

**RADNOR HIGH SCHOOL PARENT TEACHER ORGANIZATION
BY-LAWS**

Operating Year: July 1 – June 30

ARTICLE I. NAME OF ORGANIZATION

The name of this organization shall be the Radnor High School (RHS) Parent Teacher Organization (PTO).

ARTICLE II. GENERAL PURPOSE

The purpose of the RHS PTO is to: (1) enhance the educational and growth opportunities, both academically and socially of students; (2) foster a strong school community amongst the administration, teachers, and parents; (3) bridge communication between home and school; (4) raise funds for enrichment; and (5) increase volunteerism to support school needs.

ARTICLE III. DEFINITION OF MEMBERSHIP

The membership of the RHS PTO shall consist of all members of the school staff, the principal, administration, and all parents of and guardians of children attending RHS (Member(s)).

ARTICLE IV. OFFICERS AND SUBCOMMITTEE CHAIRS

The officers of the RHS PTO shall consist of eight positions (collectively, "Officers" or "Executive Board") in the following rank order:

- a. President
- b. Vice President
- c. Secretary
- d. Vice President of Communications
- e. Assistant Vice President of Communications for Social Media
- f. Vice President of Fundraising
- g. Treasurer
- h. Assistant Treasurer

If any one of these positions is shared, both persons would be Officers. In the event a position is not filled, duties can be divided amongst other officers. At the discretion of the President, and in concurrence by the Executive Board, additional positions or duties to an existing position, may be added, reassigned, or deleted.

At least two Executive Board positions must be filled. In the event at least two positions are not filled, See **ARTICLE VII. DISSOLUTION.**

Terms of Office

The Executive Board shall be elected for a one-year term and may serve multiple consecutive terms as long as they stand for election each year. No member can serve in the same office for more than two consecutive years. When an officer's term is completed, if a replacement is not identified, the Executive Board can vote to retain the existing officer for an additional (e.g., third) year.

Eligibility for Office

To be eligible and serve in an office, an individual must have a child currently enrolled at RHS. In the event the officer no longer has a child enrolled at RHS, the officer must resign and the position is considered vacant.

Nominations

Each officer is to be elected by a majority vote of the Membership. Each officer will be elected on a yearly basis at the Spring PTO meeting and begin their duties on July 1 – June 30 of the following calendar year. Officers are expected to work with their predecessors in transitioning duties of the office (and vice versa).

Vacancy

In the case of a vacancy of any Officer position, the remaining Officers shall seek nominees and appoint a Member to fill the vacancy, if possible. The nomination shall be shared through communications channels such as through the PTO newsletter or PTO website. Members shall have 14 days from the notification on the website to object to the appointment. If no objection is made, the appointment shall be effective. If an objection is made, the Executive Board shall vote to approve or reject the appointment. If the appointment is rejected by a majority vote of the Executive Board, the process will begin again with the Officers seeking nominees and appointing a different Member.

Officer Meetings

The Officers (or President) and Principal of RHS shall set meetings for once each month of the school year from September through May.

The Executive Board shall meet at least three times a year.

Removal from Office

An Executive Board member can be removed by a majority vote of the Executive Board.

- A Board member can be removed at any such time for failure to perform assigned duties, acts of corruption, or any act/behavior that brings dishonor to, or negates, the purpose or goals of the PTO.
- Removal should take place only after concerted effort to identify and resolve the problem.

Duties of Office of the RHS PTO

President – The President shall have the following duties: (a) preside at all meetings of Officers and the general PTO meetings; (b) attend school district PTO President meetings¹; (c) monitor the RHS PTO email account; (d) coordinate and manage the approval of the budget; (e) create and maintain a President's File that includes meeting notes, records of events, accounting records, year in review, and other records, a copy of which shall be available at the end of the President's term; and (f) chairs the PTO Senior Scholarship Program (Counselor and Departmental

¹ E.g., (1) PTO Coordinating Council (all PTO Presidents and the Radnor Township School District administration) and (2) District-Wide PTO pre-meeting to the CC.

Awards) and PTO Grants Program.² Upon completion of the term, the President shall serve as an advisor to the incoming President as needed.

