Radio Park Elementary School Parent Teacher Organization Bylaws

Article I. Name

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

Article II. Articles of Organization

This organization is a non-profit corporation incorporated under the laws of the Commonwealth of Pennsylvania. These Bylaws shall govern the corporation, and in the event of a conflict between these Bylaws and the Articles of Incorporation filed with the state, the Articles of Incorporation shall control.

Article III. Objectives

The objectives of this organization are to enrich the education of the students 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 educational and charitable purposes under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

Article IV. Policies

A. **Purpose:** The purpose of this organization is to enhance the educational facilities and opportunities for the students, staff, teachers, and families of Radio Park Elementary (RPE) that are not provided for in the school budget, and to promote volunteer programs and resources for the school community. The PTO is non-commercial, non-sectarian, and non-partisan, and shall not attempt to direct or influence the administrative work of the school.
B. **Non-Commercial Use of Name:** The name of the organization and the names of its members in their official capacities shall not be used in connection with any commercial concern, partisan interest, or external charitable organization not related to the PTO's objectives.
C. **Financial and Legal Authority:** The organization shall not make binding commitments or financial contributions to other entities without the approval of the Executive Board.
D. **Private Inurement and Political Activity:** No part of the net earnings of the organization shall inure to the benefit of its members, officers, or other private persons, except that the organization shall be authorized to pay reasonable compensation for services rendered and to make payments 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. The organization shall not participate in or intervene in

any political campaign on behalf of, or in opposition to, any candidate for public office. The organization shall not engage in any activities not permitted for an organization exempt from federal income tax under Section 501(c)(3).

E. **Dissolution:** The PTO may be dissolved at any Membership meeting by a two-thirds (2/3) vote of the members present plus the entirety of the Executive Board, provided that notice of the proposed dissolution shall have been given at least ten (10) days before the meeting at which the vote will occur. Upon the dissolution of this organization, after paying for the debts of the organization, the remaining assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, specifically to Radio Park Elementary School or the State College Area School District**.** If these schools are not in existence or not exempt, the assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable or educational purposes.
F. **Fiscal Year:** The fiscal year is defined as: August 1 – July 31.
G. **Indemnification:** The PTO shall indemnify its officers and directors to the fullest extent permitted by Pennsylvania law for actions taken in good faith on behalf of the organization.

Article V. Voting Rights

A. Membership in this organization is open to any parent, guardian, or other adult standing in loco parentis for a child enrolled at Radio Park Elementary School, and also to any staff member at Radio Park, who will uphold the policies of the PTO and agree to these bylaws.
B. Each member in attendance 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.
C. Notice of all meetings shall be provided to the membership at least seven (7) days in advance via PTO newsletter, social media posts, and/or the PTO website.
D. Meetings may be held in person, virtually via electronic platform, or in a hybrid format. Members participating electronically shall be deemed 'present' for quorum and voting purposes.

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, a majority of the Executive Board, or by not less than 20 members of the membership.
C. The presence of at least two (2) Executive Board members, together with the general members in attendance, shall constitute a quorum for the transaction of business at any meeting of the organization.

Article VII. Officers and their Election

Section 1: Composition and Eligibility

A. **Officers:** The Officers of the PTO shall be a President, Vice President, Secretary, and Treasurer. Collectively, these officers constitute the Executive Board.
B. **Co-Officers:** Any officer position may be shared by two (2) persons ("Co-Officers"). If the Presidency is shared, the appointment of a Vice President is optional. No individual may hold more than one Executive Board position simultaneously.
C. **Eligibility:** To be eligible for an Executive Board position, a member must have served as a committee chairperson, been a regular PTO volunteer, or demonstrated regular attendance at PTO meetings.
D. **Terms:** Elections shall be held annually. While the official term of office is one year, candidates are encouraged to commit to two consecutive years to ensure organizational stability.

Section 2: Nominations and Elections

A. **Nominations:** Any member may nominate themselves or be nominated by someone else and accept the nomination for an officer position. The Executive Board shall announce upcoming vacancies at least seven (7) days prior to the election.
B. **Process:** A list of all consenting candidates shall be presented to the membership prior to the vote. Additional nominations may be made from the floor during the election meeting.
C. **Voting:** Officers shall be elected by a majority vote of the members present. If there is more than one candidate or co-officer team for an office, voting shall be conducted by ballot. If a candidate or co-officer team is unopposed, the election may be conducted by voice vote.
D. **Terms:** The term of office runs from the end of the school year until the end of the following school year.

Section 3: Removal and Vacancies

A. **Removal:** 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. **Vacancies:** A mid-term vacancy in any office for whatever reason shall be filled by a majority vote of the Executive Board for the unexpired portion of the term.

Article VIII. Duties of Officers

A. **President:** Shall preside at all PTO and Executive Board meetings, coordinate the work of officers and committees in order that the PTO objectives may be

promoted, and serve as the primary spokesperson for the organization.

