

East Fallowfield Elementary School PTO

Bylaws

East Fallowfield, PA 19320

Article I- Name

The name of this organization is the East Fallowfield PTO (EFPTO), located in East Fallowfield, Pennsylvania.

Article II- Purpose

The purpose of the East Fallowfield PTO shall be to promote a spirit of cooperation and communication between home and school. To enhance the learning environment of the students by providing materials and activities that will aid in mental, physical and emotional development. To encourage and coordinate activities between parents, teachers, and other members of the surrounding community for the betterment of our children.

Article III- Basic Policies

The following are the basic policies of the East Fallowfield PTO:

- a. The organization shall be non-commercial, non-sectarian (i.e.: religious) and non-partisan (i.e. political). In addition, the organization shall not- directly or indirectly- endorse, participate or intervene (in any way, including publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an unsubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- b. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the Purpose of the Organization.
- c. The organization shall cooperate with the school to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control their policies.
- d. The organization may cooperate with other organizations and agencies, such as conference groups or coordinating councils.

Article IV- Article of Organization

The Articles of Organization of the East Fallowfield PTO are composed of (a) the Bylaws and (b) the Addendum(s)

Article V- Membership

Membership in the East Fallowfield PTO shall be made available to all parent(s) and/or guardian(s) of student(s) registered at East Fallowfield Elementary School without regard to race, religion, color, national origin or sexual orientation. Membership is also extended to all teachers and support staff employed at East Fallowfield Elementary School.

Article VI- The PTO Officers

- a. The officers of this organization shall consist of a president, vice-president, treasurer, public relations coordinator, corresponding secretary, recording secretary and fundraising coordinator. To be referred to as the "PTO Board".
- b. All officers shall perform the duties prescribed in the Parliamentary Authority (Article XIV), in addition to those outlined in these bylaws and those assigned from time to time. (see Article VIII, Duties of the PTO Officers)
- c. All officers shall deliver to their successors all official material(s) no later than thirty days following the end of the fiscal year (June 30th) or at the Annual Reorganization/Budget Meeting, whichever may come first.

Article VII- Nomination and Election of Officers

1. Nomination/Election Process
 - a. There will be a Nominating/Election Committee composed of 3 members, elected by the PTO Board, at the General Meeting in the month of February. The purpose of the Nominating/Election Committee is to determine who will be the candidates on the Ballot of Election at the May General Meeting
 - 1) Nominating/Election Committee will produce and distribute a nominating form by no later than two weeks after the election of the committee in March.
 - 2) The nominating form should clearly list all duties of the positions and all incumbents for those positions with space given for the write-in nominations. If there is no incumbent for a position then space will be given for a write-in nomination.
 - 3) The nominations will close the Friday before the May General Meeting when the elections will take place.
 - 4) Only those persons who have signified their consent to serve if elected shall be nominated.
 - 5) Time will be allotted, at the April and May General Meeting, in order that all candidates will have the opportunity to introduce themselves to the members.
 - b. Elections will be held at the General Meeting in the month of May. The Nominating/Election Committee will distribute the ballots and produce the ballot box.
 - 1) The voting shall be by private paper ballot. Each voting member will sign a voter registration list in order to receive the paper ballot. This is done to insure the integrity of the vote so as there are the same number of ballots as there are those registered.

- 2) The ballots shall not be numbered so as to preserve the anonymity of the voter.
- 3) After a vote is cast, the voter will place their ballot in the ballot box to be counted.
- 4) On the day of the May general meeting the PTO will have a representative at the school for at least 2 hours to allow parents and staff unable to make the evening PTO meeting to cast their vote for PTO officers.
- 5) After a reasonable amount of time and before the conclusion of the General Meeting, the Nominating/Election Committee will count the ballots to determine a winner.
- 6) It is recommended that at least one teacher and/or a member of the East Fallowfield school staff shall assist in the counting of the ballots in order to preserve the integrity of the vote.
- 7) In the event of a tie, voting will be repeated for that office as many times as necessary to obtain a majority vote for a single candidate.
- 8) Newly elected candidates shall assume their official duties as of the first of July for a term of one year and the election and qualification of the successors.

2. Eligibility and Vacancies

- a. All PTO members as described in Article V are eligible to run for office.
- b. A person shall not be eligible to serve more than two consecutive terms in the same office, except when filling a vacancy. Filling a vacancy in an office is an appointment as described below and will not be counted as a voted in position.
- c. A vacancy occurring in any office shall be filled for the unexpired term by a person appointed by a majority vote of the remaining members of the PTO Board, notice of each appointment to be given within one week to all PTO members. In case of a vacancy in the office of the president, the vice-president has the option to assume the remainder of the president's term or request that a Special Election be held as described in Article XI.

