

## **BYLAWS**

### **RICHLAND ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION**

#### **Article I. NAME, DEFINITION, PURPOSE**

##### ***Section 1.01 Name***

The name of the organization is the Richland Elementary School Parent Teacher Organization, hereafter, referred to as the RES-PTO. Richland Elementary School, herein referred to as "the School" or "Richland," is in the Pine-Richland School District, Richland Township, and Allegheny County, Pennsylvania.

##### ***Section 1.02 Definition***

This volunteer organization shall be non-commercial, non-sectarian and non-partisan. Said organization is organized exclusively for charitable, religious, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 ( c ) (3) of the Internal Revenue Code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

##### ***Section 1.03 Purpose***

The purpose of this organization shall be to enrich the learning environment, encourage academic, physical and social development, and foster an atmosphere of cooperation and communication within the school community through a partnership among Richland Elementary School parents, students and staff. The RES-PTO shall accomplish its purpose by planning, funding and implementing diverse activities and programs.

## **Article II. MEMBERS**

Any parent and/or guardian of Richland Elementary students, any teacher employed at the school and the principal/assistant principal of Richland Elementary School may be a member of the RES-PTO and have voting rights, if they are willing to uphold its basic policies and subscribe to its bylaws.

## **Article III. OFFICERS AND ELECTIONS**

### ***Section 3.01 Officers***

The officers shall be a president, vice president - membership, vice president-enrichment, secretary, and treasurer.

(a) President

The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex-officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees in order that the purpose of the organization be served.

(b) Vice President - Membership

The Vice President - Membership shall coordinate the marketing and communication to the PTO membership. The vice president - membership shall assist the president and carry out the president's duties in his or her absence or inability to serve.

(c) Vice President - Enrichment

The Vice President - Enrichment shall oversee and coordinate all the PTO committees and volunteers to ensure student enrichment is fulfilled.

(d) Secretary

The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

(e) Treasurer

The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approved budget or by approval from the executive board. Her or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

### ***Section 3.02 Eligibility***

Nominees to the office of president must have served for at least one (1) year in any capacity on the RES-PTO executive board or as a RES-PTO committee chairperson. All other officer positions can be filled by any member of the RES-PTO, if willing to serve.

### ***Section 3.03 Elections***

- (a) The President shall preside over the elections.
- (b) Prior to the vote, the President shall ask for nominations from the floor. If the nominee is present and accepts the nomination, his/her name will be added to the slate.
- (c) Elections of officers shall be by secret ballot if there is more than one candidate per office. An absentee ballot to parents can also be used. If there is only one name per office, then voting can be by show of hand.
- (d) Election of officers shall be held at each annual meeting of the RES-PTO. The President shall tally the votes and announce the new Officers either at the annual meeting or by written announcement. In the event of a tie, the outgoing board members not running for re-election will cast their vote by secret ballot, with their votes tallied by the current President.

### ***Section 3.04 Terms of Office***

The president, vice presidents and secretary shall be elected for a term of two year, commencing on July 1<sup>st</sup> through June 30<sup>th</sup> of the following year. The treasurer shall be elected for a term of two (2) years, commencing on July 1<sup>st</sup> through June 30<sup>th</sup> two years hence. No member shall serve in the same office for more than four (4) consecutive years. Each person elected shall hold only one office at a time.

For clarification, all Board members will be elected in 2018. The President and VP-Enrichment shall be for 1 year terms, while the Secretary, Treasurer, and VP-Membership shall be for two year terms. Beginning with the 2019 elections, all positions will be for two year terms.

### ***Section 3.05 Vacancies***

A vacancy occurring in any office, except the presidency, shall be filled until the next annual election by a person appointed by a majority vote of the officers. In case a vacancy occurs in the office of the president, the Vice President - Membership shall serve as president for the remainder of the term. In the event that the Vice President - Membership cannot serve as president, a special election will be held to select a new president.

## **Article IV. MEETINGS, QUORUM, VOTING**

### ***Section 4.01 General Meetings***

- (a) The executive board, as deemed appropriate for the proper functioning of the organization, shall schedule general meetings. Members shall be notified of a general meeting at least one week prior to such a meeting.
- (b) The May general meeting each year shall be known as the Annual Meeting.
- (c) Special meetings may be called by the president, as necessary, giving notice at least one week prior to such meeting.

### ***Section 4.02 Quorum***

Ten (10) members shall constitute a quorum for the transaction of business at a general, annual or special meeting properly called by the president.

### ***Section 4.03 Voting***

The voting body shall be PTO members. Voting may take place by members present at any general, annual or special meetings properly called by the president and at which a quorum of members exists. Voting may also be held by absentee ballot.

### ***Section 4.04 Absentee Ballot***

The right to an absentee ballot must be noted on the agenda notice when a motion is to be presented for a vote. If a member is unable to attend a general meeting but wishes to vote on a motion published in the notice of the general meeting, an absentee ballot may be obtained by calling an officer to discuss the issue and request a ballot. The absentee ballot must then be returned to an officer prior to the meeting. If the motion is amended or in any way altered, the absentee ballots shall not be counted.

