

Butler Parent Teacher Organization Bylaws

Article 1: Office

Principal Office. The name of the organization is the Butler Parent Teacher Organization (hereinafter referred to as "PTO"). The principal office of the PTO shall be at Simon Butler Elementary School, located at 200 Brittany Drive, Chalfont, PA 18914. This organization has been established as a not-for-profit organization.

Article 2: Objectives

2.1 **General.** The purpose of the PTO is to receive, invest, and maintain a fund of money to use, apply, expend, disburse, or donate exclusively for educational and community purposes including, but not limited to:

- (a) Promoting the cultural, social, emotional, and physical development of the students;
- (b) Enhancing and assisting in the funding of the educational opportunities for the students;
- (c) Working toward a closer relationship between the home, the school, and the community, so that parents, guardians, teachers, administrators, and local businesses can work cooperatively in support of the education of the students;
- (d) Developing a channel of communication between home and school by providing consistent notifications;
- (e) Encouraging maximum participation of the school, parent, and community populations in decision-making and fund expenditures.

2.2 **Basic Policies and Prohibitions.** In order to uphold the purposes set forth in Article 2.1, the following policies and prohibitions are followed.

- (a) No part of the net earnings of the PTO shall benefit or profit any member or officer of the PTO, or any private individual;
- (b) No part of the activities of the PTO shall consist of carrying out propaganda, or otherwise attempting to influence legislation, or participating or intervening in any political campaign on behalf of any candidate for public office;
- (c) It is not the intent of the PTO to make disbursements of PTO funds to individuals and/or charities;
- (d) The PTO shall not attempt to direct or control the administrative or the academic activities of the school;
- (e) The PTO shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization which is exempt from federal taxation under Section 501(c)(3) of the Internal Revenue Code of 1986 ("Code"), as amended, or by organization contributions to which are deductible under Section 170(c)(2) of the Code. (Tax ID number available upon request for chair people).
- (f) Any PTO sponsored event with significant financial transactions must have a past or present PTO Executive Board Member as a chair.

1. **Membership.** All parents or guardians of children enrolled in Simon Butler Elementary School as well as administrators and faculty members of this school are members of the PTO.

2. **Member Contributions.** The Executive Board at the April Executive Board meeting shall review the annual contribution and any changes shall be voted on at the May PTO meeting. Contributions shall be accepted from parents, teachers and administrators at any time.

3. **Funds and Fundraising.**

- (a) Fundraising earnings shall be deposited directly into the general PTO account unless a specific purpose has been designated by the PTO in advance as the recipient ("earmarked"). Earmarked is defined as setting aside funds in either 1). A separate bank account or 2). As a separate line item on the treasurer's report/budget to segregate the funds from the general operating funds.
- (b) During the school term, the PTO may designate by majority vote the specific purpose for the proceeds from any specific fundraising event and all of the earnings from this event shall be earmarked for that purpose. Each such designated purpose must meet the criteria identified in 2.1 in order to qualify.
- (c) Should a balance remain at the end of the fiscal year, the Executive Board shall recommend how to disburse this balance. Recommendations can include immediate or future requirements.
 - (1) Immediate expenditures shall proceed.
 - (2) Future expenditures shall require that the funds be earmarked for the selected purpose. Funds may only be released from this earmarked fund if the originally intended purpose will no longer be allowable under CBSD district or PTO policy or no longer exists. If funds are released, they must undergo the procedures in 2.5 (b) and (c) in order to select a replacement purpose.
- (d) Upon dissolution of the PTO or the discontinuance of its operation, the assets of the PTO shall be distributed exclusively to educational organizations, which qualify for exempt status under Section 501(c)(3) of the Code.

Article 3: Executive Board

3.1 **Executive Board and Purpose.** The Executive Board shall be responsible for ensuring the execution of the PTO Objectives outlined in 2.1.

3.2 **Positions, Tenure and Qualifications.** The business and affairs of the PTO shall be managed under the direction of the Executive Board. This Executive Board shall be comprised of the following elected officers from the general PTO population: President, Vice-President, Treasurer, Recording Secretary, Family Programming Chairperson, and Fund Raising Chairperson. All positions may be a co-board position. The Treasurer may have an Assistant Treasurer who is part of the Executive Board. In addition, at least one Teacher/Staff member and the Principal/Assistant Principal hold Executive Board positions.