Vice President – The Vice President serves as the primary support to the President, presiding over matters and meetings in their absence and stepping into the Presidency, if necessary. Key duties shall be to: (a) oversee committee chairs and ensure all facility request procedures are completed for all PTO sponsored events and PTO meetings; (b) coordinate and manage the elections of the Executive Board; (c) serve as Secretary when the Secretary is absent.

Secretary – The primary duty of a secretary is to manage the RHS PTO's records and communications. Primary duties shall be to: (a) record and distribute meeting minutes; (b) maintain files; (c) prepare and handle official correspondence including preparing agendas; (d) track volunteer efforts; (e) manage the calendar, and (f) ensure transparency by archiving records.

Vice President of Communications – The Vice President of Communications shall have the following duties: (a) ensure that accurate minutes of the proceedings of all meetings of the RHS PTO are kept; (b) publish the PTO newsletter, which shall be distributed to the Members at least monthly, when possible; (c) submit content to the RTSD Communications Coordinator for the district-wide weekly newsletter; (d) oversee the PTO Webmaster(s) and the content of material on the RHS PTO website in coordination with Assistant Vice President of Social Media; and (e) attend district-wide communication meetings. Note (currently): Communications channels include email: rhsptomail@gmail.com ; Instagram: @radnorhs_pto; webpage: <https://rhs.rtsd.org/pto>; and a physical mailbox at RHS.

Assistant Vice President of Communications for Social Media – The Assistant Vice President of Social Media shall support dissemination of information through social media outlets. Primary duties are to: (a) assist the Vice President of Communications; (b) manage the PTO Instagram Account; (c) support PTO committees in communicating committee events; and (d) collaborate with other RHS affiliated Instagram accounts to disseminate and communication RHS PTO information.

Vice President of Fundraising – The Vice President of Fundraising shall have the following duties: (a) oversee the Family Sponsorship Program (FSP) and other fundraising efforts for the RHS PTO; (b) issue tax receipts for any donations including those made through the FSP; (c) manage any relationship with vendors for the sale of RHS spirit wear clothing and merchandise; (d) serve as a resource for committee chairs of additional RHS PTO fundraising efforts and events.

² Any member of the community can request funds from the RHS PTO Grant Program which seeks to support efforts that directly benefit and enhance student learning, inside and outside the classroom. PTO Grants are intended to cover unmet needs that fall outside of the existing school budget (i.e., departmental, extra-curricular organization, or club funding). Projects should be sustainable, tangible and aligned with the RHS PTO mission statement. Applications are posted on the RHS PTO website <https://rhs.rtsd.org/pto/grant-application> and must be received no later than one week prior to the PTO meeting where grants will be decided on (e.g., Fall and Winter Grant cycle). Applicants must be in attendance to answer questions about their proposal.

Treasurer - The Treasurer shall have the following duties: (a) receive all funds of the RHS PTO, (b) keep account of all receipts and disbursements in books belonging to the RHS PTO; (c) deposit, on a timely basis, all money in the name of and to the credit of the RHS PTO in such depositories as shall be designated by the Executive Board; (d) issue written receipts when requested to all persons delivering cash to the Treasurer; (e) provide reimbursements or monetary advances with appropriate written documentation and establish policies to allow this process to run smoothly; (f) disburse funds as ordered or authorized by the Executive Board; (g) provide a written report, including up-to-date receipts and disbursements, to the Officers at the Executive Board meeting and to the Members at the final business meeting of the school year. An annual audit of the books of the RHS PTO shall be made. The Treasurer will update and share all financial information with the accountant performing the audit. The Treasurer, Assistant Treasurer, and President will have signing privileges and access to all RHS PTO information such as bank accounts, QuickBooks accounting, other electronic accounts such as PayPal and Venmo, checks, and debit cards.

Assistant Treasurer - The Assistant Treasurer shall share the duties described for the Treasurer.

V. GENERAL MEMBERS

All Members are encouraged to attend all PTO meetings.

General meetings of the RHS PTO shall be held at least two times per academic year at a place determined by the Officers and as published on the PTO website. Officers may cancel any general meeting by a majority vote. A special Meeting of the PTO may be called at any time by: (a) the President, (b) a majority of the Executive Board. PTO meetings canceled need not be rescheduled.