## **Article V. EXECUTIVE BOARD**

### ***Section 5.01 Membership***

The executive board of the RES-PTO shall consist of the officers, principal (non-voting), and the parent-teacher liaison committee chairperson (non-voting).

***Section 5.02 Duties of the Executive Board***

- (a) Carry out the policies and resolutions of the RES-PTO as determined by the membership.
- (b) Create, appoint and direct such committees as it deems necessary to carry on the business of the RES-PTO.
- (c) Prepare proposed budget and present to PTO members for approval.
- (d) Arrange for an annual audit of the financial records of the RES-PTO

***Section 5.03 Executive Board Meetings***

The executive board shall meet prior to each general meeting and at any other time deemed necessary by the president. A majority shall constitute a quorum.

**Article VI. COMMITTEES**

***Section 6.01 Committees***

Committees may be established to serve a specific purpose and to meet goals established by the RES-PTO.

***Section 6.02 Chairperson(s)***

Chairpersons of committees shall be appointed annually via Selection of Committee Chairpersons described in Article VII. Each chairperson shall determine the structure of his/her committee and may establish subcommittees as needed. Also, each chairperson shall be responsible for approving any expenditure made by committee members within their approved budget.

***Section 6.03 Duties of Chairperson(s)***

Chairperson(s) of standing and other committees responsibilities:

- (a) Make a report to the executive board and at general meetings, as needed;
- (b) Keep complete and accurate financial records of the committee and submit two copies of a year-end income and expense summary: one copy for the incoming executive board and one copy to stay in the committee file. No committee may solicit additional funds or donations beyond the approved RES-PTO budget amount without the executive board's approval;
- (c) Maintain a file with records describing the work of the committee that may be used to help guide future chairpersons.

***Section 6.04 Tenure***

The chairpersons of each standing and special committee shall serve one year. This chairperson may request to chair this committee for a subsequent year, but must go through the entire chair election process again if another person has expressed interest in the position.

***Section 6.05 Ad-Hoc Committees***

Ad-Hoc Committees may be created and appointed for a specific purpose and automatically cease to exist when their work is done and have submitted a final report to the officers.

***Section 6.06 Parent-Teacher Liaison Committee***

The Parent-Teacher Liaison Committee is comprised of an equal number of parent volunteers and teacher/administration representatives. The purpose of the committee is to facilitate communication and promote the exchange of information and ideas to enrich student learning and teaching. If a Teacher is unavailable to attend a meeting, they may send another staff member as an alternate or substitute.

**Article VII. SELECTION OF COMMITTEE CHAIRPERSONS**

***Section 7.01 Committee Preference Process***

The current and incoming officers shall survey members regarding their interest in chairing, co-chairing and/or volunteering for the various committees for the following school year. Members will be given the opportunity to state their first, second and third choices for chairing and/or co-chairing committees.

***Section 7.02 Selection***

The officers will appoint committee chairpersons after considering each member's preferences, interests and qualifications. If more than one qualified member wishes to chair a committee, name(s) will be blindly drawn to select chair(s).

**Article VIII. FINANCES**

***Section 8.01 Fiscal Year***

The Fiscal Year shall begin on July 1st and end on the next succeeding June 30th. The current treasurer is responsible for closing the books for the current fiscal year.

### ***Section 8.02 Budget***

- (a) The officers shall present a proposed budget for the upcoming fiscal year at the May general meeting for review and approval of the Members. A copy of the proposed budget will accompany the notice of the May general meeting.
- (b) Any expenditure not covered in the budget or in excess of the budget by less than \$250 must be approved by the executive board. Any expenditure not covered in the budget or in excess of the budget by greater than \$250 must be evaluated by the executive board and a recommendation regarding the expenditure will be presented at a general meeting for approval by the majority vote of the members.

### ***Section 8.03 Check Signing Procedures***

Checks drawn on the RES-PTO bank account shall be signed by –two officers. Any outlay of funds by the RES- PTO must be documented with receipts of appropriate documents by the purchasers. All receipts should be submitted to the treasurer within 30 days of the event. No reimbursements will be made after the end of the fiscal year without prior approval of the officers.

### ***Section 8.04 Fiscal Planning***

A minimum of \$2,500 will be set aside at the end of each fiscal year to provide start-up funds for the next year. The appropriate funds will also be set aside for budgeted or approved expenses which have not yet been invoiced or paid during the current fiscal year.

### ***Section 8.05 Audit***

An independent audit of the RES-PTO's financial records will be done each year by the Audit Committee as defined in Appendix A or an independent auditor.