- (a) The PTO officers shall be elected at the May meeting of each year. If the May meeting is unable to be held, due to unforeseen circumstances, the election will take place at the next scheduled meeting. The Principal shall appoint the Teacher/Staff member prior to the September meeting. All officers shall assume the duties of their respective office(s) at the beginning of the fiscal year (see Article 6).
- (b) This organization may have at its head either a President or Co-Presidents. Co-Presidents are nominated and elected as a unit, and the consent of each to serve, as Co-Presidents, must be obtained prior to their nomination. Voting: All Executive Board members/positions have one vote including co-board positions. Individuals will each have a vote rather than one vote per position.
- (c) The term of office shall be for one year. No officer may serve more than two (2) successive terms in the same office, unless no candidate has accepted nomination for that office by the May meeting.
- (d) In the event of a vacancy, the PTO shall publicize the vacancy and solicit volunteers. The position shall be filled upon processing the election in accordance with 3.7(h).
- (e) All PTO Executive Board members must have prior PTO and/or leadership experience.

3.3 Meetings. Meetings of the Executive Board shall be conducted on a regular basis during the school term. These meetings shall be scheduled approximately two (2) weeks prior to the general PTO meeting. Every effort shall be expended in scheduling the Executive Board meetings to ensure a quorum.

3.4 Quorum. A majority of the current Executive Board shall constitute a quorum for the transaction of business at any meeting of the Executive Board.

3.5 Compensation and Indemnification. The Executive Board and committee members of the PTO shall serve without compensation. The PTO may, without expense to the Officers of the Executive Board, indemnify and hold harmless to the fullest extent permitted under the Pennsylvania Non-Profit Corporation Law of 1988, the Director's Liability Act, or any other applicable law, any person who is a party to or is threatened to be made a party to any proceeding arising for the fact or by their capacity as an Officer of the PTO for proceedings arising from the fulfillment of their responsibilities of office and within the scope of the PTO's exempt purposes.

3.6 Removal or Resignation. By the unanimous vote of the remaining Executive Board Members, any Officer may be removed from office for failure to properly fulfill the responsibilities of office. An individual Officer may resign at any time by giving thirty (30) days written notice to another Officer. If a vacancy occurs during the year, the vacancy shall be advertised in accordance with 3.2(d) and filled in accordance with 3.7(h).

3.7 Election of Officers and Chairpersons.

- (a) A Nominating Committee shall make nominations of candidates for Executive Board Offices and Committee Chairpersons.
- (b) The Nominating Committee shall be formed by the March meeting of each year.
- (c) The Nominating Committee shall solicit interest from the entire PTO membership utilizing standard notifications.
- (d) The Nominating Committee shall obtain permission of any person under consideration before placing that person's name on the ballot.
- (e) The Nominating Committee shall present its Slate of Nominations to the Executive Board at the April meeting.
- (f) The Slate of Nominations presented by the Nominating Committee shall be published in the April PTO notifications/communications.
- (g) The Nominating Committee shall present the Chairperson Slate at the May PTO meeting. If the May General PTO Meeting is unable to be held, due to unforeseen circumstances, the Chairperson Slate will be presented for approval/vote at the next scheduled General PTO Meeting. Election for office procedures:
 - (G-1) If there is only one nominated candidate for an Office, that candidate shall be elected by motion and recorded by the Recording Secretary.
 - (G-2) If there are multiple candidates for an Office, an election is conducted and the winning candidate shall be determined by the highest vote count after written ballot. The Nominating Committee will count ballots and the Recording Secretary shall record the winning candidate.
- (h) Elections to fill vacancies or establish Special Committee(s) shall be conducted in accordance with (G-1) and (G-2) above and shall be concluded at the Executive Board and General PTO meetings following the vacancy of the position and/or establishment of the Special Committee.
- (i) Two members of the Executive Board will chair the Nomination Committee along with two active/approved General PTO members.

Duties of the Butler PTO Officers. All officers of the PTO are required to:

(a) Maintain pass down information and records to ensure adequate continuation of future PTO functionality and, (b) Make every attempt to attend both Executive Board and General PTO meetings.

3.8.1 Duties of the President (Co-Presidents). The President (or Co-Presidents) shall have the responsibility and authority, with the right of delegation, for overseeing the operation of the PTO, including:

- (a) Being the official liaison and spokesperson between the PTO and any other body including district and school officials, and shall have the right to delegate authority when warranted.
- (b) Presiding at all meetings of the PTO and the Executive Board. Meeting notes should be taken and reported if necessary or upon request.
- (c) Being an unofficial member of all committees, but not be a chairperson of any committee.
- (d) Being responsible for keeping a complete listing of the Committees and their Chairpersons.
- (e) Establishing a calendar of events and activities with the Principal for submission, consideration and approval of the Executive Board.
- (f) Hold Executive Board meetings prior to the General PTO Meeting when possible.
- (g) Enforcing motion and voting procedures.

3.8.2 Duties of the Vice-President (Co-Vice-Presidents). The Vice-President (or Co-Vice-Presidents) shall have responsibility and authority, including:

- (a) Acting as an aide to the President (Co-Presidents).
- (b) Performing the duties of the President (Co-Presidents) in the absence of that officer.
- (c) Coordinating other outgoing information including but not limited to the PTO website, the directory, publicity, and photography.
- (d) Being an official member of any committee.
- (e) Preparing & willing to assume the Presidency. (Consider time availability for sequential planning.)

