-up genius for members to volunteer to chair a position, serve on a committee, or serve on the Board of Directors. Members who have previously chaired an event shall be given the first opportunity to chair that event again. If a volunteer sign up slot is filled, general help is welcomed and sign up is requested by emailing the chair.

## ARTICLE VIII – VOTING FOR OFFICERS AND DIRECTORS

1. The Executive Committee shall email the slate of Officers and Directors for the new school year 7 days before the annual Board of Directors meeting.
2. If a majority of the Officers and Directors approves the slate of incoming Officers and Directors at the annual Board of Directors meeting, that slate shall be presented for a final vote to the full RES PTO at the final general PTO meeting of the school year.

3. The slate shall be elected if approved by a majority vote of the RES PTO members present at the final general PTO meeting of the school year.
4. The term of each new Officer and Director shall begin on July 1 and shall conclude on July 1 of the following year unless otherwise specified in these by-laws.
5. Upon being elected, every new Officer and Director will be given a copy of the RES PTO By-Laws. By accepting these By-Laws, each Officer and Director acknowledges he/she will abide by them and any other resolutions properly passed by the RES PTO.

#### ARTICLE IX – COMMITTEES & OTHER PTO ROLES

1. The RES PTO shall support committees for the purposes of running PTO sponsored activities.
2. Chairpersons shall be chosen through a sign-up genius posted during the spring of the prior year. Priority will be given to Chairpersons who have previously chaired an initiative or who are requested by the Principal.
3. The chairperson/s are responsible for submission of checks for deposit and receipts for reimbursement to the Treasurer within three weeks of the conclusion of the event. In the case of yearlong programs, checks for deposit and receipts for reimbursement must be submitted by the end of each month.
4. All committee communications distributed to the school community and the public must be approved by the RES PTO President.
5. The Cultural Arts Chair(s) is responsible for communicating with the Principal, Teacher Liaisons and PTO President to come up with a plan for suggested assemblies. Cultural Arts Chair(s) will provide communication needs to VP Communications including text and images for social media, Radnor Reader and RES Express and/or separate emails to RES families.
6. The Clubs Chair(s) is responsible for communicating with the Principal, Teacher Liaisons and PTO President to come up with a plan for suggested Clubs. The Clubs Chair(s) will provide communication and marketing needs to VP Communications including text and images for social media and flyers, Radnor Reader and RES Express and/or separate emails to RES families. The Clubs Chair(s) will coordinate payment to Right at School as well as other Club Vendors. Other responsibilities include but are not limited to making sure vendors are insured and vendors and volunteers have proper clearances.
7. Musical Theater Chairs work with the Principal, Director, PTO President and will focus on coordinating volunteers to execute ticket sales and ads, performance volunteers and concession sales as well as rehearsals and a cast meal as well as Musical Theater Finances. Forecasted money to be made (from ticket sales, concessions, shout outs, etc.) shall not be spent until the following Musical Theater season on the next Musical Theater production. Building Principal shall hold veto power purchases as Building Principal will have to consult with RTSD on such purchases. Musical Theater performances are limited to up to four shows outside of school hours and one teaser show during school hours if

the Musical Theater Chairs, Director and Principal feel inclined. Musical Theater cost reimbursements will be due and processed on a monthly schedule to cut down on cost of PTO checks and postage as well as for transparency purposes. Reimbursements and/or teacher contracts will not be fulfilled if Musical Theater exceeds budget from student fee plus any carry over of funds from previous years due to ticket sales, concessions, shout outs, etc. The Musical Theater Chairs shall make sure vendors are insured with proper clearances as well as make sure volunteers provide necessary clearances. The Musical Theater Chairs shall provide communication needs to the VP of Communications including text and images for social media and flyers, Radnor Reader and RES Express and/or separate emails to RES families as well as help create forms for students fee collection and other sales related to the Musical Theater Performances.

8. The 5th-Grade Activities Chairs and Committee collects 5th-grade activities fee from every 5th-grader; financial aid is available to any 5th-grader who requests it. With these funds, the 5th-Grade Activities Chairs organize parent volunteers for two 5th-grade parties, creates and facilitates purchase of Yearbook, organizes a 5th-grade class gift. The 5th-Grade Activities Chairs will provide communication needs to the VP of Communications including text and images for social media and flyers, Radnor Reader and RES Express and/or separate emails to RES families as well as formulate forms as needed. The 5th-Grade Chairs shall work within budget to make 5th-grade extra special for our students in their last year at RES.
9. International Week Chairs and Committee shall work with Specials Teachers and the Principal to plan activities during Specials periods, focusing on a distinct Country in an effort to celebrate Diversity. The International Week Chairs and Committee shall provide communication needs to the VP of Communications including text and images for social media and flyers, Radnor Reader and RESXPress and/or separate emails to RES families whilst staying within budget.

