

Franklin Regional Primary School PTO Bylaws

Article I. NAME

The name of the organization shall be Franklin Regional Primary School Parent Teacher Organization.

Article II. PURPOSE

The objectives of the Franklin Regional Primary School PTO are:

- A. To enhance the education of the children.
- B. To promote open communication among parents, teachers, school administration and community.
- C. To encourage cooperation among and involvement by administration, teachers, and parents in the educational process.

Article III. POLICIES

- A. Format of the organization shall include committees to oversee programs, purchases, and projects to enhance the education of the children as directed by the membership.
- B. The organization shall be non-commercial, non-sectarian and non-partisan. No political candidate shall be endorsed by it.
- C. The organization may suggest, but shall not seek to direct, the administrative activities of the school or control its policies.
- D. The organization may cooperate with other organizations or agencies active in the cause of child welfare.
- E. The organization shall not promote the activities of organizations with which it is not directly affiliated.

Article IV. ARTICLES OF ORGANIZATION:

The articles of organization for the Franklin Regional Primary School PTO are composed of these Bylaws and the Articles of Incorporation filed under the Pennsylvania Nonprofit Corporation Law Act of 1998, December 21, 1998, P.L. 1444, No.177, as amended.

Article V. MEMBERSHIP

- A. Membership to the PTO shall be made available to any persons who are the parents or guardians of children enrolled as students in Franklin Regional Primary School.
- B. All current faculty and staff members of Franklin Regional Primary School.
- C. Voting privileges on PTO matters are extended to Members only.

Article VI. MEETING

- A. At least four General Membership Meetings shall be held during each school year (two in the Fall and two in the Spring). The time and place of the meetings shall be announced two weeks prior to said meeting.
- B. Additional meetings may be called by the Executive Board of Officers or in response to Member(s) request(s).
- C. Executive Board Members must be present for all meetings. If an Executive Board member needs to be absent, they must email the Board President prior to meeting. Committee Chairs must be present if the committee is on the agenda. Board Buddies can present on a Committee Chair's behalf, but Chairs must provide a synopsis for their Board Buddy to share at the meeting.

Article VII. VOTING

All items that require voting (i.e., amendments, expenditures, etc.) will require a two thirds ($\frac{2}{3}$) vote by the membership to pass.

Article VIII. EXECUTIVE OFFICERS

- A. The Executive Board Officers of PTO shall be as follows: President; Vice President; Secretary; and Treasurer. Individuals serving as Co-Officers may share the duties of each office.
- B. Executive officers shall be elected annually in the spring.
- C. The incoming Executive Officers will meet with the outgoing Executive Officers prior to assuming their official duties. Treasurers (outgoing and incoming) should begin shadowing for their roles no later than May 1st to hand over financial reports and information needed to plan the next school year.
- D. Executive Officers shall assume their official duties the day after the school year ends and shall serve for a term of one year.

E. A person shall be eligible to serve for two consecutive terms in the same office. However, if no other person is elected, the current officer may serve until a replacement is elected. Every effort should be made so that no one person holds the same office for greater than three years.

F. An officer can be removed from office by a 2/3rds vote of the executive board for failure to perform the duties of his/her office.

G. If any office should become vacant, the executive officers shall appoint a member to fill the office for the completion of the regular term of office.

H. All executive officers must obtain all clearances required for volunteers of the Franklin Regional School District. These currently include Criminal History Background Check, Child Abuse, and FBI Clearance.

I. In order to run for the role of President, you must have served on an executive board prior to being able to run for this position. Special circumstances can apply when there is no one who meets these standards.

Article IX.

DUTIES OF EXECUTIVE OFFICERS

A. President - Serve as leader and key contact for the PTO to parents and to the principal/school administration. Preside at all meetings of the PTO, providing an agenda 2 days prior to the meeting date, for discussion (monthly board meetings, monthly general meetings, etc). During summer prior (or earlier), coordinate scheduling of PTO events for the coming school year and complete facilities requests for these events as needed. Make provisions to carry out duties of absent board members (at meetings or otherwise). Call special executive board meetings at their discretion. Suggest new committees, if necessary, and bring to the board for a vote. Provide overarching support to the PTO Board Members, Board Buddies, and Committees Chairs to ensure objectives are achieved.