3.8.3 Duties of the Treasurer. The Treasurer shall have the responsibility and authority, including:

- (a) Having knowledge of bookkeeping and budgeting in order to track PTO business in computer format.
- (b) Reviewing expenditures and disbursing funds to ensure appropriateness of the expense within the purposes of the PTO outlined in 2.1. Expenditures should be identified against a budget line item. Expenditures will be submitted to the Treasurer via a completed reimbursement form. Budgeted amounts cannot be exceeded without advance approval in accordance with Section 5.4.
- (c) All checks reimbursing expenditures shall be written by the Treasurer and require two signatures - The Treasurer and President and/or Co-President.
- (d) Preparing a monthly reconciliation of all PTO bank accounts for review by PTO members.
- (e) Maintaining financial records and making all available for audit purposes upon request.
- (f) Presenting a statement of accounts, including account balances, at each meeting of the PTO and at other times, if requested.
- (g) Chairing the Budget Committee, which prepares a Budget Proposal for the following year. This proposed Budget is to be presented at the May PTO meeting for approval. If the May General PTO Meeting is unable to be held, due to unforeseen circumstances, the budget will be presented for approval/vote at the next scheduled PTO Meeting. See 4.2 (a)
- (h) Recommending immediate and future purposes on which to disburse any remaining balance of the general PTO funds in accordance with 2.6(c).
- (i) Preparing an annual report on PTO business through June 30th of the current year, including account reconciliation. This report shall be published no later than July 15th and will be provided in a format suitable for its use in tax purposes.

- (j) The Treasurer shall assist the next year's Treasurer in completing the PTO taxes due in November of each year.
- (k) Providing the "Gift to School" Report.
- (l) Performing duties as may be delegated to that Office.
- (m) The Treasurer and Assistant Treasurer shall not chair a reimbursable committee.
- (n) Coordinating the duties of the Assistant Treasurer which include:
 - (1) Assisting Treasurer in fulfilling the duties of the Treasurer.
 - (2) Assisting Treasurer in collecting funds from Committee Chairpersons during and after fundraising activities.
 - (3) Reconciling and auditing the monthly bank statements and reporting any discrepancies to the Executive Board.
 - (4) Performing duties as may be delegated to that Office.

3.8.4 Duties of the Recording Secretary (Co- Recording Secretaries). The Recording Secretary (or Co- Recording Secretaries) shall have responsibility and authority, including:

- (a) Recording the minutes of all meetings, and making written records available to members of the PTO.
- (b) To maintain both written and electronic copies of all minutes for a two-year period and making copies available upon request.
- (c) Performing such other duties as may be delegated to that Office.

3.8.5 Duties of Family Programming Chairperson (Co-Family Programming Chairpersons).

"Family Programming" describes any event whose primary purpose is to provide no- or low-cost entertainment for Butler students, parents and staff. Unanticipated income raised from such event is absorbed into the general operating funds. The Chairperson shall have the responsibility and authority, including:

- (a) Soliciting the PTO members for family-oriented activities at General PTO meetings.
- (b) Investigating new and previous family-oriented activities for potential use in the current year.
- (c) Presenting recommended family-oriented activities and details on the expense for each activity.
- (d) Monitoring and reporting on expenditures versus profits, by activity, to allow oversight into the success of the event.
- (e) Performing such other duties as may be delegated to that Office.

3.8.6 Duties of Fund Raising Chairperson (Co-Fund Raising Chairpersons) "Fund Raising," describes any event whose primary purpose is to raise funds. The Chairperson shall have the responsibility and authority, including:

- (a) Soliciting the PTO members for fund-raising ideas at General PTO meetings.
- (b) Investigating new and previous fund-raising activities for potential use in the current year.
- (c) Presenting recommended fund-raising activities and details on return on investment.
- (d) Monitoring and reporting on expenditures versus profits, by activity, to allow oversight into the success of the fund-raising.
- (e) Communication with and oversight of the Spring Fair Chairs. The Spring Fair is the largest event held at the school whose primary purpose is to raise funds.
 - (E-1) Communicating with the Spring Fair Chairs regarding the Silent Auction, and all Sub-Committees for the Spring Fair.
 - (E-2) Communicating with the Spring Fair Chairs regarding the budget set aside for this event.
 - (E-3) Monitoring all activity pertaining to the Spring Fair.
 - (E-4) Reporting information regarding the Spring Fair to the Board and General PTO Members.
- (f) Performing such other duties as may be delegated to that Office.