### ***Section 8.06 Dissolution or Disbandment***

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **Article IX. PARLIAMENTARY AUTHORITY**

In the absence of any provision in these by-laws to the contrary, all meetings of the PTO shall be governed by the parliamentary rules contained in the then current edition of Robert's Rules of Order, Revised

## **Article X. AMENDMENTS**

### *Section 10.01 Amendments*

- (a) Any member of the PTO may submit, in writing to the executive board, a proposed amendment to the bylaws.
- (b) These bylaws may be amended at any general meeting or special meeting, providing that previous notice was given at the prior meeting in writing and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax.
- (c) Amendments will be approved by a two-thirds (2/3) vote of those present, assuming a quorum.
- (d) The bylaws shall be reviewed every five years by the executive board.

## **Article XI. REMOVAL FROM OFFICE**

- (a) Officers or committee chairpersons may be removed from office for the following causes:
  - 1) No longer qualifying as a member of the PTO
  - 2) Misappropriation of RES-PTO funds
  - 3) Unwillingness to follow or uphold the policies described in these bylaws
  - 4) Entering into contracts or other legal agreements without prior approval of the officers
  - 5) Abandonment of duties
  - 6) Improper conduct, violation of school policies or violations of the law
- (b) Requests for removal of officers or committee chairpersons shall be submitted in writing and presented to the officers by those individuals requesting such action.
- (c) The officers not under investigation shall investigate such requests at a special meeting to be attended by the individuals bringing such request and the person being considered for removal. In the event that more than one officer is under investigation, an Ad-hoc Committee shall be convened to conduct the investigation.
- (d) The officers or Ad-Hoc Committee shall then deliberate in private and vote on the requested removal. Said removal must be approved by the affirmative vote of a majority of the executive board members.
- (e) Notice of removal shall be made in writing to the individual concerned by the executive board.

Adopted by vote of members at the general meeting of the Richland Elementary School PTO on April 09, 2008.

\*Original adoption by vote of members at the general meeting of the Richland Elementary School PTO on October 16, 1995.



Amendments to the By-LAWS:

Section of By-LAW	Proposed Meeting Date	Approved Meeting Date	Wording of Change
Article X-G	10/9/96	10/9/96	PTO committee w/separate funds from general PTO
Article V	10/9/96	10/9/96	Officers -co-signing of checks
Article X-G	12/11/96	12/11/96	Long term committees, cosigning of checks
Article X -D	5/7/97	5/14/97	PTO start funds changed from \$3K to \$2K
Article X-F	5/7/97	5/14 /97	Audit should be conducted annually
Article IV-D Appendix B	3/11/98	3/11/98	Becoming a Member and deletion of elimination of dues
Article D -g, h	3/13/02	4/11/02	Co-Presidents with one of the two years overlapping terms and adding that he/she should have one prior year experience on the board.
Article V-4h	2/12/03	3/13/03	The term of Treasurer shall be 2 consecutive years. If the treasurer is unable to fulfill his/her term, the office shall be filled for the unexpired term by appointment the Board of Directors.
Article X-h	4/9/08	4/9/08	Added Entire clause for 501©(3) filing.
Article X-i	4/9/08	4/9/08	Added Entire clause for 501©(3) filing.
Article II-A	4/9/08	4/9/08	Added Entire clause for 501©(3) filing.
All	4/9/08	4/9/08	Modified format to include "Sections" moving Article II and III into Article I Sections. Included numerous wording changes to

Section of By-LAW	Proposed Meeting Date	Approved Meeting Date	Wording of Change
			follow a more professional format and the 3 year review of the executive board.
Section 8.06	5/12/2010	6/2/2010	Added "by the Audit Committee as defined in Appendix A or an independent auditor."
Appendix A	5/12/2010	6/2/2010	Addition of Appendix A in its entirety
Section 3.02/3.03	5/9/2018	5/9/2018	Removed nominating committee for Board members and duties
Section 3.06	5/9/2018	5/9/2018	Increased limit on years in office from 2 to 4, changed office terms from 1 year to 2 years, with staggered terms
Section 8.03	5/9/2018	5/9/2018	Expand check signing authority to include any board member
Section 8.04	5/9/2018	5/9/2018	Increased minimum dollar amount to carryover from \$2000 to \$2500
Section 10.01	5/9/2018	5/9/2018	Increased length of time between by law reviews from 3 to 5 years

## APPENDIX A

**Audit Committee** - The Audit Committee shall be made up of 3 to 5 people chosen because of their independence from the financial processes of RES PTO. This Committee shall be responsible for the appointment of an independent auditor to perform the annual financial review of the RES PTO or to perform the audit themselves per generally accepted standards.

APPENDIXB

Declaration of Adoption

Under penalties of perjury, we declare that we to the best of our knowledge and belief, state that the copy of the Bylaws we are submitting is a complete and correct copy of the original and that the original was signed by at least two officers and adopted by vote of members at the general meeting of the Richland Elementary School PTO on October 16, 1995.

Signed:

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Lee Slack, Treasurer Richland Elementary Parent Teacher Organization

Signed:

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Michelle Hall, Secretary Richland Elementary Parent Teacher Organization