B. Vice President - Aid the president or co-presidents in organizing PTO work. Assume duties of the president in case of absence or disability of the president/co-presidents. Schedule PTO-sponsored programs for the school, including assemblies. Organize Clerical Support throughout the school year. Coordinate homeroom parents by distributing a signup form, selecting homeroom parents for each classroom, training homeroom parents on their responsibilities, coordinating distribution of class party funds, and communicating with homeroom parents throughout the school year.

C. Secretary - Record complete minutes of board meetings and general meetings. Type minutes, send to board members for review, and publish to make available to parents and staff, within the agreed upon timeframe (suggest 1 week). Maintain current copy of the bylaws, having these available at PTO meetings. Maintain the current calendar of events for the PTO. Maintain all PTO documentation. Coordinate & publish monthly newsletters. Maintain mass email list for PTO members to be able to distribute emails. Responsible for collecting PTO mail at the school. Manage and maintain PTO website and Social Media Page (with Board oversight).

D. Treasurer - Maintain full custody of all the funds of the organization. Keep a full and accurate account of receipts and expenditures. Physical receipts must be kept in the treasurer's binder and all transactions must be logged digitally in MoneyMinder. Maintain the PTO funds request form, receive any submitted forms (from school staff, committee leads, etc) and present to the board for approval. Receive and track money paid to the PTO for things like events, fundraisers, etc. Make disbursements as authorized by the organization, including paying invoices, distributing pre-approved funds, etc. Reconcile accounts monthly with bank statements. Present a financial statement at every meeting of the organization and at other times when requested by the Board and distribute an annual budget at the first PTO meeting of the school year. Arrange for the Treasurer's accounts to be examined annually by an auditor who, satisfied that the Treasurer's annual report is correct, shall sign a statement attesting to that fact. Ensure that a reasonable balance is left in the account. The specific amount shall not be less than one thousand dollars (\$1,000). File the yearly tax return (due in December) and keep receipt of it. Be present at any PTO event when money changes hands, such as Book Fairs and Holiday Shop. Cash registers must be counted, filled, and emptied by a treasurer. Cash registers must be counted a second time and confirmed/signed off by an additional board member (If the Treasurer is unable to attend the event, they notify the Board and coordinate with the Committee Chair to arrange for a Board Approved "backup"). Maintain and monitor accounts for payment/donation apps used by PTO (i.e. PayPal, Cheddar Up, etc).

E. Executive Board - The duties of the Executive Board shall be (a) To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization; (b) to create standing committees; (c) to outline and approve the plans of work, including budgets, of the standing committees; (d) to present a report at the regular meetings of the organization; (e) to appoint an auditor to audit the treasurer's accounts; (f) to report the results of the audit at the September meeting, such report will become part of the permanent treasurer's record and will be on file in the principal's office; (g) to approve routine bills within the limits of the available funds; (h) to establish an annual PTO budget to present to general membership for approval vote at the first general PTO meeting of the new school year; (i) to assure that a current signed copy of the bylaws is on file in the principal's office. Any deviation from this budget must be approved in advance by the membership.

F. If possible, outgoing Executive Board Members should be available to answer questions posed to them by the current sitting board.

G. All Officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon expiration of the term of office, or in case of resignation, each officer shall turn over to his/her successor all records, books and other materials pertaining to the office, and shall return to the Treasurer all funds pertaining to the office.

H. Member at large- The duties of the member at large shall be (a) support the executive board in executing their duties and assist with tasks as needed (b) volunteer and help coordinate PTO events, fundraisers, and community building activities (c) step in and assist board members, committee chairs or leaders when extra help is needed (d) provide insight and knowledge to ensure PTO events and operations run smoothly (e) work closely with the executive board and follow the initiatives set forth by that executive board in order to align with the needs of the school and PTO as a whole

I. The member at large must have served on an executive board prior to holding this position. The current executive board will have to vote this person into this position by at least a 2/3rds vote. All executive board positions must be filled prior to a member at large position being filled. This position will serve a 1 year term.