Article VIII- Duties of the Officers

- A. The President shall preside at all meeting of the organization and the PTO Board at which he/she may be present; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the PTO Board; and shall coordinate the work of the officers and committees of the organization in order that the Purpose of the EFPTO may be promoted. The President shall be a member of the ex-officio of all committees of the organization. The President in conjunction with the Vice-President and the Treasurer will be required to be signers on all accounts of the organization.
- B. The Vice-President shall act as aide to the President and shall perform the duties of the President in the absence or disability of that officer to act. The Vice-President shall be a member of the ex-officio of the Nominating/Election and By-law Committees. The Vice-President in conjunction with the President and the Treasurer will be required to be a signer on all accounts of the organization.
- C. The Recording Secretary shall record and distribute minutes of all meetings of the organization (within one week of meeting they need to be posted to the website), record the minutes of the PTO Board and shall perform such other duties as may be delegated to him/her.
- D. The Corresponding Secretary shall be responsible for any and all letters of request, thank you, etc. and shall perform such duties as may be delegated to perform to him/her.
- E. The Public Relations Coordinator will be responsible for media notifications of upcoming events and to provide stories and pictures to the local papers after and East Fallowfield School Sponsored event(s). The Public Relations Coordinator will communicate with the school office to determine the appropriate

signed consent forms are on file before any publication or distribution of information to the public and/or media. The Public Relations Coordinator will be our main source of contact to all media outlets.

- F. The Fundraiser Coordinator will be responsible for assisting fundraiser chairs while overseeing and helping to organize each fundraiser.
- G. The Treasurer shall have custody of all funds of the organization; shall keep a full and accurate account of receipts and expenditures and categorize them according to the budget categories. He/she shall make reimbursements in accordance with the approved budget, as authorized by the organization, the PTO Board, or a special committee. The Treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the PTO Board and shall make a full report at the Annual Reorganizational Budget meeting in July. In addition:
 1. The Treasurer's books will be opened to any member at their request or within 24 hours. If this is not met, an immediate audit will be conducted.
 2. The Treasurer shall maintain and provide a set of "Event Procedures" to all committees, in order to instruct the proper handling of PTO funds before, during and after events. (See Addendum: "Event Procedures" attached to these bylaws).
 3. The Treasurer in conjunction with the President and the Vice-President will be required to be a signer on all accounts of the organization. It is the intention of this organization that there be a minimum of 2 (but not more than 3) signers on all accounts (funds) of the organization.
 4. Any request for non-budgeted purchases over \$300.00 will require authorization of at least 3 officers and a majority vote at the next PTO meeting.
 5. The Treasurer's accounts shall be examined annually by an auditor or an assigned auditing committee. This assignment will be made by the PTO Board in November.
 6. The Treasurer shall deliver to their successors all official material no later than thirty days following the end of the fiscal year (June 30th) or at the Annual Reorganization/Budget Meeting, whichever comes first.

Article IX- PTO Board and its Duties

1. PTO Board
 - A. The PTO Board shall consist of the officers of the organization along with the principal of the school and/or a representative appointed by him/her shall be a member ex-officio of this organization.
 - B. Regular meetings of the PTO Board shall be held monthly during the school year. A majority of the PTO Board members shall constitute a quorum. Special meetings of the PTO Board may be called by the President or by a majority of the members of the committee.
2. Duties of the PTO Board
 - A. To transact necessary business in the intervals between PTO general meetings and such other business as may be referred to it by the members.
 - B. To create all committees.
 - C. To approve the plan(s) of work for all committees.
 - D. To present a report of all activities/events/business at general meeting of the membership.
 - E. To appoint a Nominating/Election Committee in February.

Article X- Vote of No Confidence

Should at any time the PTO Board or the General Members lose confidence in a board member or a committee member or a committee chair, a special committee may be called, with five days' notice, to remove the individual in question from the position. See Article XII regarding procedures for Special Committees and Article XIV, RONR regarding Disciplinary Procedures Chapter XX.

Article XI- Meetings

- A. General meeting of the organization shall be held once a month at 7:00 pm during the school year. Five days' notice shall be given of change of date.
- B. Special meetings may be called by the PTO Board after five days' notice has been given.
- C. A re-organization/budget meeting shall be held in July at which point all records of the PTO Board and its committees, shall be delivered to its successors. All outgoing and incoming PTO Board members and committee chairs are invited and expected to attend this meeting for purposes of budget planning.