B. **Vice President:** If appointed, shall perform the duties of the President in the absence or disability of the Officer to serve. The Vice President is responsible for program planning and assisting the President in committee coordination. In the absence of a Vice President, the Presidents will perform the responsibilities normally assigned to the Vice President.
C. **Secretary:** Shall record and maintain minutes of all PTO and formal Executive Board meetings. Draft minutes shall be distributed to the Executive Board. Every attempt shall be made to provide this draft within seven (7) days following the meeting. Published meeting minutes will be made available to the general membership within fourteen (14) days following the meeting.
D. **Treasurer:** Shall maintain accurate financial records and receive and disburse funds as authorized by the approved budget. The Treasurer shall maintain an operating balance in the checking account adequate to pay the monthly expenses.
    a. **Budget:** The Treasurer shall prepare a budget for the school year and present it to the Executive Board for approval before the fiscal year begins.
    b. **Reports:** The Treasurer shall present financial reports at all general meetings and other times when requested by the Executive Board.
    c. **Compliance:** The Treasurer is responsible for filing all required federal (IRS) and state (PA) tax returns and financial disclosures annually.
    d. **Audit:** Financial accounts shall be subject to audit upon request by the Executive Board or immediately upon a vacancy in the Treasurer position.
    e. **Signatories:** The Treasurer and all Executive Board members shall be designated as authorized signatories on PTO accounts.
E. **Principal (Ex-Officio):** Shall serve as the official liaison between the school district and the PTO Executive Board.

Article IX. Executive Board and Duties

A. **Management**: The affairs of the PTO shall be managed by its Executive Board.
B. **Duties**: The Board shall transact necessary business between general meetings, create standing and special committees, approve committee plans of work, and adopt standing rules. The Executive Board shall present Officer reports as needed at meetings.
C. **Budgeting**: The Executive Board shall prepare and present a budget for the fiscal year (August 1 – July 31) to the membership for approval prior to the fiscal year beginning.
D. **Meetings:** The Board shall meet prior to the start of each school year. Special Executive meetings may be called by any officer.
E. **Records:** Any Executive Board member not continuing his/her term, shall deliver to their successors all official materials no later than thirty (30) days after their successors assume office.

Article X. Standing and Special Committees

A. **Creation:** Standing or special committees shall be created by the Executive Board as deemed necessary to promote the objectives of the PTO. Chairpersons of these committees may be shared by two or more persons ("Co-Chairs").
B. **Summary of Work:** The Executive Board shall present a written plan of work, to include duties and budget, to the chairperson(s) of each committee. The chairperson(s) of each committee shall present a written summary of work, to include expenses, to the Executive Board after each event.
C. **Financial Limits:** Committees do not have the authority to enter into legal contracts or binding financial commitments. All contracts must be reviewed and signed by an authorized member of the Executive Board.
D. **Ex-Officio Status:** The President shall be a member *ex-officio* of all committees.

Article XI. Contracts, Checks, Deposits, and Funds

A. **Contracts:** The Executive Board may authorize any officer(s) of the PTO to enter into any approved contract for the PTO.
B. **Checks, Drafts, and Purchases:** All checks, drafts, purchases, or orders for the payment of money issued in the name of the PTO shall be signed by the Treasurer or such officers as determined by the Board. These must be approved in writing by at least two members of the board prior to purchasing.
C. **Deposits:** All funds of the PTO shall be deposited promptly to the credit of the PTO in such banks or other depositories as the Executive Board may select.
D. **Gifts:** 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 account and shall also keep minutes of the proceedings of its members and Executive Board. All books and records of the PTO may be inspected by any member for any proper purpose at any reasonable time. Records shall be maintained in accordance with a Document Retention Policy as adopted by the Board.

Article XIII. Parliamentary Authority

The current edition of *Robert's Rules of Order Newly Revised* shall govern the PTO in all cases where they apply, unless they conflict with these Bylaws, the Articles of Incorporation, or any special rules the PTO adopts.

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, at least 14 days prior.

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.

Article XV. Annual Statements

Each Executive Board member shall annually sign a statement which affirms such person: (a) Has received a copy of the conflict of interest policy, (b) Has read and understands the policy, and (c) Has agreed to comply with the policy, and (d) Has received and reviewed the current PTO Bylaws. An electronic signature or recorded digital affirmation shall be considered a valid signature for the purposes of this Article.

Article XVI. Conflict of Interest Policy

A. **Purpose**: This policy protects the PTO's interests when entering into transactions that may benefit an officer or committee member.
B. **Duty to Disclose**: Any officer or committee member with a direct or indirect financial interest in a proposed transaction (such as a business contract or vendor service) must disclose that interest to the Board immediately.
C. **Recusal**: If a conflict exists, the interested person must:
    a. Disclose the nature of the financial interest to the board.
    b. Leave the room during the board's discussion regarding the transaction.
    c. Refrain from voting on the matter.
D. **Documentation**: The minutes of the meeting must record:
    a. The name of the individual with the conflict.
    b. The nature of the conflict disclosed.
    c. The fact that the interested person was absent during the discussion and vote.
    d. The final vote taken by the disinterested board members.

ANNUAL REVIEW & RATIFICATION

These Bylaws were reviewed and ratified by the Executive Board on the following dates:

- **May 18, 2026** - Full revision adopted and approved by a vote at the General Membership meeting.