Article X. PTO GENERAL BOARD

The general board shall consist of the executive officers of the organization and the chairmen of the standing committees. The chairmen of the standing committees shall be recruited from the general membership by the Nominating/Elections Committee. Each standing committee will be assigned a Board Buddy.

Article XI. PERSONAL LIABILITY

The Executive Officers shall perform their duties with good faith, care, reasonable skill, and diligence and in a manner, they reasonably believe to be in the best interest of the organization. An Executive Board Officer who performs his or her duties in this manner shall not be liable by reason of having been an Executive Board Officer of FR Primary School PTO. Recognize that authority is vested in legal meetings of the board, not individual board members

Article XII. NOMINATIONS AND ELECTIONS

- A. The spring election shall be held during a regular PTO meeting in the spring.
- B. There shall be a Nomination/Elections Committee of at least three members, representing as many grade levels as possible. No nominee for an Executive Board position may serve on the Election/Nominations Committee.
- C. The nominations/elections committee chair shall be announced two months prior to elections.
- D. Any parent, legal guardian or teacher may nominate himself, herself or a third person for any Executive Office. An invitation to accept nominations for open Executive Board Officer positions will be extended to the Membership.
- E. The nominating/elections committee shall nominate at least one eligible person for each executive office to be filled, and report and publish its nominees at least one month prior to the elections. Additional nominations may be made from the floor on the day of the elections; at that time, nominations will be closed.
- F. Only those persons who have signified their consent to service shall be nominated for, or elected to, such office.

G. The Nominations/Elections Committee will develop ballots and oversee the election process during the Election Meeting. Votes of individuals present during the Election Meeting will be accepted and counted by the Nominations/Elections Committee.

H. The Nominations/Elections Committee shall publicize the election date and time.

I. Write-ins will be accepted the day of elections.

J. The Nomination/Elections Committee is automatically discharged following the completion of the elections.

Article XIII.

STANDING AND SPECIAL COMMITTEES

A. The Executive Board may create committees as it may deem necessary to promote the objectives and carry on the work of the organization. The term of each chair shall be one school year. Every effort should be made so that no one person holds the same chair position for greater than three school years.

B. Committee Chairpersons who would like to remain in their current positions and Members wishing to be considered as candidates for Committee Chairperson positions shall be nominated and voted upon at a properly called Election Meeting each spring. If Committee Chair positions remain unfilled following the Election Meeting, or if Committee Chair positions are vacated mid-year, the Executive Board of Officers may appoint Members to fill them. Elected Chairpersons may recruit any Members for their committees.

C. The chairman of each committee shall follow general committee guidelines and comply with the plan of work and budget outlined and approved by the executive board. General committee guidelines will be distributed to each Committee Chair upon assumption of the responsibilities of their respective offices.

D. Committee Chairs must provide the President or Co-Presidents with a monthly status report so that the PTO membership may receive up-to-date information at meetings, through the PTO newsletter or by any other mechanism to distribute information established by the President or other Executive Officers.

E. Committee Chairpersons shall report the plans and activities of their committees to their Board Buddies/Executive Board of Officers for approval. Board Buddy definition:

A Board Buddy (sometimes two based on committee) will be assigned to each committee by the President. Responsibilities include:

- a. Assist Committee Chair with preliminary planning and purchase requests.

- b. Act as a liaison between Committee Chair, PTO Board, and school Administrators and staff (when necessary); and
- c. Provide support to the Committee Chair to ensure objectives are achieved.