Article XII- Event and Special Committees

- A. The PTO Board may create each Event/Special Committee as it may deem necessary to promote and carry out, the Purpose of the organization as set forth in Article II by these By-laws.
- B. The chairperson of each Event/Special Committee shall present a plan of work to the PTO Board for approval. No committee shall be undertaken without the consent of the PTO Board This plan of work can be presented anytime during the fiscal year and/or at the Annual Re-organization/Budget Meeting held in July.
- C. All committees shall be given a set of "Event Procedures" by the PTO Treasurer in order to instruct the proper handling of PTO funds before, during and after events. (See addendum:" Events Procedures" attached to these bylaws).
- D. The power to form special committees and appoint their members rests with the PTO Board.
- A. The President shall be the ex-officio of all committees.
- B. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

Article XIII- Fiscal Year

The fiscal year of the organization shall begin on July 1st and end the following June 30th.

Article XIV Parliamentary Authority

Robert's Rule of Order (revised) shall govern this organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article XV- Amendments to Bylaws/Addendum(s) and Dissolution

- A. These bylaws and addendum(s) may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that 5 days' notice the proposed amendment was given by the Bylaw Committee.
- B. A Bylaw Committee shall be appointed by the PTO Board, as needed, and will consist of a minimum of at least 5 members for voting purposes with representations from all.
- C. The Bylaw Committee may submit a revised set of bylaws as a replacement for the existing bylaws only by a majority vote at a meeting of the organization. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- D. This organization may be dissolved and its affairs concluded in accordance with the following:
 - 1. A motion to dissolve the organization must be made and passed at a meeting of the membership.
 - 2. Prompt written notice of the "motion to dissolve" must be given to all members.
 - 3. The motion must be voted on at the next general meeting of the members.
 - 4. The motion to dissolve must be passed by an affirmative vote of 2/3 of those present and voting.
 - 5. In the event of dissolution due to the closure of our school, all property of the EFPTO shall be divided amongst the elementary schools within the CASD of Chester County in which our communities' children will now be attending.

Revised: 5/93	Bylaws
Revised: 9/1997	Article VII, Section 1C
Revised: 1/2004	Article VIII, Section 2a, 2b, 2c Article VIII, Section 4 Article X, Sections 1, 3 Article XIII, Sections 1, 5b
Revised: 6/2007	Bylaws Addendum - Event Procedures added
Revised: 8/2007	Addendum - Event Procedures
Revised: 9/2015	Bylaws Addendum - Event Procedures
Revised: 9/2017	Addendum - Event Procedures
Revised: 10/2017	Bylaws

Addendum(s)

Event Procedures

1. All individuals (chairpersons, volunteers, teachers, staff, etc.) will keep complete and accurate records. This includes all receipts, invoices, etc.
2. It is the individual's responsibility to submit all deposits and check requests in a timely fashion.
3. Two people must be present whenever cash is present; this includes tending the cashbox at all PTO events.
4. When making an event deposit, please complete and sign the "Deposit-Notice" form located in the PTO's mailbox in the school's main office.
5. Two people must be present when cash receipts are counted- the event chairperson and a PTO officer. After completing and signing the "Deposit-Notice" form, give the deposit to the school's secretary to be placed in the safe until the PTO Treasurer can pick it up. For evening events, the deposit will be given to the PTO Treasurer, President, or Vice President.
6. Money collected by the main office for PTO fundraisers will be held by the school's secretary in the safe until two people are available to count the funds and complete the deposit form.
7. When requesting money from the PTO, please complete the "Check Request," "Petty Cash Request," or the "Reimbursement Request" form. Completed forms should be placed in the Treasurer's folder for pickup.
 - a. Check request: Payment of an invoice, payment for field trips, etc. An invoice, detailed list of items purchased, and the company information must be attached. At least 2 weeks' notice is required when requesting a check.
 - b. Petty Cash Request: Requesting cash to purchase supplies for an event/fundraiser. All receipts and change should be returned promptly to the Treasurer.
 - c. Reimbursement Request: Requesting reimbursement for PTO expenses paid with personal funds. This form should be submitted within 30 days of purchase/expense.
8. When requesting cash for an event cashbox, please complete the "Cashbox Request" form located in the PTO's mailbox in the school's main office. Completed forms should be placed in the Treasurer's folder for pickup at least 7 days prior to the event. Be sure to request the appropriate cash and coin.
9. At the end of an event, the chairperson and a PTO officer will count and reconcile all monies before leaving.
10. Once the event is completed, all records should be given the PTO Treasurer for safe keeping and auditing purposes.