The Members present, if at least four individuals, at any general meeting of the RHS PTO shall constitute a quorum, and a vote of a majority of the Members present shall decide any question.

If a Member believes that a matter to be voted on solely by the Executive Board should be voted on by the Members, such member may petition the President and the Officers to consider (by the majority vote of the Officers) bringing the matter to a vote by the Members.

ARTICLE VI. CONFLICT OF INTEREST

No Officer 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 or other purchases made in connection with a PTO event, activity, or club.

No Member shall cast a vote on an issue relating to an organization if that Member also holds a leadership position including with voting privileges with such organization (i.e., If a member has a conflict of interest, such member shall not cast a vote).

ARTICLE VII. NOMINATIONS

In seeking nominees for Officers and Committee Chairs, the current Officers shall: (a) solicit self-nominations from all Members of the RHS PTO; and (b) hold a special Nominations Meeting, which is open to all Members, to discuss a proposed slate of Officers and Committee/Club chairs. (Note: The Nominations meeting can be held virtually or as part of the agenda of a general Membership meeting) The President shall draft a proposed slate of nominees based on criteria such as past service to the RHS PTO (and other PTOs), attendance at RHS PTO meetings, recruitment lists, self-nominations, and referrals from current Officers and general Members.

At the Nominations Meeting, the President shall present the proposed slate of persons to serve as Officers and Committee Chairs for the upcoming year to the Members present and solicit nominations for positions in an attempt to fill all positions. The final proposed slate created at the Nominations Meeting shall be presented to the Members for a final vote at the final general PTO business meeting of the school year, and the slate shall be elected if approved by a majority vote at this meeting.

ARTICLE VIII. COMMITTEES

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

New Committees

In the event a Member would like to create a new committee, the Member must submit a written proposal which includes the following: (a) Member's name, (b) proposed committee chair(s), (c) unique purpose of proposed committee to RHS and RHS PTO, (d) proposed activities to be completed in the school year, and (e) proposed budget for said activities (if any). This proposal will be presented to the Officers for final approval.

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

Standing committees include:

- Student Service: MLK Jr Service Day (works with District Wide Coordinator)
- Parent/Community: Welcome Committee
- Teacher/Administration: Bus Driver Breakfast, Staff Appreciation

- Giving Back to School: Lower Merion Week
- PTO Committees: ASK Speakers Series, Multicultural Parent Committee
- Other: Radnor Education Foundation Representative, MTK Representative

ARTICLE IX. FISCAL MATTERS

The fiscal year of the RHS PTO shall begin on July 1 and end on Jun 30. The PTO will generally spend its revenues, to meet the needs of the approved budget in total each year.

The PTO will seek to maintain a reasonable operating reserve defined as an amount equal to the greater of the current year's approved operating budget or the average of the prior three years' actual expenditures. The reserve amount is independent of the current year's fundraising efforts.

The Treasurer shall prepare tax filings annually with the assistance of a licensed professional, when needed, in accordance with the PTO's tax-exempt status. The PTO shall undergo a general audit no less than biennially by a third-party.

The Vice President of Fundraising shall reconcile any current inventory of merchandise (i.e., flags or magnets) with the Treasurer to ensure PTO assets are accounted for.

Bank Accounts

The PTO will have a bank account using the PTO tax identification number as the federal tax identification number. All bank account(s) shall have the President, Treasurer and Assistant Treasurer as account signatories. Financial decisions shall be approved by the Executive Board.

Check Issuance and Other Methods of Issuing Funds

The Treasurer, Assistant Treasurer, and President are authorized to issue funds on behalf of the PTO via the following methods: (a) manual paper checks; (b) automatic checks, i.e. checks issued via online banking, sent by the bank directly to the payee; (c) debit card purchases; and (d) other generally acceptable electronic forms, including but not limited to debit card purchase, ACH, bank transfers, PayPal, and Venmo.

The Vice President, Vice President of Communications, and Vice President of Fundraising are authorized to use the PTO debit card to make authorized purchases, from time to time as approved by the Treasurer.