F. The Executive Board of Officers may create special committees. Special committees shall be created for a specific time or task and shall cease to exist when that time or task has been completed. Members wishing to be considered as Chairperson candidates for special committees shall be nominated and voted upon at a properly called General, Election, or Special Meeting. If special Committee Chair positions remain vacant following the meeting, the Executive Board of Officers may appoint Members to fill them. Only Members may serve as Chairpersons or Committee Members of special committees. Chairpersons of special committees shall report the plans and activities of their committees to the Executive Board of Officers for approval.

G. The Executive Board of Officers' main function is to simply guide committees and make sure the committee is within the budget. Planning and execution for the event/committee are tasked to the Committee Chair.

H. The current Executive Board of Officers' shall appoint one Member at large to serve as a support to the new board during the next school year.

Article XIV.

TAX EXEMPT STATUS

The following items are added to those Bylaws in compliance with the Internal Revenue Code guidelines for qualifications as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code:

A. Said organization is organized exclusively for charitable and educational purposes, including, for such purposes, the making or distribution to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code (or the correspondence provisions of any future United States Internal Revenue Law).

B. No part of the net earnings of the organization shall inure to the benefit of or be distributable to its members, trustees, Executive Board of Officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes set forth in paragraph A above. 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 (included the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these articles, 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 501 (c) (3) of the Internal Revenue Code (or corresponding provisions of any future United States Internal Revenue Law) or

(b) By an organization, contributions to which are deductible under Section 170 (b) (2) of the Internal Revenue Code (of the corresponding provisions of any future United States Internal Revenue Law).

C. Upon dissolution of the organization, the Executive Board of Officers shall, after paying or making provision for the payment of all the liabilities of the organization, dispose of all of the assets of the organization in such manner, or to such organization(s) under Section 501 (c) (3) of the Internal Revenue Code (or the corresponding provisions of any United States Internal Revenue Law), as the Board of Officers shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the Country in which the principal office of the organization is then located, exclusively for such purposes of such organization(s), as said court shall determine, which are organized and operated exclusively for such purposes.

Article XV: AMENDMENTS

A. These bylaws may be amended at any regular meeting of the organization by a two-thirds ($\frac{2}{3}$) vote of the members present and voting if notice of the proposed amendment (both verbal and written) shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon.

B. 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 organization, or by a two thirds ($\frac{2}{3}$) vote of the executive committee. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

C. Every three years, unit bylaws must be reviewed and revised.

Article XVI: FINANCES

A. The Executive Board of Officers shall present a budget of anticipated revenue and expenses for the year to the Membership at the first regular meeting of the school year. This budget shall be used to guide the activities of the PTO during the year. Any deviation from this budget must be approved in advance by the Membership.

B. The Executive Board of Officers may authorize any Executive Board Officer or Officers to enter into contracts or agreements for the purchase of materials or services on behalf of the PTO. Executive Board Officers shall not have the authority, however, to enter into such agreements on behalf of the Primary School or the Franklin Regional School District.

C. No loans shall be made by the PTO to its Executive Board Officers or Members.

D. The Treasurer, along with another Executive Board Officer, shall sign all checks, drafts, or other orders for payment of money on behalf of the PTO.

E. Expenditures: If spending for a standing committee would need increased or other planned expenses warrant more money than originally budgeted, Executive Officers could amend allotments via two thirds ($\frac{2}{3}$) vote.

Article XVII: POWER TO PURCHASE INSURANCE

A. By majority vote of the Executive Board of Officers, the PTO shall purchase insurance and maintain liability insurance with the appropriate degree of coverage deemed necessary to protect and indemnify its Executive Board Officers and Members and protect the organization's assets.

B. The liability insurance maintained should be in accordance with the requirements of the School District, which mandates that organizations using school facilities carry liability insurance and produce proof of coverage to the District Business Manager and any other school official that requests proof of the same.

Article XVIII: PARLIAMENTARY AUTHORITY

A. ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

B. The President or Co-Presidents or parliamentarian shall have a copy of ROBERT'S RULES OF ORDER NEWLY REVISED at every meeting.

These Bylaws were adopted in August 2021 and are to be reviewed and revised for the 2024-2025 school year.

Amended: September 10, 2024

Signatures:

