

**POFF ELEMENTARY PARENT TEACHER ORGANIZATION
BYLAWS**

ARTICLE 1: NAME

1. The name of the organization is POFF ELEMENTARY PARENT TEACHER ORGANIZATION, hereinafter referred to as the PTO.

ARTICLE 2: MISSION STATEMENT

1. To promote the enrichment of Poff Elementary children within the school and community.
2. To assist and support the school administrators and faculty in all areas where members may be asked to serve, and where the organization judges that its contribution will be meaningful.
3. To provide educational enhancement through its membership fund and fundraising activities.

ARTICLE 3: FISCAL YEAR/OFFICER YEAR

1. The fiscal year of the PTO shall begin on July 1st and end on the following June 30th.
2. All Executive Board positions shall run concurrently with the fiscal year.

ARTICLE 4: POLICIES

1. The organization shall be non-commercial, non-sectarian and non-partisan. It shall not endorse a commercial enterprise or political candidate.
2. The organization shall not seek to direct the administrative activities of the school or to control its policies, but shall be free to make recommendations to the School Board or the School Administration.
3. This organization may cooperate with other organizations and agencies active in child enrichment whose objectives, purposes and activities are consistent with the objectives contained within these Bylaws.
4. This organization shall maintain a minimum balance of \$4,000.00 in the account to begin the new fiscal year.
5. The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. The annual carry-over amount shall not exceed \$15,000.00. Any amount in excess of \$15,000.00 will be transferred to the Poff Elementary Student Activities Account managed by the Poff school administration.
6. The President and Vice President may approve up to \$100 in expenditures without prior approval from the members of the organization or Executive Board. The Executive Board may approve between \$100 and \$250 in expenditures without prior approval of the members of the organization with a majority vote. The Executive

Board may approve between \$250 and \$500 in expenditures without prior approval of the members of the organization with a unanimous vote.

7. Any expenditure not approved by the Executive Board in Article 4 Section 6 may be taken to the membership to be voted upon.
8. All expenditures exceeding \$500 requires the approval of the members of the organization by a 3/4 vote.
9. All checks exceeding \$1500 must be signed by either both Co-Treasurers or one Co-Treasurer and another Executive Board member.
10. An annual review of the financial records shall be scheduled within six months after the completion of the fiscal year.
11. In the event of dissolution of this organization, all remaining funds will be deposited into the Poff Elementary Student Activities Account for educational programs.
12. These Bylaws shall be made available on the school's website and reference to the web address shall be included in the general membership packet distributed at the beginning of the school year. A copy of the Bylaws shall also be kept in the school's main office.

ARTICLE 5: MEMBERSHIP AND DUES

1. All parents and guardians of children enrolled in Poff Elementary School are members of the PTO.
2. Faculty and Administration of Poff Elementary School are non-voting members of the PTO.
3. Membership in the PTO does not require any obligation to play an active role in PTO affairs, although such participation is encouraged. All members may participate in business meetings and may serve in an appointive capacity. Members are bound to observe and abide by these Bylaws.
4. A general membership fund drive is initiated at the start of each school year. An annual enrollment of members shall be conducted; however, membership can be accommodated at any time.
5. The Executive Board shall establish the annual dues request for each family in conjunction with the annual budget process described in Article 8 Section 6. The dues help to support PTO activities. Dues-paying members have voting privileges and may serve on the Executive Board. All due-paying members receive one vote per family. Failure to pay the dues shall not prevent a member from participating fully in the nonvoting affairs of the PTO.

ARTICLE 6: MEETINGS

1. The PTO shall meet at least four times per year, in accordance with the schedule set forth by the Executive Board. All meetings shall be announced to the PTO at least two weeks in advance and shall be open to all members of the PTO.
2. Ten members, including the Executive Board, constitute a quorum (legal minimum) at all meetings of the organization.
3. If some matters of pending business cannot wait until the next regularly scheduled meeting, a special meeting may be held upon agreement of the Executive Board.

ARTICLE 7: EXECUTIVE BOARD AND ELECTIONS

1. The Executive Board of this organization shall consist of eight members, each serving a two-year term, as follows:
 - a. President;
 - b. Vice President;
 - c. Co-Secretary;
 - d. Co-Secretary;
 - e. Co-Events Coordinator;
 - f. Co-Events Coordinator;
 - g. Co-Treasurer; and
 - h. Co-Treasurer.
2. The Executive Board shall solicit nominations and/or volunteers from the general membership for the Executive Board positions by sending out an approved nomination form.
3. Only dues-paying members have voting privileges and are eligible to serve on the Executive Board.
4. The President position will be filled by the Vice President or a member who has previously held an Executive Board position within the PTO if the Vice President is unable or unwilling to fill the position of President.
5. No officer may serve more than two terms, in the same office, nor more than a total of three terms as an Executive Board member of the PTO. However, if no one is interested in an Executive Board position, and the current Executive Board member is willing to serve one additional year (after a two-year term has expired), the membership will vote as to whether that member may remain in the said position for a one-year term.
6. Any Executive Board member may resign from the Executive Board.
7. Any Executive Board member can be removed from office for not conducting his or her responsibilities in the best interest of the PTO by a 3/4 vote of membership at a PTO meeting. Notice of the vote shall be given to the PTO membership at least two weeks prior to the meeting.
8. If a vacancy occurs in any office, it shall be filled for the unexpired term by majority vote of all members of the PTO who are present at a special election, with notice of such election at least two weeks prior to the scheduled meeting.
9. The Executive Board will accept nominations and/or volunteers from the general membership for all open Executive Board positions.
 - a. All candidates for nomination must signify their consent to be eligible for nomination.
 - b. All nominations will be submitted in writing to the Executive Board.
 - c. Nominations for open positions will run March 1 through March 31 and be posted the first week of April. For any position for which a nomination was not received, the deadline for nominations for only that position will be extended

through April 30. All voting will take place at the May PTO meeting. Those nominees receiving the majority vote will be inducted as Executive Board members effective July 1.

- d. All votes for all voting matters shall be collected by the President and counted in the presence of all Executive Board members and the Principal, if present.

ARTICLE 8: EXECUTIVE BOARD

1. The Executive Board shall consist of the elected members of the PTO.
2. The duties of the Executive Board shall be to supervise the general affairs of the PTO and perform duties as specified in these Bylaws.
3. Regular meetings of the Executive Board shall be held prior to each meeting of the PTO at a time specified by the Executive Board.
4. Special meetings of the Executive Board may be called by any two members of the Executive Board.
5. Five members of the Executive Board shall constitute a quorum.
6. Coordinate with the Co-Treasurers to develop an annual budget.
The budget shall be approved by the membership at the last PTO meeting of the school year. The Executive Board and membership may vote to implement additional non-budgeted activities during the school year.

ARTICLE 9: DUTIES OF EXECUTIVE BOARD

1. It shall be the duty of the President to:
 - a. Preside over all PTO meetings.
 - b. Coordinate the work of the other Executive Board members and committees in order that the objectives of the organization may be promoted.
 - c. Form and present a written agenda prior to the Executive Board meetings and general membership meetings.
2. It shall be the duty of the Vice President to:
 - a. Submit PTO calendar to the Hampton Township School District Administration via the school secretary by the end of the school year.
 - b. Assume the duties of Key Communicator or appoint another member and acquire the information from another representative.
 - c. Meet individually or collectively with teachers when necessary to welcome, question, coordinate or enlist their aid.
3. It shall be the duty of one Co-Secretary to:
 - a. Record the minutes of each Executive Board and PTO meeting and circulate the minutes to the Executive Board for review and comments.
 - b. Submit a copy of the approved meeting minutes to the school principal to be reviewed and placed in Poff Papers.
 - c. Post a copy of the approved minutes on the designated PTO bulletin board at the school and on the District website.

- d. Handle all incoming and outgoing correspondence, including thank you notes, sympathy cards, invitations, information requests, etc.
 - e. Maintain a central file of all correspondence and associated paper work.
 - f. Maintain inventory of copy paper in the building. Label each box for "PTO Use Only."
 - g. Record yearly membership and collect dues. Give the money to a Co-Treasurer to be deposited.
 - h. Organize and distribute the annual student directory.
4. It shall be the duty of the other Co-Secretary to:
- a. Review the minutes of each Executive Board and PTO meeting prepared by the other Co-Secretary and provide edits, as necessary, prior to the circulation of the minutes to the remainder of the Executive Board.
 - b. Send weekly PTO e-mails with links to Poff Papers and other reminders for upcoming events.
 - c. Prepare the monthly newsletters and submit to the Poff secretary for distribution to students and inclusion in Poff Papers.
 - d. Proofread annual student directory prior to being finalized and distribute final copies of the directory.
5. It shall be the duty of one Co-Events Coordinator to:
- a. Consolidate and distribute volunteer information to chairpersons.
 - b. Receive and report monthly status summary of committee chairpersons, with the Executive Board.
6. It shall be the duty of the other Co-Events Coordinator to:
- a. Make recommendations to the Executive Board on suggestions for fundraising events and activities.
 - b. Coordinate with existing committee chairpersons to determine their availability to continue to chair the committee in the subsequent year and find a replacement chair for those committees for whom the chairperson is not available in the subsequent year.

The Co-Events Coordinators will work together to coordinate the work of the various committees in order that the objectives of the organization may be promoted. At least one of the Co-Events Coordinators should attend each event, if possible, or arrange for another Executive Board member to attend in their absence. The Events Coordinator in attendance shall assist with counting any funds collected at an event and confirm that those funds appear on the cash flow statement for the applicable month.

7. It shall be the duty of one Co-Treasurer to:
- a. Work with the Executive Board to develop an annual budget for the following fiscal year. The budget shall be approved by the membership at the last PTO meeting of the current fiscal year. The Executive Board and membership may vote to implement additional non-budgeted activities during the school year. The Co-Treasurer shall maintain a budget versus actual report for monitoring

purposes. The final budget versus actual analysis for the fiscal year should be presented at the first meeting of the subsequent fiscal year (i.e. fiscal year July 1, 2017 through June 30, 2018 final report will be presented at the September 2018 PTO meeting).

- b. Act as account manager for PTO checking account and any other accounts maintained by the PTO. Obtain all bank statements and other account correspondence from the bank. Prepare monthly bank reconciliations. These reconciliations must be reviewed every month by at least one Executive Board member, other than the other Co-Treasurer.
 - c. Keep a full and accurate account of receipts and expenditures.
 - d. Provide and distribute the following reports/statements at each Executive Board and PTO membership meetings:
 - i. Bank reconciliations, accompanied by bank statements, for each calendar month since the last meeting.
 - ii. Monthly cash flow statement for each calendar month since the last meeting (showing cash receipts and disbursements)
 - iii. Fiscal year-to-date budget versus actual analysis
 - e. Have fiscal year bank statements available for inspection at each PTO meeting.
 - f. Deposit funds collected at any PTO sponsored functions
 - i. Any funds collected must be jointly counted by the Event Chairperson, the Principal and one other person (preferably a Co-Events Coordinator in attendance or another Executive Board member). The funds should be submitted to a Co-Treasurer for deposit within one week following the event.
 - g. Make disbursements in accordance with the approved budget.
 - h. Co-Treasurers may be bonded. (optional)
 - i. Provide and document start-up funds for the PTO sponsored activities when necessary.
 - j. In accordance with Article 4, the Co-Treasurers must comply with all requests and coordinate with the independent reviewer.
 - k. In the absence of one Co-Treasurer, the other Co-Treasurer may sign checks for disbursement.
8. It shall be the duty of the other Co-Treasurer to:
- a. Assist the other Co-Treasurer in all duties.
 - b. Monitor cash flow for all events involving cash transactions. The Co-Treasurer must see that the Event Chairperson signs off on the monies collected at events.
 - c. Receive Enrichment Fund requests and make appropriate disbursements.
 - d. The Co-Treasurer may be bonded (optional)

ARTICLE 10: TEACHER LIASION(s)

It shall be the duty of the Teacher Liaison to:

- 1. Act as liaison between school staff (Administration and Faculty) and the PTO,

- ensuring the needs of both are met.
2. Attempt to communicate with members of the Executive Board or attend general PTO membership meetings.
 3. Other duties as mutually agreed upon.

ARTICLE 11: COMMITTEES

1. Committee Chairperson/Co-chairperson is a voluntary position. Where no volunteer is forthcoming to chair a committee, the associated activity shall be cancelled.
2. The Committee Chairperson is responsible for collecting, counting and submitting any funds collected at the time of their respective event to a Co-Treasurer in accordance with Article 9, Section 6 and Article 9, Section 7, Subsection f.
3. Executive Board members shall make themselves available to the committees.
4. A representative of the committee shall report at applicable PTO membership meetings to advise on progress and seek assistance.
5. The school Principal must approve all committee correspondence/flyers before distribution. The PTO President and the Co-Event Coordinator must be made aware of this information before it is distributed.
6. A committee chairperson must keep a file with complete and accurate records of all committee correspondence and activities. This file shall be passed on to the subsequent chairperson at the end of the school year.

ARTICLE 12: RECORD RETENTION

All records, receipts and information will be accurately maintained by the Executive Board or Committee Chairperson for the times listed below:

- Financial Records 7 years
- Minutes 5 years
- Committee Information 5 years
- Correspondence 2 years

All PTO records may be examined upon request of any Executive Board member with reasonable notice.

ARTICLE 13: AMENDMENTS

1. A member or committee may be appointed to submit new/revised Bylaws as a substitute for these Bylaws only by a majority vote of the Executive Board.
2. These Bylaws may be amended at any general membership meeting by a 3/4 vote of the voting-members present provided a minimum four-week notice is provided, along with notice of the specified changes.
3. The Executive Board will review the PTO's Bylaws and present to the PTO for voting at least once every two years.

These Bylaws were revised and submitted by the Principal of Poff Elementary and the Executive Board:

Colleen Hannagan, Principal
Michele Buford, President
Tracy Backus, Vice President
Julie Fritsch, Co-Treasurer
Reema Troiana, Co-Treasurer
Veronica Tirpak, Co-Event Coordinator
Mandy Custer, Co-Event Coordinator
Heather Killmeyer, Secretary

These Bylaws were approved by the membership of the PTO on November 16, 2017.