## ARTICLE X – BUDGET PROCEDURES

1. The Executive Board shall develop and approve specific funding goals for each year and the amount of money to be allocated to RES PTO programs and activities (the “Budget”). A draft budget shall be submitted at the final PTO meeting for the school year. The final budget shall be approved by a majority vote of a quorum of members present at the first PTO meeting of the new school year.
  2. Once the Budget is approved by the Board of Directors, the Treasurer will advise the committee chairpersons of their operating budgets. Expenditures exceeding the Budget by more than \$200.00 require approval by a majority of the Board of

Directors. Expenses over Budget that are incurred without approval may not be reimbursed.

#### ARTICLE XI – FISCAL MATTERS

1. The RES PTO raises funds to support PTO sponsored activities and projects that support the RES school community. All funds must be placed in PTO accounts.
2. Any funds expended will be based on the pre-approved budget. To exceed the budgeted amount, approval must be given by the Officers or Board of Directors as stated in this section.
3. The fiscal year of the organization shall end August 31.
4. The Treasurer shall prepare tax filings annually with the assistance of a licensed professional.
5. An annual audit of the Books of the RES PTO shall be made to coincide with the end of the fiscal year.
6. The Board of Directors shall review the audit report prepared by the audit committee each year at a RES PTO meeting and shall vote on any recommendations put forth.
7. Checks of less than \$500.00 drawn upon bank accounts maintained by the RES PTO shall require 1 Officer signature. Checks in excess of \$500.00 drawn upon bank accounts maintained by the RES PTO shall require 2 Officer signatures, one of which must be the signature of the Treasurer. In the event of Virtual School, where 2 Officer signatures are difficult or unsafe to attain, the Treasurer shall email or text a copy of the checks above \$500.00 to 2 Officers for approval and then sign with the Treasurer signature. Checks are required for all bank withdrawals. Only bonded Officers have the authority to sign the checks of the RES PTO.
8. Monthly bank statements shall be reviewed by the President and Treasurer.

#### ARTICLE XII – BY-LAWS

1. Purpose – These by-laws shall be used as the governing guidelines of the RES PTO.
  2. Publication – These by-laws shall be published on the PTO website.
  3. Annual Review – These by-laws should be reviewed annually by the Executive Committee and revised as necessary.
  4. Amendments – These by-laws may be amended, effective as of any RES PTO meeting, provided the amendments were first submitted to the Board of Directors, in writing, at least 7 days in advance of the meeting. A majority vote of the members is required to approve any amendment of the by-laws.

### ARTICLE XIII – THE NEWSLETTER

1. The RES Express is intended to inform all RES PTO members of PTO activities.
2. All materials or activities proposed by outside sources for inclusion in the newsletter shall be reviewed by the President and Vice President of Communications on the basis of:
  - a. educational value;
  - b. benefit to pupils;
  - c. advancement of the name, product, or special interest of the proposing group;
  - d. factual accuracy; and
  - e. good taste

### ARTICLE XV – DISSOLUTION

1. In the event of dissolution of the RES PTO, the Board of Directors shall, after paying and making provisions for the payment of all liabilities, distribute all the assets of the RES 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.

#### CERTIFICATION

I certify that the foregoing is a true copy of the RES PTO bylaws as adopted by the RES PTO and RES Principal on

President, RES PTO

Principal, Radnor Elementary School

## **Appendix A: Committees and Chairpersons**

The PTO may establish committees to carry out programs and activities that support the mission of the organization. Committees are formed based on the current needs and direction of the PTO and the availability of volunteers.

Each committee may have a chairperson or co-chairpersons as determined by the Executive Board. The presence of a committee in this list does not obligate the PTO to maintain the committee on an ongoing basis. If no volunteer is available to serve as chairperson, the committee will be considered inactive until such time as a chairperson is appointed.

The list of committees and their chairpersons shall be maintained in this Appendix. This list is intended as a reference tool and does not carry the force of the bylaws.

This Appendix shall be reviewed and updated by the Executive Board each year to reflect the current needs and direction of the PTO.

### **Committees/Chairpersons**

- 1) Annual Fund
- 2) Back To School Picnic
- 3) Beautification
- 4) Bingo Night
- 5) Book Fair
- 6) Bulletin Board
- 7) Circus
- 8) Cultural Arts
- 9) Dining Out
- 10) District Wide MLK Representative
- 11) Field Day
- 12) Fifth Grade Activities
- 13) Giving Fridays
- 14) Homeroom Coordinator
- 15) International Week
- 16) Kindergarten Welcome Playdates
- 17) New Families Orientation
- 18) Outdoor Game Night
- 19) Pretzel Friday
- 20) Radnor Educational Fund Representative
- 21) Radnor High School Scholarship Fund Representative
- 22) Retail Fundraisers
- 23) Run Club

- 24) STEM Fair
- 25) SMART Run
- 26) Spirit Gear
- 27) Teacher Appreciation Week
- 28) Teacher Conference MEals
- 29) Trunk or Treat
- 30) Volunteer Representative
- 31) Web Administration
- 32) Welcome Back Coffee
- 33) Wufoo Form Coordinator