Article 4: Committees

4.1 General Committees and Chairpersons.

- (a) All current and any new committee requires its own Chairperson. The Chairperson shall be nominated as outlined in 3.7.
- (b) The term of office for Chairpersons will be one year. No Chairperson may serve more than two (2) successive terms in the same position unless no candidate has accepted nomination for that position by the May meeting.
- (c) Responsibilities include but may not be limited to:
 - (C-1) Monies: Funds received for an event are to be forwarded to the Treasurer. Budget input is to be presented to the Budget Committee upon request.
 - (i) Cash proceeds from events may not be used to reimburse chair people or entertainment.
 - (ii) All reimbursement requests must be on the approved reimbursement request form, available on the PTO website.
 - (iii) An original receipt must accompany requests.
 - (iv) Cash advances are available at least 7 days prior to the event.
 - (v) Any reimbursement request must be received within 90 days of the event.
 - (vi) Reimbursement checks older than 6 months will not be reissued.
 - (1) Approvals: All correspondence is to be pre-approved by the PTO President/Co-Presidents and the Principal/Assistant Principal. The Executive Board must approve any changes to dates/times of events. Chairpersons are responsible to a designated Executive Board member. All Vendor changes must be approved at the Executive Board level. Any contract required for an event must be reviewed and signed by an Executive Board member.
 - (2) Reports: An activity report is to be made to the Executive Board and the General PTO at all necessary meetings. The Executive Board may request a year-end or event-end report.
 - (3) Transition: Pass down information concerning the year's activities must be maintained in order to facilitate a smooth transition to the following year. The outgoing chair must be reasonably available to assist with questions in the following year.

4.2 Special Committees.

- (a) *Budget Committee*: The Treasurer shall chair and committee members will consist of the Treasurer, Assistant Treasurer, an Executive Board member, and at least two other active PTO members approved by the Executive Board. The purpose is to prepare a budget for the following year. This Proposed Budget is presented to the Executive Board in April for consideration and presented for approval/vote at the May General PTO meeting. If the May General PTO Meeting is unable to be held, due to unforeseen circumstances, the budget will be presented for approval/vote at the next scheduled General PTO Meeting.
- (b) *Other Committees*: The Executive Board may suggest the creation of special committees and bring a motion for discussion and vote to assemble the committee at the next PTO meeting. Any Special Committee will include at least (1) Executive Board member as well as three (3) other members in good standing. Any such special Committee shall choose its Chairperson and forward the name to the Executive Board for approval.
 - (1) If a Special Committee is approved, the committee shall accomplish the assignment and issue a final report.

- (2) Since a Special Committee is created for a specific purpose, this Special Committee will cease to exist when its final report has been submitted to the Executive Board and the General membership.

- 4.3 **Committee Meetings.** Committee meetings shall be held at such times and places as deemed necessary by the Chairperson to fulfill the committee's responsibilities.

Article 5: General

- 5.1 **Meetings.** The PTO general meeting times, dates and schedule shall be proposed and approved by the Executive Board prior to the fiscal year to ensure maximum membership participation. All meetings will be held at Simon Butler Elementary School unless otherwise notified and open to all interested parties.
- 5.2 **Quorum.** The attendance of a majority of the Executive Board plus five other members of the PTO will constitute a quorum at general meetings.
- 5.3 **Conduct.** All motions must be made, seconded, and voted upon by the members. Simple majority will decide the voting.
- 5.4 **Expenditures.** All requests for non-budgeted expenditures must be discussed and voted upon as follows:
 - (a) The Executive Board can approve the expenditure of funds for student and school-related needs up to \$500.00 with a reporting at the next General PTO meeting.
 - (b) Expenditures exceeding \$501.00, but less than \$2,000.00, shall be discussed and voted upon at a General PTO meeting with a majority vote winning.
 - (c) Expenditures exceeding \$2,001.00 shall be forwarded to the Executive Board for consideration and vote. If approved by the Executive Board, the expenditure shall be publicized to PTO membership and voted upon at the following General PTO meeting. Simple majority will decide the voting.
 - (d) Expenditures that need to occur between PTO General meetings exceeding \$501.00 and less than \$2,000.00 can be made via email communication or PTO newsletter to all known members.

Article 6: Fiscal Year

The fiscal year of the PTO shall run from July 1 to June 30 of each year.

Article 7: Bylaws and Amendments

- 7.1 **Bylaws.** The Executive Board shall review these Bylaws in January of each year. Review and changes may be proposed at any time during the year.

A rewrite is proposed by:

- (a) Reviewing a draft copy of the proposed Bylaws by the Executive Board for approval. Majority vote will constitute approval.
- (b) If approved by the Executive Board, one (1) weeks' notice must be provided before the next General PTO meeting to announce the proposed Bylaws and the intent to vote on its passage.
- (c) The proposed Bylaws become effective if passed by a two-thirds majority vote.