For all payments in excess of \$500, no matter the method or recipient, the Officer issuing the payment is required to provide to all other Officers notification of the expense with a brief description of the expense. A copy of the check and/or the relevant invoice or receipt will also be provided if requested by an Officer.

For all payments to the Treasurer or President in excess of \$50, the Officer issuing the payment is required to provide to all other Officers notification of the expense

and a brief description of the expense. A copy of the check and/or the relevant invoice or receipt will also be provided if requested by an Officer.

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

Any claims for reimbursement must include the following information using either the RHS PTO Reimbursement Form or by submitting an email to treasurerrhsptomail@gmail.com with copy to rhsptomail@gmail.com and include the following information:

- a. Name, email, phone number, physical mailing address (for check only)
- b. Preferred mode of payment: check, Zelle, or Venmo (include handle)
- c. Description (e.g., \$25 dollar target gift card)
- d. Copy of receipt

Payments will be paid in good faith within seven calendar days of receipt of request. Any request for reimbursements by any individual making purchases on behalf of the PTO for approved PTO business must be made within 30 days of expenditure or prior to June 1 whichever date comes first.

Budget Procedures

The budget is an estimate of income and expenditures for the fiscal year. The RHS PTO shall develop a proposed budget based on the past three years of expenditures. Approval by a majority vote of the Executive Board is required if proposed expenditures deviate by 25% of approved budgeted amount for each line item.

The Officers shall develop and approve specific funding goals for each year and the amount of money to be allocated to RHS PTO programs and activities (the "Proposed Budget"). The Proposed Budget shall be submitted at the final PTO business meeting of the school year. If approved per **Article V, paragraph 3**, the Proposed Budget shall become the Operating Budget. If the Proposed Budget is not approved at the final PTO business meeting of the school year, the Officers shall create a new proposed budget, taking into account feedback from the Members, and present it at an *ad hoc* meeting for approval.

At the start of each school year, the Treasurer will advise the committee chairpersons of each Committee's operating budget. Each committee chairperson(s) has the responsibility to stay within the assigned budget and shall communicate promptly with the Treasurer or President if additional funds will be requested. The Officers of the RHS PTO have the authority to approve expenditures outside the Budget up to \$500.00 without approval by Members. Expenditures exceeding a Committee's Budget by more than \$500.00 require approval by a majority of the Members.

If circumstances require a revision of the Budget, the Officers shall develop a proposed revised Budget, which may be approved by a vote of the Executive Board, provided that the revised budget is submitted to the Members, in writing, at least seven days in advance of the vote. Such approval shall take into account available funds, anticipated fundraising, and any other relevant factors applicable to the circumstances.

Financial Reporting

Consolidated financial reports should be provided at every PTO Executive Board meeting. Reports should include a summary of budgeted versus actual expenditures, bank account reconciliations, and a line list of distributions.

ARTICLE X. DIVERSITY, EQUITY, AND INCLUSION STATEMENT

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

Article XI. AMENDMENTS

These by-laws may be amended by a vote of the Executive Board, provided the amendment(s) was/were submitted to the Members, in writing, at least fourteen (14) days in advance of the meeting. Any amendment requires a simple majority of respondents to be approved. These by-laws should be reviewed annually by the PTO Board of Directors and revised as necessary. These by-laws shall be used as the governing guidelines of the RHS PTO.

ARTICLE XII. DISSOLUTION

In the event there are insufficient Officers to form a slate, the current President or any current Officer may maintain the PTO for a period of no more than 24 months or until a slate is formed, whichever comes first. In such case, if there is only one officer, the PTO cannot make any expenditures, notwithstanding expenditures to keep the PTO solvent or to pay outstanding debt. The President or remaining Officer shall be responsible for filing annual taxes.

In the event of dissolution of the RHS PTO, the Officer(s) shall, notify Members at least 14 days prior, and after paying and making provisions for the payment of all liabilities, distribute all the assets of the RHS 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.

Revision History:

Approved: July 1, 2010

Revised: October 10, 2012; December 15, 2015; September 8, 2018; June 1, 2020; March 20, 2024; May 11, 2026